

Amart Summer Lake Homeowners Association

c/o Community Association Partners, LLC
PO Box 2429, Beaverton, OR 97075
(503) 546-3400 ph (503) 546-3401 fax
Email: info@capartners.net Website: www.capartners.net

Annual Meeting Notice

Date: Wednesday, March 5, 2025
Time: Begins at 6:00pm
Location: Virtual on Zoom
Call: (253) 215-8782
Meeting ID: 970 4949 8712
Passcode: 689051

Annual Meeting Agenda

1. Call to Order
2. Verify Notice Given & Quorum Reached
3. Guest Speaker: TBD
4. President's Annual Report
5. Approval of Meeting Minutes: 03/06/2024
6. New Business
 - a. Revenue Ruling 70-604
 - b. 2025-2026 Budget
7. Nomination and Election of Board Members
8. Owner Open Forum
9. Adjournment

Dear Summer Lake Homeowners Association Member:

This letter is to serve as notice that **three (3)** positions on the Board of Directors for your Association are up for election. These positions will serve a one-year term.

If you have questions about what being on the Board entails, would like to volunteer, or want to nominate someone in the community for one of the open Board positions, please email info@capartners.net. Although we highly encourage nominations prior to the meeting, additional nominations may also be taken from the floor at the time of the Annual Meeting.

In accordance with the Bylaws of the Association and ORS 94, The Oregon Planned Community Act, Amart Summer Lake Homeowners Association, is required to have an annual meeting of the owners during which time, new members of the Board of Directors shall be elected by the owners, to replace those directors whose terms have expired and to transact such other business of the Association as may be needed. All owners are invited and urged to attend. In the event that you will be unable to attend, a proxy ballot is enclosed. Should a quorum of 10% (22 homeowners) not be met the Association will vote to adjourn the meeting and reconvene at another time.

Completed proxy forms can be returned to the Community Association Partners office via email to info@capartners.net or by mail to address listed in the header above, no later than Tuesday, March 4, 2025. Any general inquiries pertaining to the annual meeting, or the proxy form herein, can be directed to the CA Partners office by calling 503-546-3400 or by emailing info@capartners.net.

Following the Annual Meeting, there will be a regular Board Meeting. Owners are invited to attend this meeting as well.

Sincerely,

Michelle Fife

Director of Community Management
Community Association Partners, LLC
"A Partnership for better living"

Amart Summer Lake HOA

2025-2026 Budget - Based on 213 Residential Units

| Acct. # | Description | 2024-2025 Monthly Budget | 2024-2025 Annual Budget | Monthly Avg 01/2024-12/2024 | 2025-2026 Monthly Budget | 2025-2026 Annual Budget |
|--|-------------------------------------|-----------------------------|----------------------------|--------------------------------|-----------------------------|----------------------------|
| INCOME | | | | | | |
| 4001 | Owner Assessments | \$ 2,946.50 | \$ 35,358.00 | | \$ 2,948.00 | \$ 35,376.00 |
| | Total Income | \$ 2,946.50 | \$ 35,358.00 | \$ - | \$ 2,948.00 | \$ 35,376.00 |
| EXPENSES | | | | | | |
| MAINTENANCE AND REPAIR SERVICES | | | | | | |
| 5001 | General Maintenance/Repair | \$ - | \$ - | \$ - | \$ - | \$ - |
| | Total Maintenance and Repair | \$ - | \$ - | \$ - | \$ - | \$ - |
| LANDSCAPING | | | | | | |
| 5201 | Landscape Contract | \$ 310.00 | \$ 3,720.00 | | \$ 325.00 | \$ 3,900.00 |
| 5203 | Annals/Flowers | \$ 490.00 | \$ 5,880.00 | \$ 536.33 | \$ 552.00 | \$ 6,624.00 |
| | Total Landscaping | \$ 800.00 | \$ 9,600.00 | \$ 536.33 | \$ 877.00 | \$ 10,524.00 |
| UTILITIES | | | | | | |
| 5303 | Electric | \$ 32.00 | \$ 384.00 | \$ 29.37 | \$ 32.00 | \$ 384.00 |
| | Total Utilities | \$ 32.00 | \$ 384.00 | \$ 29.37 | \$ 32.00 | \$ 384.00 |
| ADMIN SERVICES | | | | | | |
| 5401 | Management Contract | \$ 1,365.00 | \$ 16,380.00 | | \$ 1,405.00 | \$ 16,860.00 |
| 5402 | Management - Extra | \$ 2.00 | \$ 24.00 | \$ - | \$ 2.00 | \$ 24.00 |
| 5410 | Office Supplies/Printing/Postage | \$ 130.00 | \$ 1,560.00 | \$ 155.99 | \$ 150.00 | \$ 1,800.00 |
| 5422 | Reserve Study | \$ 64.00 | \$ 768.00 | \$ - | \$ 70.00 | \$ 840.00 |
| 5430 | Website Expenses | \$ 13.00 | \$ 156.00 | \$ - | \$ - | \$ - |
| 5438 | Legal/Collection Expenses | \$ 67.00 | \$ 804.00 | \$ - | \$ 67.00 | \$ 804.00 |
| 5446 | Accounting/Tax Returns/Reviews | \$ 21.00 | \$ 252.00 | \$ 22.33 | \$ 23.00 | \$ 276.00 |
| 5454 | Licenses/Annual Reports | \$ 5.00 | \$ 60.00 | \$ 4.17 | \$ 5.00 | \$ 60.00 |
| 5458 | Insurance | \$ 99.00 | \$ 1,188.00 | \$ 101.83 | \$ 113.00 | \$ 1,356.00 |
| | Total Admin Services | \$ 1,766.00 | \$ 21,192.00 | \$ 284.32 | \$ 1,835.00 | \$ 22,020.00 |
| 4001 | Operating Expenses | \$ 2,598.00 | \$ 31,176.00 | | \$ 2,744.00 | \$ 32,928.00 |
| 4901 | Reserve Contribution | \$ 348.50 | \$ 4,182.00 | | \$ 204.00 | \$ 2,448.00 |
| | Total Annual Expenses | \$ 2,946.50 | \$ 35,358.00 | \$ - | \$ 2,948.00 | \$ 35,376.00 |
| Annual Assessment Per Lot | | | \$ 166.00 | | | \$ 166.00 |

Amart Summer Lake Homeowners Association

March 05, 2025 ANNUAL MEETING PROXY

Per the Oregon Planned Community Act, the vote of an owner may be cast or given by proxy. A proxy is a person who is authorized to vote in place of an owner.

I/We, the undersigned, do hereby attest that I/We are member(s) of the Amart Summer Lake Homeowners Association.

CHECK ONE BOX ONLY

☐ The President of the Board, with the power of substitution if the President is not present, to any other member of the Board of Directors, as my/our proxy **for the purpose of establishing a quorum ONLY**.

☐ The President of the Board, with the power of substitution if the President is not present, to any other member of the Board of Directors, and hereby authorize them to represent, vote and otherwise act for me/us in the same manner and with the same effect as if I/we were personally present and, in particular, to vote upon the following items at their discretion: Election of open board positions, IRS Ruling 70-604, and budget.

☐ The following person to represent, vote and otherwise act for me/us in the same manner and with the same effect as if I/we were personally present and, in particular, to vote upon the following items at their discretion: Election of open board positions, IRS Ruling 70-604, and budget.

I/We also understand if I/we return this proxy form signed and dated, but do not check any of the boxes above, my/our proxy will be used for the establishment of quorum only.

In no event shall this proxy be valid for a period of longer than 11 months after the date of the first meeting for which it was given.

To validate your proxy, please also complete the following:

Your Name(s): _____

Property Address: _____

Signature(s): _____

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**Amart Summer Lake Homeowners Association
Board Member Interest Form**

Summer Lake HOA is currently seeking volunteers to serve on the Board of Directors at the next Annual Meeting. If you would like to be a candidate, please complete this form. It is important that you attend the annual meeting to be introduced to the members and accept your nomination.

Please consider the responsibilities below before applying:

- Communicate timely with fellow board members and management
- Attend scheduled board meetings
- Be familiar with the Association's governing documents and rules and regulations
- Be willing to assist with events that foster a sense of community
- Be respectful of fellow community members and vendors
- Engage in discussions regarding projects, resolutions, and neighborhood concerns

Name:

Address:

Phone: Email:

Have you volunteered for the association in the past? If so, in what capacity?

Do you have any special skills that will assist in the association?

What are some of your goals for the association?

Have you read the governing documents? ☐ YES ☐ NO

Can you represent the entire Association without personal bias and support policies that are approved by a majority of the Board, even if you are not in favor of the policy? ☐ YES ☐ NO

Other information you would like to share regarding serving on the Board: