



100 Symphony Way – Centreville, MD 21617
Phone: (410) 758-8500 Fax: (410) 758-8509
www.symphonyvillage.net

NOTICE OF ANNUAL MEETING – WEDNESDAY, DECEMBER 1, 2021

October 29, 2021

Dear Symphony Village Homeowner(s):

A hybrid Board of Directors Meeting is scheduled to be held on **Wednesday, December 1, 2021 at 6:00 p.m.** virtually on Zoom and in-person at the Clubhouse (100 Symphony Way, Centreville, MD 21617). The Annual Meeting of the Members will immediately follow the Board of Directors Meeting.

If you wish to attend in-person, please join the Board in Concert Hall on Wednesday, December 1, 2021. All homeowners attending the meetings must sign-in prior to 6:00 p.m. for the purpose of establishing a quorum as required Sign-in will begin at 5:15 p.m. and all are encouraged to come early.

Socially distanced seating will be available for those who choose to attend in-person.

Out of consideration for Symphony Village residents, including those with a particularly sensitive immune systems, it is suggested that all non-vaccinated residents wear a mask.

If you wish to attend virtually by Zoom, please complete and return the enclosed Proxy no later than 6:00 p.m. on Wednesday, December 1, 2021 for the purpose of establishing a quorum as required.

To register for the meetings, please see the instructions on the bottom of page 2 and follow the prompts accordingly. All homeowners in attendance must register using their full name and property address prior to the start of the meeting.

The Board will vote on the 2022 Proposed Budget during the Board of Directors Meeting. Please note that the Board is not proposing an increase to the current \$230.00 monthly assessment.

The purpose of the December 1, 2021 Annual Meeting of the Members is to conduct all business of the Association. To conduct the official business of the Annual Meeting, a 10% quorum is required, a minimum of 40 homes must be present in-person or by proxy. *The procedure authorized by Section 5-206 of the Maryland Corporations and Associations Article may be invoked if a sufficient number of members to constitute a quorum to approve or authorize the actions set forth in this notice are not in attendance.*

Please complete and return the enclosed Proxy to ensure the quorum requirement is met. The following options are available to return the Proxy:

- In-person at the Clubhouse (front desk)
- Email to gm@symphonyvillagehoa.com
- Mail to 100 Symphony Way, Centreville, MD 21617
- Fax to 410-758-8509

Please be advised that information, including the proposed budget, is printed on both sides of the paper. These documents are also posted on the community website. If you have any questions or concerns regarding the 2022 Proposed Budget, other enclosures or meeting registration/attendance, please contact the Management office at 410-758-8500 or via email at gm@symphonyvillagehoa.com.

Sincerely,



Rebecca (Cook) Wagner, CMCA, AMS
General Manager

Enclosures:

- 1) Notice of Annual Meeting
- 2) Board of Directors Meeting & Annual Meeting of the Members Agenda
- 3) Proxy
- 4) 2022 Proposed Budget

ZOOM Registration Instructions

By following the registration instructions below, you will be registered for both the Board of Directors meeting and the Annual Meeting of the Members.

Virtual Registration Instructions – see the community eblast for a clickable weblink and additional instructions as needed.

Please enter https://us02web.zoom.us/webinar/register/WN_noR8L1BjTsiaabbEiHpwpq into your web browser and follow the prompts.

Phone Registration Instructions – see the community eblast for additional instructions as needed.

In order to attend by phone, please dial 1 (301) 715 8592 and enter the Webinar ID: 819 2723 4935 # then press # to continue, then enter password 8500 #. Additional numbers are available: <https://us02web.zoom.us/j/kdCn4SSDm>.

NOTE: If you will be attending by phone, please contact the Management Office and a phone registration form will be provided to you. The phone registration form is required for quorum purposes.

SYMPHONY VILLAGE AT CENTREVILLE HOMEOWNERS ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING & ANNUAL MEETING OF MEMBERS

Wednesday, December 1, 2021

Clubhouse Concert Hall & Zoom Hybrid

BOARD OF DIRECTORS MEETING AGENDA

- I. Call to Order 6:00 P.M.
- II. Quorum of Directors
- III. **Approval of November 12, 2021 Meeting Minutes**
- IV. Secretary's Report – *talking points to include electronic Board votes, working sessions, etc.*
- V. *Homeowner Agenda Input Forum – please provide your name and address to document in the Minutes*
- VI. **Reserve Fund Contribution – B&F recmd transferring \$64K from owners equity & \$51K rainy day fund**
- VII. **Approval of 2022 Budget – with reserve contrib assmts would remain at \$230 if approved as proposed**
- VIII. Adjournment of the Board of Directors meeting to the 2021 Annual Meeting of the Members

ANNUAL MEETING OF THE MEMBERS AGENDA

- I. Call to Order
- II. Welcome/Introduction
- III. Proof of Notice
- IV. **Approval of December 2, 2020 Annual Meeting of the Members Minutes**
- V. President's Report
- VI. Management Report
- VII. Committee Reports (2 minutes each)
 - a. Artisan's Guild
 - b. Budget and Finance
 - c. Covenants
 - d. Landscape/Irrigation
 - e. Lifestyle
 - f. Nominating
 - g. Operations
 - h. Publications and Communications
 - i. SV Outreach
 - j. Sneakers
- VIII. *Homeowner Input Forum – please provide your name and address to document in the Minutes*
- IX. Adjournment

PROXY

The undersigned, being the owner(s) of the premises and property interests appurtenant to the address listed below in the SYMPHONY VILLAGE AT CENTREVILLE HOMEOWNERS ASSOCIATION, INC. ("the Association"), acknowledges receipt of the Annual Meeting of the Members scheduled to be held at Symphony Village Clubhouse, 100 Symphony Way, Centreville, Maryland on December 1, 2021 at 6:00 p.m. in Concert Hall. The undersigned authorizes this proxy to count towards establishing a quorum at the Annual Meeting of the Members and any other day or place for any subsequent meeting held by adjournment or otherwise.

The undersigned expressly reserve(s) the right, upon demand or by appearance at said meeting, to revoke the agency and proxy powers granted herein. The proxy shall automatically expire 180 days from the date signed. This proxy may only be used for purposes of meeting quorum requirements. Unless otherwise directed by completion of the form below, the holder of this proxy shall be entitled to exercise it as he or she, in his or her sole discretion, shall so choose.

Print Owner(s) Name(s)

Owner(s) Signature(s)

Dated: _____, 2021

Symphony Village Property Address:

_____, Centreville, MD 21617

The Proxy must be submitted by the start of the Annual Meeting on Wednesday, December 1, 2021 to:

Symphony Village at Centreville HOA

100 Symphony Way

Centreville, MD 21617

gm@symphonyvillagehoa.com

Fax: 410-758-8509

Symphony Village HOA PROPOSED 2022 Budget * \$230 Monthly *****

Account	Description	2020 Budget	2021 Budget	2021 Year End Projection (As Budgeted)	2022 Budget	Comments
Operating Accounts						
Income Accounts						
Income						
06310	Assessment Income	\$1,090,200.00	\$1,090,200.00	\$1,090,200.00	\$1,090,200.00	
Other Income						
06800	Working Capital Income	\$15,000.00	\$17,250.00	\$16,500.00	\$17,250.00	
06910	Interest Income - MM & CD	\$32,635.00	\$26,003.00	\$35,104.00	\$18,927.00	
06915	Key Cards	\$600.00	\$700.00	\$600.00	\$800.00	
06920	Newsletter Income	\$5,000.00	\$5,000.00	\$9,412.00	\$12,000.00	
06930	Concert Hall Rental	\$1,000.00	\$1,000.00	\$250.00	\$1,000.00	
06980	Misc. Income	\$0.00	\$0.00	\$1,502.00	\$0.00	
Income Accounts Total		\$1,144,435.00	\$1,140,153.00	\$1,153,568.00	\$1,140,177.00	
Expense Accounts						
General & Administrative						
07805	Bad Debt	\$1,200.00	\$1,000.00	\$500.00	\$500.00	
07810	Board Expenses	\$600.00	\$300.00	\$518.00	\$750.00	
07825	Decorating	\$600.00	\$600.00	\$647.00	\$600.00	
07830	Dues/Subscriptions	\$300.00	\$1,000.00	\$1,687.00	\$2,500.00	See #1 Below for Explanation
07840	Office Supplies	\$4,200.00	\$4,000.00	\$2,470.00	\$7,978.00	See #2 Below for Explanation
07841	Clubhouse Paper Supplies	\$1,200.00	\$1,200.00	\$958.00	\$1,200.00	
07845	Website	\$400.00	\$500.00	\$500.00	\$500.00	
07865	Printing & Copying	\$13,500.00	\$13,000.00	\$9,501.00	\$11,000.00	
07870	Postage	\$2,000.00	\$1,500.00	\$1,250.00	\$1,500.00	
07880	Permits/Licenses	\$1,000.00	\$1,000.00	\$500.00	\$1,000.00	
07850	Other Administrative Services	\$6,000.00	\$6,000.00	\$5,228.00	\$6,000.00	
Subtotal General Expenses		\$31,080.00	\$30,100.00	\$23,759.00	\$33,528.00	
Taxes & Insurance						
07100	Insurance	\$23,600.00	\$22,500.00	\$19,970.00	\$21,500.00	
07200	Income Taxes	\$3,905.88	\$6,500.00	\$7,000.00	\$3,000.00	
Subtotal Taxes & Insurance		\$27,505.88	\$29,000.00	\$26,970.00	\$24,500.00	
Payroll & Benefits						
08005	Salaries	\$140,000.00	\$148,000.00	\$145,204.00	\$204,390.00	
08040	Payroll Processing	\$4,500.00	\$4,800.00	\$4,541.00	\$6,800.00	
08050	Medical/Health Benefits	\$10,200.00	\$12,800.00	\$11,145.00	\$28,000.00	
08060	Education & Training	\$2,500.00	\$2,000.00	\$1,115.00	\$3,000.00	
08070	Payroll Taxes	\$12,600.00	\$11,520.00	\$11,018.00	\$18,600.00	
08080	Unemployment Tax	\$800.00	\$800.00	\$400.00	\$800.00	
08090	Workers Compensation	\$2,900.00	\$3,100.00	\$3,359.00	\$3,900.00	
Subtotal Payroll & Benefits		\$173,500.00	\$183,020.00	\$176,782.00	\$265,490.00	See #3 Below for Explanation
Contracted Services						
08400	Trash Removal	\$6,048.00	\$6,100.00	\$5,832.00	\$7,800.00	
08420	Landscape Contract	\$242,328.00	\$242,328.00	\$242,328.00	\$254,444.00	
08431	Landscape - Additional Work	\$12,000.00	\$12,000.00	\$9,125.00	\$10,000.00	*** L&I Req'd \$10,000 ***
08432	Tree Replacement & Maintenance	\$30,000.00	\$58,000.00	\$50,758.00	\$59,300.00	*** L&I Req'd \$59,300 ***
08434	Landscape Enhancement	\$14,000.00	\$31,000.00	\$30,757.00	\$27,500.00	*** L&I Req'd \$27,500 ***
08440	Irrigation Contract	\$31,250.00	\$31,250.00	\$31,250.00	\$31,250.00	
08442	Irrigation - Additional Work	\$89,600.00	\$76,000.00	\$51,349.00	\$60,000.00	*** L&I Req'd \$65,000 ***
08450	Ponds Contract	\$6,000.00	\$6,000.00	\$5,580.00	\$6,200.00	
08464	HVAC Contract	\$5,100.00	\$6,200.00	\$6,183.00	\$6,700.00	
08482	Clubhouse Cleaning	\$8,000.00	\$6,000.00	\$6,500.00	\$7,000.00	
08500	Pest Control	\$936.00	\$936.00	\$887.00	\$950.00	
08520	Pool Management Contract	\$22,980.00	\$23,370.00	\$23,370.00	\$24,516.00	
08540	Snow Removal	\$45,000.00	\$36,180.00	\$7,500.00	\$40,000.00	
08545	Alarm, Sprinkler & Extinguisher Insp.	\$2,915.00	\$2,915.00	\$3,742.00	\$4,000.00	
8546	Fitness Equipment Maint Contract	\$0.00	\$1,400.00	\$1,400.00	\$1,400.00	See #4 Below for Explanation
Subtotal Contracted Services		\$516,157.00	\$539,679.00	\$476,561.00	\$541,060.00	
Professional Services						
08700	Audit & Tax Services	\$5,850.00	\$5,850.00	\$5,500.00	\$6,200.00	
08750	Consulting Fees	\$12,000.00	\$10,000.00	\$13,993.00	\$10,000.00	
08800	Legal Services	\$19,000.00	\$18,000.00	\$33,392.00	\$21,000.00	See #5 Below for Explanation
08850	Management Fees	\$31,600.00	\$32,544.00	\$32,544.00	\$33,520.00	
Subtotal Professional Services		\$68,450.00	\$66,394.00	\$85,429.00	\$70,720.00	
Utilities						
09000	Electric	\$34,000.00	\$30,000.00	\$20,680.00	\$25,000.00	
09050	Gas	\$28,000.00	\$28,000.00	\$27,955.00	\$29,000.00	
09100	Water & Sewer	\$2,500.00	\$2,500.00	\$2,998.00	\$3,500.00	
07875	Phone, Internet & Cable	\$8,100.00	\$8,100.00	\$8,261.00	\$9,000.00	
Subtotal Utilities		\$72,600.00	\$68,600.00	\$59,894.00	\$66,500.00	
Repair & Maintenance						
09280	Common Area Supplies & R/M	\$12,000.00	\$22,000.00	\$20,060.00	\$26,000.00	See #6 Below for Explanation
09300	Electric Supplies & R/M	\$3,000.00	\$2,000.00	\$3,004.00	\$3,500.00	
09304	Pool Water Fill	\$1,000.00	\$1,500.00	\$1,500.00	\$1,800.00	
09320	Alarm, Sprinkler & Extinguisher R/M	\$1,800.00	\$1,800.00	\$635.00	\$1,200.00	
09340	Fitness Equipment R/M	\$4,800.00	\$2,800.00	\$1,400.00	\$2,800.00	See #7 Below for Explanation
09360	Flooring Supplies & R/M	\$2,400.00	\$1,950.00	\$1,725.00	\$2,000.00	
09400	Entry System R/M	\$2,000.00	\$1,500.00	\$1,124.00	\$1,500.00	
09420	Janitorial/General Supplies	\$5,000.00	\$8,000.00	\$5,968.00	\$6,500.00	
09460	HVAC R/M	\$5,000.00	\$5,000.00	\$4,185.00	\$2,000.00	See #8 Below for Explanation

09500	Lighting Supplies & R/M	\$300.00	\$300.00	\$171.00	\$300.00	
09520	Signs R/M	\$600.00	\$1,200.00	\$1,363.00	\$1,200.00	
09540	Painting Supplies & Service	\$5,000.00	\$5,000.00	\$2,522.00	\$5,000.00	See #9 Below for Explanation
09560	Plumbing Supplies & Service	\$4,500.00	\$3,500.00	\$2,174.00	\$2,500.00	
09580	Pool Supplies/ R&M	\$4,200.00	\$9,000.00	\$5,523.00	\$7,000.00	See #10 Below for Explanation
09600	Ponds R/M	\$3,000.00	\$2,000.00	\$3,831.00	\$6,000.00	
09620	Sidewalk R/M	\$7,500.00	\$2,500.00	\$2,904.00	\$5,000.00	*** Operations Req'd \$5,000 ***
09640	Tennis Court R/M	\$2,000.00	\$2,000.00	\$1,092.00	\$1,200.00	See #11 Below for Explanation
09660	Door & Lock R/M	\$4,000.00	\$4,000.00	\$7,210.00	\$1,200.00	See #12 Below for Explanation
09680	Misc. Supplies & R/M	\$3,271.00	\$3,160.00	\$2,321.00	\$3,320.00	
Subtotal Repair & Maintenance		\$71,371.00	\$79,210.00	\$68,712.00	\$80,020.00	
Committee Events & Clubhouse Paper Supplies						
07895	Lifestyle Events	\$1,500.00	\$1,950.00	\$625.00	\$1,590.00	*** Lifestyle Req'd \$1,590 ***
06925	Lifestyle Income	\$0.00	\$0.00	\$0.00	\$0.00	
07860	Lifestyle Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
09801	Artisans Guild Expenses	\$0.00	\$0.00	\$0.00	\$412.00	*** AG Req'd \$412 ***
09802	P&C Expenses	\$0.00	\$0.00	\$0.00	\$950.00	*** P&C Req'd \$950 ***
Subtotal Committee Events & Clubhouse Paper		\$1,500.00	\$1,950.00	\$625.00	\$2,952.00	
Loan Expenses						
09920	Loan Amortization	\$32,031.90	\$0.00	\$0.00	\$0.00	
09910	Loan Interest Expense	\$10,484.22	\$0.00	\$0.00	\$0.00	
Subtotal Loan Expenses		\$42,516.12	\$0.00	\$0.00	\$0.00	
Reserve Contribution						
09900	Reserve Contribution Expense	\$139,835.00	\$142,200.00	\$143,044.00	\$55,407.00	See #13 Below for Explanation
Subtotal Reserve Contribution		\$139,835.00	\$142,200.00	\$143,044.00	\$55,407.00	
Expense Accounts Total		\$1,144,435.00	\$1,140,153.00	\$1,061,776.00	\$1,140,177.00	
Net Operating Income		\$0.00	\$0.00	\$91,792.00	\$0.00	
Reserve Accounts						
Income Accounts						
Reserve Income						
06990	Reserve Contribution Income	\$107,200.00	\$115,997.00	\$115,997.00	\$36,480.00	See #13 Below for Explanation
06992	Reserve Interest Contribution	\$33,133.00	\$26,003.00	\$35,618.00	\$18,927.00	
Income Accounts Total		\$140,333.00	\$142,000.00	\$151,615.00	\$55,407.00	See #13 Below for Explanation
Expense Accounts						
Reserve Expenses						
09902	Reserve Item Expenses	\$96,000.00	\$45,000.00	\$112,062.00	\$281,750.00	
Expense Accounts Total		\$96,000.00	\$45,000.00	\$112,062.00	\$281,750.00	
Reserve Accounts Net		\$44,333.00	\$97,000.00	\$39,553.00	-\$226,343.00	

Comments:

- 1) Subscription for Zoom and online platform for work orders, activity request forms, etc.
- 2) Includes reconfiguration of the Management Offices to accommodate a fourth employee pending Board approval in an Executive Session.
- 3) Includes funding for a fourth staff member as requested but not yet approved by the Board.
- 4) Budget for the quarterly preventative inspection previously included in GL#9340 "Fitness Equipment R/M".
- 5) Legal fees for governing document review and confidential owner matters largely contributed to 2021 expense. Fewer expensed projected in 2022.
- 6) Budget for common area maintenance. The Operations Committee request for \$6,000 for pressure washing and \$5,000 for Clubhouse Wi-Fi improvements
- 7) Budget for fitness equipment repair and maintenance. The Operations Committee request for leg press (\$4,500) is not included.
- 8) Reduced HVAC maintenance requirements. The oldest unit currently servicing the Clubhouse was installed in 2018.
- 9) Budget for paint touch-up in the Clubhouse. The Operations Committee request for \$2,000 to paint/clean soffits is included.
- 10) Budget for pool/spa supplies and repair and maintenance. The Operations Committee request for an outdoor shower (\$4,500) is not included.
- 11) Budget for additional pickleball nets, etc. that are not included in reserve study.
- 12) Reduced funding because the Clubhouse locks were replaced/re-keyed in 2021.
- 13) Reserve funding reduced contingent on approval of \$115K contribution to reserves from owners undesignated equity and the rainy day fund. The supplemental contribution and reduced contribution from the 2022 operating budget is necessary to keep assessments at \$230 per month.