



**2025 ANNUAL MEETING OF MEMBERS (rescheduled)
STAFFORDS FARM HOMEOWNERS ASSOCIATION, INC.
MEETING MINUTES**

The 2025 Annual Meeting of the Members of the Staffords Farm Homeowners Association took place on Tuesday, December 16, 2025 at 7 p.m. virtually via Zoom

Owners Present:

Phillip & Kelly Wiseman
Timothy Walker
Doug Burton
Samantha Marcum
Kathleen & Evan Ellis
John & Danielle Himes
Ira & Nicola Hill
Cesar Grado
Hilary Whiting

Others Present:

Elijah Willis, Townside

Owners Represented By Proxy:

Philip & Emily Brown
Megan Weaver & Amanda Armstrong
Jesse & Stacy Tuel
Nasri & Jennie Salamoun
Jonathan & Tanya Hinckley

I. Determination of Quorum and Call to Order

Quorum was not met on December 2, 2026 Annual Meeting date, therefore the quorum requirement was reduced to 30% for tonight's meeting. The required quorum (14) was met with (14) fourteen lots represented in person or by proxy.

President Cesar Grado called the meeting to order at 7:05 PM

II. Approval of Minutes of Previous Meeting

The minutes of the March 2025 Special Meeting were reviewed. A motion was made by Hilary Whiting to approve the minutes as distributed. Motion seconded by Nicola Hill and passed by unanimous vote.

III. Reports

Management Report – Elijah Willis, community manager with Townside reviewed the 2025 financials, noting that the association was able to bring in \$600 more than budgeted in income thanks to successful delinquency collection efforts over the past year. There are only two accounts currently available for collection going into 2026. For expenses, the association will finish 2025 about \$4,000 over budget. This is due to unplanned maintenance of trees that were damaged in ice storms in early 2025. The trees were located on the northern boundary of the HOA and in the SWM Facility, trees in both areas posed a significant risk to neighboring properties.

IV. Unfinished Business

There was no unfinished business for the association to discuss, it was at this time the community manager transitioned into the new business for the evening after giving the management report.

VI. New Business

a. 2026 Budget

Elijah Willis presented the approved budget for 2026. The budget shows annual dues at \$252 per lot, bringing the total income for the association to an estimated \$11,340. This is a 5% increase in dues from 2025 and will allow the association to contribute \$662 to reserve savings while still covering all of the annual operating expenses. Mr. Willis discussed how the operating expenses did not change much year over year from 2025 but there was a need to address reserve saving for future capital needs. The Storm Water Management facility, front entrance sign, and walking path were noted liabilities that the HOA needed save for future repair and maintenance. Mr. Willis referenced the reserve plan that showed expected maintenance on these areas between 2026 and 2035. Assessment notices will be sent out in Spring of 2026 and due by June 1, 2026. The invoice will be for January 1, 2026 through December 31, 2026 period. *The 2026 approved budget is attached.*

b. Election of 2025 Directors

(Five Directors for One-Year Terms Beginning 1/1/2026-12/31/2026) –
The current slate of directors all agreed to serve another term if elected, except for one long time board member who stayed on for an extra year to help in the transition of the new board at the request of the managing agent in 2025.

Doug Burton has been the communications director for many years and supported the HOA relentlessly. All in attendance thanked him for his time serving the community and at this time Nicola Hill volunteered to fill his role for 2026.

Cesar Gardo – President
Hilary Whiting – Treasurer
Eric Wiseman – Landscape
Katie Ellis – Architectural Review
Nicola Hill – Communication

With no other homeowners expressing interest in the volunteering at this time, this slate of directors was unanimously approved by all in attendance.

VII. Adjournment

Before Adjourning the meeting Mr. Willis opened the floor to owners for comment, with no owners bringing forward comment and all scheduled business being completed Cesar Gardo adjourned the meeting at 8:10 pm.

The 2026 Annual Meeting of the Members will be held in Fall 2026

Respectfully submitted,

Elijah Willis
Townside Community Management