



February 7, 2022

2021 Annual Meeting Notice and Proposed 2022 Budget

Dear Homeowner(s):

The Chester Grove Homeowner Association has scheduled a meeting of the homeowners for March 10, 2022. The purpose of the meeting is to present the 2022 proposed budget and to hold the 2021 annual meeting. Due to ongoing COVID-19 restrictions, the meeting will be held virtually, using Zoom video conferencing. **The meeting will begin promptly at 6:00pm.**

To Join Zoom Meeting:

<https://us02web.zoom.us/j/81187544557?pwd=NHhIMGJibTk3RVInc3BmQIR4ZC91Zz09>

Meeting ID: 811 8754 4557

Passcode: 227316

Dial by your location: 301-715-8592

The Board of Directors is required to establish a quorum of homeowners in person or by proxy, in order to conduct the Chester Grove Homeowner Association business. A quorum of 1/4 or 39 homeowners must be present at the Annual Meeting. If the Association fails to meet the quorum at this scheduled meeting, please be advised that pursuant to Maryland law, and the notice set forth in this letter, another reconvened Annual Meeting may be held by providing fifteen-day notice of the time and place of the reconvened Annual Meeting.

If necessary, the Reconvened meeting will take place on **Thursday, April 14, 2022, at 6:00pm.**

There is one open seat on the Board. If you are interested in serving on the Board, we have attached a nomination form for you to complete and return to our office by via mail, fax, or by email office@quality1propertymanagement.com no later than 5:00 p.m. on February 28, 2022.

Prior to the meeting, we will send out the ballot with all the names of the candidates in alphabetical order. Should you fail to submit your nomination in a timely manner, you

12138 Central Avenue Suite 863
Mitchellville, Maryland 20721 (mailing address)

9420 Annapolis Road, suite 105
Lanham, Maryland 20706 (offices)

(240) 770-5381 voice; (240) 260-0755 fax
Office@quality1propertymanagement.com
www.Quality1PropertyManagement.com

can still submit it from the floor at the annual meeting. Please note that all names submitted from the floor will not be placed on the ballot in alphabetical order.

Owners are encouraged to attend the Annual/Budget Meeting of the Association in person or by proxy. Please note that proxy/ballots forms will be mailed with candidate names included after the cutoff date along with the agenda.

If you have any questions concerning the annual meeting, please contact our management office at 240-770-5381 or office@quality1propertymanagement.com with any questions or concerns.

Thank you in advance for your interest and commitment in serving your community.

Sincerely,

Andrea Beaird

Andrea Beaird
Portfolio Manager

cc: Board of Directors
Attachments

**Chester Grove HOA
Proposed 2022 Budget**

<u>Income</u>				
Account	2021 Approved Budget	January - December 2021 Actuals	2022 Proposed Budget	Notes
4001 Association Fee Income	\$23,400	\$30,272	\$23,400	157 units, \$150 annually. No Increase
Bad Debt 3%			(\$702)	
4005 Arrearages Income	\$0	\$0	\$5,000	Monies collected via attorney collection efforts, 2021 collections from the
4010 Late Fee Income	\$350	\$968	\$350	
4050 Other Income-Fine income	\$150	\$0	\$0	
4030 Interest Income	\$500	\$105	\$0	
Income Total	\$24,400	\$31,345	\$28,048	
<u>Expense</u>				
Account				
5001 Administrative Expense	\$0	\$47	\$0	
5002 Contract Services - Management Fees	\$15,280	\$15,600	\$15,600	No increase in management fees.
Reserve Study	\$0	\$0	\$1,250	Reserve Study required by PG County.

5010 General & Administration - Audit Fee/Tax Prep	\$1,200	\$4,840	\$2,990	\$2,990 is the actual expenses for 2021, Two audits performed in 2021.
5030 General & Administration - Legal Fees - Collection	\$860	\$0	\$860	Collections are done by Attorney Alexandrides which keeps costs low because he collects directly from the homeowner not the association, unless there's a bankruptcy or another type of write-off.
5060 Bank Fee Expense	\$100	\$70	\$100	
5070 General & Administration - Postage and Delivery	\$200	\$246	\$505	Cost of stamps going up in 2022 to \$.58, Board wants to increase mailing expense.
5090 General & Administration - Insurance Policy Expense	\$950	\$1,003	\$1,000	3% increase over 2021 expense; Insurance expires 05-05-22
5211 Corp Tax	\$110	\$0	\$110	
5220 General & Administration - Misc. Expenses	\$100	\$0	\$133	
5330 General & Administration - Meeting Expenses	\$100	\$0	\$100	
5400 Social/Welcome	\$800	\$0	\$300	Reduced to \$300.00
6530 Contract Services - Lawn Maintenance	\$4,700	\$4,950	\$5,100	Estimate waiting on new contract.
Total	\$24,400	\$26,709	\$28,048	
Net Income	\$0	\$4,636	\$0	This number needs to be \$0

Chester Grove Homeowner Association
Candidate Nomination Form
Board of Directors

Name: _____ Phone: _____

Address:

**Have you ever been involved in a Homeowners Association or Condominium previously?
(Please explain).**

Why do you want to run for the Board of Directors?

**What background or experience do you have which may qualify you for a Board position
(jobs, organizations, occupation, etc.)?**

What are your ideas on maintenance, financial matters and community cohesion?

Other ideas or comments:

Please return to:
Quality 1 Property Management, LLC.
9420 Annapolis Road, Suite 105
Lanham, MD 20706
office@quality1propertymanagement.com

**Chester Grove Homeowners Association.
2021 Annual Meeting
PROXY/BALLOT**

In accordance with Chester Grove Homeowners Association, I/we are the owner(s) of the property listed below, located within Chester Grove Homeowners Association, and hereby appoint:

Select one:

Chester Grove Homeowners Association Secretary or other officer present my proxy for the purpose of obtaining a quorum to conduct business of the 2021 Annual Meeting. All proxies heretofore made or given by the undersigned are hereby revoked. **(Quorum ONLY Proxy)**

_____ (print name of an "adult natural person") proxy for and in the name, place, and stead of the undersigned to exercise the undersigned's vote, according to the number of votes that the undersigned would be entitled to vote if personally present at the 2021 Annual Meeting. All proxies heretofore made or given by the undersigned are hereby revoked. **(General Proxy – vote the ballot below and any other Association business)**

_____ (print name of an "adult natural person") proxy for and in the name, place, and stead of the undersigned to exercise the expressly directed and instructed vote as indicated below, according to the number of votes that the undersigned would be entitled to vote if personally present at the 2021 Annual Association Meeting. All proxies heretofore made or given by the undersigned are hereby revoked. **(Directed Proxy – vote the ballot below ONLY)**

Please do not vote for more than one (1) candidate, by placing a check mark in front of the candidates' names.

_____ (Write in Candidate)	_____ (Write in Candidate)
_____ (Write in Candidate)	_____ (Write in Candidate)

Homeowner Information

Name(s) Owner(s) of Record:

Signature of Owner(s):

Property Address:

Owner's Phone Number: _____ (H) _____ (W/C)

Owner's Email Address: _____

Upon completion of the proxy/ballot, please return by mail, fax or by email office@quality1propertymanagement.com no later than February 28, 2022, to Chester Grove Homeowners Association, Inc., c/o Quality 1 Property Management, 9420 Annapolis Road, Suite 105, Lanham, MD 20706, or fax to (240) 260-0755.