

DPHA Broadcast Message to All Homeowners

Dear Homeowner:

We on the Board hope you all are taking the warm summer weather in stride!

In this communication we want to: update you on the director slate for the 2023 Board of Directors, discuss the timing and method for voting for your new Directors, reminders on the upcoming annual dues billing and payment options, confirm the date of our annual meeting, and provide an update on the financial condition of the Association.

Director Slate for the Board of Directors

Since our last communication, we have received several inquiries as to roles and responsibilities of the Board of Directors. We are please to announce that we have two new volunteers willing to put their names in the hat for the 2023 Board of Directors. Their names are Matt Guyot and Scott Mato. Together with the three current Directors running for the Board, the full slate of five candidate Directors includes:

Matt Guyot: Matt moved to Dunbarton Pines in April 2006. Matt has worked 24 years with a company whose passion is to create career opportunities in the facility services and construction industries in Michigan so they may enhance people's lives. He has served in various positions in the company's continual and advancing journey and growth.

Karen Harris: Karen returned to Dunbarton Pines in the spring of 2015. She has been the Treasurer of the Board from 1996 through 2005, and from 2015 to present, some 16 years. Karen has an MBA and experience as a systems analyst for a major steel company and petroleum company

Scott Mato: Scott has lived in Dunbarton Pines since January 2021. He works for a tier 1 automotive supplier as a project manager and is well skilled at successfully managing large scale projects. This is his first time running for the Board. He is a MSU alumni and an avid Spartan fan.

Andy Randall: Andy has lived in Dunbarton Pines since 2003, and is self-employed as a lighting consultant for industrial and commercial buildings. Andy has held the role of Vice President, Landscaping, on the Board since 2005, some 17 years.

Fred Schlemmer: Fred has resided in Dunbarton Pines for over 30 years and has been on the Board for over four years. Fred is currently Board President. Fred is the Chief Financial Officer for a large steel concern and has over 40 years experience in accounting and finance. He has an MBA and CPA.

It is anticipated that all five members will constitute the 2023 Board, with the new members taking on their new responsibilities gradually over the course of the upcoming year.

Timing and Method for Voting

This year we will have two methods for voting for the slate of Directors for the 2023 Board – a paper ballot and electronic ballot. The paper ballot will be included in your annual dues billing which will be mailed the first week of August. We have redesigned the invoice such that the ballot is on the reverse side – returning your invoice stub will automatically result in your returning a paper ballot! Easy!

You will also have the option to vote electronically. All homeowners who have provided their email address to the Association will receive an email with electronic voting instructions and a link to the

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voting site. We will also include electronic voting instructions with your annual dues invoice (on the reverse side). There is only one vote per household / address. If you elect to vote using the paper ballot, we will record your vote on the electronic ballot system to have a single location for tallying homeowner votes.

Voting will take place during the month of August, and will begin on August 1st and end on August 31st. All five candidates may be voted for the open positions for the 2023 Board.

Annual Dues Payment Options

Homeowners always have the option of paying their annual dues by check. To do so, simply remove the remittance slip at the bottom of your annual dues invoice, complete the fields, and insert the form, along with your check, into the return envelope. You'll need to add a stamp to the return envelope. Be sure and complete the voting form on the back of the remittance slip!

Homeowners also have the option of paying their annual dues using direct debit (from a checking or savings account) or current credit / debit card. Homeowners must be registered on the Owner's Portal to use these payment methods. To request access to the Owner's Portal, please send an email to dunbartonpines@outlook.com. Please send the email from the email account you would like to associate with your Owner's Portal account, and be sure to include a short message requesting access to the Owner's Portal. Instructions for setting up your account will be emailed to you.

There is no charge for using the direct debit option, while a nominal fee is assessed when using a credit or debit card. This fee is shown during the payment process. As a reminder, the Association has no visibility into the payment information provided by homeowners – as this is processed by a third-party payment processor.

For homeowners planning on using the direct debit or credit/debit card payment option, now would be a good time to confirm your information is up to date on the Owner's Portal. The link to the Owner's Portal is: <https://owner.topsoft.com/DPHA/Account/Login>. Also, if you pay using the direct debit or credit/debit card, please vote for Directors. You can do this using the paper ballot you will receive in the mail (as part of the annual dues invoice) or using the electronic method. You will receive an email invite to vote electronically (as we will have your email address on file).

Finally, homeowners wanting to use the "no cost" direct debit payment method must have their account created and in place prior to us initiating the direct debit process. This process will be initiated on Monday, August 22nd. If everything has been set up properly, you will receive an email from the system indicating that the direct debit process has started. You will not be able to setup and use the direct debit payment method for this year's dues after the August 22nd date (it will be in place for the following year).

Annual Meeting

This year's annual meeting will, once again, be held using Zoom webinar. The date for the Annual Meeting will be Sunday, September 18th, at 7:00 pm. Information regarding the Zoom meeting particulars will be sent in early September.

Financial Condition of the Association

The Treasurer is pleased to advise that the financial condition of the Association is sound. Year-to-date status as of June 30, 2022, is shown in the attachment. Expenses are on track for the year. Dues are also now on track, as two delinquent homeowners are in process of paying their past-due assessment for

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2022. We initiated legal action to collect those past due accounts after our five reminder letters remained unanswered. In August, we will begin the billing process for the 2023 calendar year, with payments due September 1st, 2022.

Your Board

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Why am I receiving this email?

You are receiving this email as a result of having provided your email address to the Dunbarton Pines Homeowners' Association. If you would prefer having us using a different email address, please send your request to dunbartonpines@outlook.com. As not all homeowners have provided us an email address, please feel free to share this communication with your neighbors (encourage them to provide us their email address!!)

Dunbarton Pines Homeowners' Association
Income Statement

Year-To-Date As of June 30, 2022

Income	Year to Date			Yearly Budget
	Actual	Budget	Variance	
6010 Dues and Other Receipts	\$64,410.00	\$64,790.00	(\$380.00)	\$64,790.00
6200 Interest Income	\$9.94	\$0.00	\$9.94	\$0.00
Dues and Receipts Total	\$64,419.94	\$64,790.00	(\$370.06)	\$64,790.00
Expense				
7010 Landscaping	\$10,949.54	\$18,861.00	\$7,911.46	\$42,126.00
8010 Fees and Insurance	\$58.95	\$47.00	(\$11.95)	\$3,145.00
8020 Water	\$0.00	\$0.00	\$0.00	\$2,849.00
8030 Electric	\$575.71	\$699.00	\$123.29	\$1,227.00
8040 Communications	\$32.97	\$153.00	\$120.03	\$977.00
8050 Enterprise Software	\$1,855.00	\$2,226.00	\$371.00	\$4,452.00
Expenses Total	\$13,472.17	\$21,986.00	\$8,513.83	\$54,776.00
Contribution to Reserves	\$50,947.77	\$42,804.00	\$8,143.77	\$10,014.00
Reserves Year-End 2021	<u>26,965.51</u>			
Cash in Bank	77,913.28			