



December 17, 2020

Britton Ridge Homeowners Association

Dear Homeowner:

Let this letter serve as notice for the Britton Ridge Homeowners Association Annual Meeting of the members. The meeting will be held on the following:

Thursday, January 28th 2021 @ 7:00 pm

Join Zoom Meeting

<https://us02web.zoom.us/j/83702953853>

Meeting ID: 837 0295 3853

One tap mobile

+13126266799,,83702953853# US (Chicago)

+19292056099,,83702953853# US (New York)

Dial by your location

Find your local number: <https://us02web.zoom.us/u/kd2lTunpqr>

The purpose of the meeting is to provide an overview of 2020 projects and costs, review the 2021 budget and hold elections for the Board of Directors.

Enclosed please find a proxy for those who are unable to be in attendance. It is important that you sign and submit this proxy as representation of your household. Please return your signed proxy to OMNI Management Services at **PO Box 441570 Indianapolis, IN 46244** or by **email of fax**. **Your proxy must be returned to Omni Management Services by noon on Wednesday, January 27th 2021.**

Also find enclosed a self-nomination form for anyone interested in serving on the Britton Ridge Board of Directors. There are currently 5 board openings available. Nomination forms should be returned to OMNI no later than **Wednesday, January 27th 2021.**

The success of the Britton Ridge Homeowners Association, Inc. will depend on the homeowner's participation in the Annual Meeting, so please attend the meeting via zoom or by proxy.

If you should have any questions regarding the meeting, please contact me at 541-0000.

Sincerely,

Jeri Mains

Jeri Mains
Property Manager
OMNI Management Services, Inc



Britton Ridge Homeowners Association

Annual Meeting Agenda

January 28, 2021

- I. Call Meeting to Order – Introduction of Board and Omni Representative**
- II. Current Treasurer’s Report**
- III. 2020 Recap**
- IV. 2021 Budget Review**
- V. 2021 Community Plans**
- VI. Board Election**
- VII. Introduction of 2021 Britton Ridge Board of Directors**
- VIII. Adjourn**

OMNI Management Services
Manager: Jeri Mains
jmains@omni-property.com

PO Box 441570
Indianapolis, IN 46244
Operator 888.541-0018/Fax 317.541-0002

To contact your account manager please submit an online Express HelpDesk ticket at
www.omni-property.com

Britton Ridge Homeowners Association Operating Budgets/Actuals	2020 Annual Budget	2020 Actuals as of 11/30/20	2021 Annual Budget
INCOME			
4100 - Association Assessments \$200 x 240	\$48,000.00	\$47,977.59	\$48,000.00
TOTAL INCOME	\$48,000.00	\$47,977.59	\$48,000.00
ADMINISTRATIVE EXPENSES			
5010 - Adminstrative Expenses	\$1,500.00	\$1,059.85	\$1,500.00
5020 - Postage	\$0.00	\$32.45	\$330.00
5030 - Professional Services	\$1,000.00	\$25.50	\$1,000.00
5031 - Accounting Fees	\$0.00	\$300.00	\$400.00
5033 - Taxes	\$400.00	\$100.00	\$100.00
5040 - Management Contract	\$6,400.00	\$5,816.03	\$6,540.00
5050 - Insurance Expense	\$900.00	\$0.00	\$900.00
5070 - Website Expense	\$600.00	\$0.00	\$0.00
5095 - Misc. (Social)	\$0.00	\$51.36	\$0.00
TOTAL OPERATING EXPENSES	\$10,800.00	\$7,385.19	\$10,770.00
UTILITIES EXPENSES			
5110 - Electricity	\$4,000.00	\$4,337.44	\$5,160.00
5120 - Water/Sewer/Natural Gas	\$2,000.00	\$747.52	\$1,800.00
5180 - Storm Water Tax	\$0.00	\$368.55	\$310.00
TOTAL UTILITIES EXPENSES	\$6,000.00	\$5,453.51	\$7,270.00
GROUNDS EXPENSES			
5210 - Landscaping Contract	\$17,000.00	\$18,667.80	\$20,360.00
5221 - Common Area Maintenance	\$3,000.00	\$1,051.35	\$3,000.00
5232 - Pond Contract	\$1,800.00	\$1,691.00	\$1,780.00
5244 - Irrigation Maintenance	\$0.00	\$0.00	\$685.00
5250 - Fountain Maintenance	\$1,300.00	\$1,319.97	\$1,000.00
TOTAL GROUNDS EXPENSES	\$23,100.00	\$22,730.12	\$26,825.00
OTHER EXPENSES			
5510 - Reserve Funding	\$8,100.00	\$6,750.00	\$3,135.00
TOTAL OTHER EXPENSES	\$8,100.00	\$6,750.00	\$3,135.00
TOTAL OPERATING EXPENSES	\$48,000.00	\$42,318.82	\$48,000.00
NET OPERATING FUNDS	\$0.00	\$5,658.77	\$0.00

EXTRAORDINARY ITEMS PAID IN 2020

Strret Lights (installed in 2018)	\$3,150.44
Irrigation System Repairs	\$1,966.00
Fountain Electrical System Repairs	\$724.97
Park Bench Repairs	\$352.03
Sign Replacement & Repair	\$51.36
TOTAL	\$6,244.80

Britton Ridge Homeowners Association

GENERAL PROXY

I am the Owner of the property listed below in Britton Ridge Homeowners Association and I appoint _____, or if left blank, the President of the Association, as my proxy holder to attend the Meeting of the Members of the Association, duly called according to the Association's Bylaws, to be held on **January 28, 2021, at 7:00 pm via Zoom Meeting**
<https://us02web.zoom.us/j/83702953853>

Meeting ID: 837 0295 3853

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and any continuation of that meeting. The proxy holder named above has the authority to cast my vote and act for me the same as if I were personally present at the Meeting as indicated below:

On all issues that may come up for a vote at this Meeting, I authorize and instruct my proxy to use his or her best judgment when casting a vote.

"I affirm, under penalties of perjury, that by signing this proxy I have the authority to grant this proxy to the individual named herein to exercise this proxy."

Owner's Signature

Date

Printed Name of Owner

Email

Address of Owner's Property

Phone Number

You may return this proxy by any of the following options:

- Mail to:
Britton Ridge Homeowners Association
c/o OMNI Management
P.O. Box 441570
Indianapolis, IN 46244
 - Fax at **(317) 541-0002**;
 - Give your signed proxy to a homeowner who can attend the Meeting; or
 - Electronic mail (Email) or any other electronic means to: **jmains@omni-property.com**
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The Owner appointing this proxy may revoke this proxy at any time in person or by issuing a new proxy on a later date or time. This proxy is valid only for the meeting for which it is given and any lawful continuation thereof. In no event is this proxy valid for more than one hundred eighty (180) days from the date this proxy was signed.

Self-Nomination Form

For Annual Meeting on Thursday, January 28th 2021

Name _____

Community: **Britton Ridge Homeowners Association**

Address _____ Phone Number _____

Email _____

Please note that only homeowners, current on their dues, may run for a board position

Qualifications:

Signature: _____

OMNI Management Services, Inc.
Attn: Jeri Mains
P.O. Box 441570
Indianapolis, IN 46244
By email: jmains@omni-property.com
By fax: (317) 541-0002
Phone: 317-591-5130 for any questions