

DUFFERIN PARK HOMEOWNERS ASSOCIATION NOTICE OF ANNUAL MEETING

Dear Dufferin Park Homeowners Association Members,

Notice is hereby given that the Annual Meeting of the members for the Dufferin Park Homeowners Association will be held on:

Date: Tuesday, February 21st, 2023

Time: 6:30 PM Registration
7:00 PM Call to Order
8:00 PM Adjournment

Place: Dufferin Park Homeowners Association
Prior Lake High School – Auditorium
7575 150th Street West
Savage, MN 55378

This meeting is solely for Unit Owners of the Single-Family homes located within the Dufferin Park Homeowners Association. **Your attendance is strongly encouraged.** At the meeting, two (2) positions will be elected to the Board to fill: one (1), three (3) year position and one(1), one (1) year Position.

A QUORUM IS REQUIRED: There are quorum requirements for this meeting. We must secure a quorum to officially conduct the meeting. As a member of Dufferin Park Homeowners Association, it is imperative that you either attend the annual meeting or turn in a signed proxy form. A proxy form is enclosed for your use.

If you cannot attend this meeting in person, return your signed proxy form to AssociationOne no later than Monday, February 20th, 2023. You may also send it with a Board member or neighbor who plans to attend the meeting.

If you have any questions, please contact us at AssociationOne at 833-737-8663.

We look forward to seeing you at the meeting!

The Dufferin Park Homeowners Association Board of Directors

Prepared by:

ASSOCIATION | ONE

DUFFERIN PARK HOMEOWNERS ASSOCIATION

Annual Packet Contents

1. Roll Call and Quorum Verification (10% or 55 homeowners)
2. Annual Report 2022
 - i. December 2022 Financial Report
 - ii. Certificate of Insurance
 - iii. Balance as of December 31st, 2022, of the total unpaid assessments
3. Board Reports
 - i. President's Report
 1. Accomplishments for past year
 - ii. Secretary's Report
 1. Annual Meeting Minutes – February 10, 2022
 - iii. Treasurer's Report
 1. December 2022 Financial Report
4. Committee Reports
5. Nomination Bio's
6. Ballot
7. 2023 Annual Assessment Giveaway – Must be present at meeting to win.
8. Adjourn

DUFFERIN PARK HOMEOWNERS ASSOCIATION

2022 Annual Report

1. A statement of capital expenditures more than two percent (2%) of current budget, or \$5,000 whichever is greater, anticipated by the Association during the current fiscal year and succeeding two fiscal years.

2022 Capital expenditures
-N/A

2. A statement of the status and amount of any reserve or replacement fund and portion of the fund designated for any specific purpose by the Board of Directors.
 - a. Reserve Fund Balance as of 12/31/22:
 - Balance: \$28,465.12
3. A copy of the statement of financial condition for the Association for the last fiscal year.
 - a. Enclosed for your record
4. A statement of the status of any pending suits or judgments to which the Association is a party.
 - a. The Dufferin Park Homeowners Association is not a party in any litigation other than collection actions for delinquent assessments.
5. A statement of the insurance coverage provided by the Association.
 - a. Enclosed for your record
6. A statement as of January 10th, 2023, or current balances of the total unpaid assessments on all homes due to the Association.
 - a. Total Owed to Dufferin Park Homeowners Association
 - \$2,923.00

Prepared by:

DUFFERIN ANNUAL MEETING - ORGANIZATIONAL

Thursday, February 10, 2022

Virtual

Agenda

Present: Angela McGannon, Christopher Ford, Steve Hawks, Thomas Alexander and Greg Lind

New elected members: Edward P. Goettl

Write Ins – Angela McGannon(1), Paul Eisenbeis(1), Mike Faulise(1), Todd Jensen(1), Chris Ford(2) and Kevin McGovern (1)

AssociationOne: DeLynn Barta

ANNOUNCEMENT OF NEWLY ELECTED BOARD MEMBERS:

Quorum requirement of 1/10 or 66 Ballots. ____ 66 ____ ballots received

ANNOUNCEMENT OF 2020 MINUTES APPROVAL:

66 approvals of 66 ballots received

Thank you to all exiting board members

IDENTIFY NEW BOARD POSITIONS:

President: Steve Hawks

Vice-President: Angela McGannon

Treasurer: Edward Goettl

Secretary: Edward Goettl

Board Member at Large: Chris Ford

COLLECT BOARD CONTACT INFO:

Name, Unit, Board Position, & Email Address.

OLD BUSINESS UPDATES FROM EXITING BOARD –

UPDATE BANK SIGNATURE CARDS and IDENTIFY NEW SIGNERS:

Bank Cards:

Signers:

LPL Signers:

Next Meeting – May 12, 2022

MOTION to adjourn ____ Angela ____ 2nd, ____ Steve ____.

Meeting adjourned at ____ 800pm ____ Respectfully submitted by DeLynn Barta

ASSOCIATION | ONE

12/31/2022

Dufferin Park Homeowners Association

Your Association's monthly financial packages includes:

Balance Sheet

Income Statement

Year to Date Income Statement

Supporting Documents

Please reach out to the management team or accounting if you have any questions.

ASSOCIATION ONE

617 Industrial Drive SE, Lonsdale, MN 55046

833-737-8663

Dufferin Park Homeowners Association

Balance Sheet as of 12/31/2022

Assets	Operating	Reserve	Total
Assets			
CIT Checking	\$12,450.14		\$12,450.14
CIT Reserve		\$28,465.12	\$28,465.12
Total Assets	\$12,450.14	\$28,465.12	\$40,915.26
Accounts Receivable			
Assessments Receivable	\$2,923.30		\$2,923.30
Total Accounts Receivable	\$2,923.30		\$2,923.30
Total Assets	\$15,373.44	\$28,465.12	\$43,838.56
Liabilities / Equity			
Accounts Payable			
Owner Refunds	\$120.00		\$120.00
Total Accounts Payable	\$120.00		\$120.00
Current Liabilities			
Prepaid Owner Assessments	\$12,446.01		\$12,446.01
Total Current Liabilities	\$12,446.01		\$12,446.01
Equity			
Replacement Reserves		\$26,403.40	\$26,403.40
Replacement Reserves- Interest		\$61.68	\$61.68
Reserve Contributions		\$2,000.04	\$2,000.04
Retained Earnings	\$16,549.93		\$16,549.93
Current Year Net Income/Loss	(\$13,742.50)		(\$13,742.50)
Total Equity	\$2,807.43	\$28,465.12	\$31,272.55
Total Liabilities / Equity	\$15,373.44	\$28,465.12	\$43,838.56

Dufferin Park Homeowners Association

Statement of Revenues and Expenses 12/1/2022 - 12/31/2022

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Association Income							
40100 - Income:40100 · Administrative	39.00	-	39.00	39.00	-	39.00	-
42000 - Assessment Income	-	-	-	45,085.00	45,150.00	(65.00)	45,150.00
42600 - Late Fee Income	-	41.63	(41.63)	240.00	500.00	(260.00)	500.00
42650 - NSF Fee Income	25.00	-	25.00	75.00	-	75.00	-
43500 - Violation Income	-	-	-	90.00	-	90.00	-
44000 - Interest Income	.25	-	.25	12.57	-	12.57	-
44300 - Misc. Income	-	-	-	526.83	-	526.83	-
Total Association Income	64.25	41.63	22.62	46,068.40	45,650.00	418.40	45,650.00
Total Income	64.25	41.63	22.62	46,068.40	45,650.00	418.40	45,650.00
Operating Expense							
Utilities							
60000 - Common Electric	41.40	46.63	5.23	578.33	560.00	(18.33)	560.00
60250 - Irrigation Water	9.71	83.37	73.66	176.72	1,000.00	823.28	1,000.00
Total Utilities	51.11	130.00	78.89	755.05	1,560.00	804.95	1,560.00
Maintenance and Repair							
60500 - Repairs and Maintenance (General)	-	36.87	36.87	375.30	442.00	66.70	442.00
61100 - Landscaping	-	-	-	3,962.47	-	(3,962.47)	-
Total Maintenance and Repair	-	36.87	36.87	4,337.77	442.00	(3,895.77)	442.00
Contracted Maintenance Services							
63500 - Grounds Maintenance	-	-	-	14,959.00	14,700.00	(259.00)	14,700.00
63800 - Irrigation	-	-	-	2,083.53	1,150.00	(933.53)	1,150.00
Total Contracted Maintenance Services	-	-	-	17,042.53	15,850.00	(1,192.53)	15,850.00
Professional Services							
65100 - Professional Fees	-	-	-	1,027.00	-	(1,027.00)	-
65150 - Accounting Services	-	-	-	-	225.00	225.00	225.00
65250 - Legal Counsel (Attorney Fees)	1,785.00	158.37	(1,626.63)	7,590.00	1,900.00	(5,690.00)	1,900.00
65350 - Management Fees	729.67	661.88	(67.79)	8,010.79	7,943.00	(67.79)	7,943.00
Total Professional Services	2,514.67	820.25	(1,694.42)	16,627.79	10,068.00	(6,559.79)	10,068.00
Banking							
65900 - Bank Service Charges	10.00	-	(10.00)	80.00	-	(80.00)	-
Total Banking	10.00	-	(10.00)	80.00	-	(80.00)	-
Insurance							
66600 - Insurance Expense	-	208.37	208.37	2,540.24	2,500.00	(40.24)	2,500.00
Total Insurance	-	208.37	208.37	2,540.24	2,500.00	(40.24)	2,500.00
Association G&A							
68700 - Misc. G&A	-	2,750.00	2,750.00	16,047.50	7,500.00	(8,547.50)	7,500.00

Dufferin Park Homeowners Association

Statement of Revenues and Expenses 12/1/2022 - 12/31/2022

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
68800 - Meeting Room Rental	-	-	-	58.50	-	(58.50)	-
68810 - Social Committee	-	166.63	166.63	-	2,000.00	2,000.00	2,000.00
69450 - Contingency Fund Expense	-	291.63	291.63	-	3,500.00	3,500.00	3,500.00
Total Association G&A	-	3,208.26	3,208.26	16,106.00	13,000.00	(3,106.00)	13,000.00
Communications							
69600 - Website	-	19.13	19.13	321.48	230.00	(91.48)	230.00
Total Communications	-	19.13	19.13	321.48	230.00	(91.48)	230.00
Capital Improvements and Expenditures							
70800 - Reserve Contribution	166.67	166.63	(.04)	2,000.04	2,000.00	(.04)	2,000.00
Total Capital Improvements and Expenditures	166.67	166.63	(.04)	2,000.04	2,000.00	(.04)	2,000.00
Total Expense	2,742.45	4,589.51	1,847.06	59,810.90	45,650.00	(14,160.90)	45,650.00
Operating Net Total	(2,678.20)	(4,547.88)	1,869.68	(13,742.50)	-	(13,742.50)	-
Net Total	(2,678.20)	(4,547.88)	1,869.68	(13,742.50)	-	(13,742.50)	-



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/24/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DOLLIFF INSURANCE 6465 Wayzata Blvd. Ste. 850 Saint Louis Park MN 55426-1749	CONTACT NAME: Linda Isaacson PHONE (A/C, No, Ext): (952) 593-7400 FAX (A/C, No): (952) 593-7444 E-MAIL ADDRESS: lisaacson@dolliff.com																					
INSURED Dufferin Park Owners Association c/o Association/One 617 Industrial Drive Lonsdale MN 55046	<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A :</td> <td>Owners</td> <td>32700</td> </tr> <tr> <td>INSURER B :</td> <td></td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	Owners	32700	INSURER B :			INSURER C :			INSURER D :			INSURER E :			INSURER F :		
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COVERAGES

CERTIFICATE NUMBER: 2022-2023

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			08018233	03/22/2022	03/22/2023	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 1,000,000
							PRODUCTS - COMP/OP AGG \$ 1,000,000
							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
							\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						AGGREGATE \$
							\$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below			08018233	03/22/2022	03/22/2023	PER STATUTE OTHER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Association Directors/Officers Errors and Ommissions			08018233	03/22/2022	03/22/2023	Each Occurrence \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Association/One is an additional insured while acting as Dufferin Park HOA real estate manager.

CERTIFICATE HOLDER

Association/One 617 Industrial Drive Lonsdale MN 55046
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CANCELLATION

<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p>
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Nomination Form

Dufferin Park

Application for nomination/consideration for the Board of Directors

The current Dufferin Park Association Board of Directors would like to enlist participation from the membership. We are seeking your involvement in the decision-making process of the Association. As a board member, you can make a tremendous contribution to the quality of living in our Association.

At the Annual Meeting, the homeownership will be voting on TWO Board position.

Yes, I wish to be included on the ballot to become a Board member.

Name: _____

Dufferin Address: _____

Phone: _____

Email: _____

Signature: _____

Date: _____

Please indicate your interest in being nominated **no later than February 20, 2023**, by mail/email/deliver this application to:

Dufferin Park Association
617 Industrial Drive SE
Lonsdale, MN 55046

Email: support@associationone.com

You may also present this nomination form at the Annual Meeting during the call for nominations from the floor. Please contact the management office with any questions.

If you would like to nominate someone else for a position on the Board, please contact that member directly and request that he/she submits a Nomination form.

Prepared by:

Proxy Form

DUFFERIN PARK ASSOCIATION

Annual Meeting Proxy Form

I am unable to attend the Annual Meeting on February 21st, 2023, but would like to assign my vote via this proxy form to:

_____ President of Dufferin Park Association

Or

(Name of person I am appointing to vote on my behalf)

(Dufferin Park Association address of the person appointed as proxy)

The designated proxy is to vote according to my instructions, as if I were personally present at the Dufferin Park Association Annual Meeting to be held on February 21st, 2023 or at such other times as the annual meeting may be rescheduled or reconvened if a quorum is not established. This proxy may be revoked in writing by the undersigned at any time prior to its use at the Annual Meeting, or upon request if the undersigned is present at the Annual Meeting and proposes to vote in person.

DATED: _____, 2023

PLEASE PRINT YOUR NAME: _____

YOUR ADDRESS: _____

SIGNATURE: _____

Please mail/deliver/email your signed proxy **no later than February 20th, 2023** to:

Dufferin Park Association

c/o Association|One

617 Industrial Dr

SE Lonsdale, MN

55046

Email: support@associationone.com

You may also give this completed form to a neighbor or Board member to present at the annual meeting during registration. Please contact the management office with any questions.

Prepared by:

ASSOCIATION|ONE