

Dear Greenmar Estates Homeowner Association Member:

We look forward to seeing you at our **annual meeting Tuesday, March 25th, 2025.**

- Bowles Gym: Doors Open 6:30pm, Meeting to start promptly at 7:00pm
- Please check the website for updates [Greenmarestates.com](http://www.greenmarestates.com)
- We will have a few attendance prizes again this year – please join us!
- **See enclosed invoice for your annual assessment. Due date is April 1, 2025.**

Agenda Items:

- Welcome and introductions
- Updates/Communications via our Greenmar Estates Web Site and email: <http://www.greenmarestates.com>
- Review of financials - **Please bring your copies (also available online)**
- LATE Assessments – Notices of late assessments have been mailed.
- Discussion of raising annual assessment in 2026 (dues remain the same for 2025).
- Items from the members
- Election for a trustee (three year term): Ballots will be issued per lot (one vote per lot)

Meeting Etiquette: For a productive meeting that is kept in order, on task for agenda and subject and so *all* can be heard we will be instituting Robert's Rules of Order at this meeting:

- "The Chair" will cover current items on the agenda and request input and commentary from the "Floor" after each topic.
- Entitled to be Heard: You must be recognized by the Chair/Trustee prior to speaking
 - If you wish to be recognized please stand, and you will be recognized in order to speak (the first one standing speaks first when recognized by the chair, and so on). Please introduce yourself prior to your discussion.
- We ask that you do not Interrupt others or discuss topics not yet presented

Please follow the rules of etiquette so everyone can be heard, we appreciate your cooperation.

Election of Trustee: **We need your Help!** We have a vacant trustee position that we need to fill. Bonnie Wagner moved out of the subdivision last summer leaving an open trustee position. We will be voting to elect a trustee to replace Bonnie. If you are interested in running for Trustee please contact the trustees at Greenmarestateshoa@gmail.com to get your name on the ballot. We will also take nominations from the floor at the meeting. If you would like more information about the position and duties call or text one of the trustees.

Duties of a Trustee: As trustees our main purpose is serve the interest of the homeowners who elected us. Our primary responsibility is fiduciary, managing the assets of our subdivision, paying bills for electricity, insurance and the care of our common grounds. We also work hard to protect the interest of our homeowners and ensure our subdivision continues to be a nice place to live. Each Trustee serves for a three year term. Responsibilities are divided among the three serving trustees.

Finance role: Takes care of collecting mail from our PO box, depositing checks, paying vendors and expenses. This role also manages the bank account and drafts financial statements.

Correspondence: Drafts & sends annual HOA letter with budget & invoices. Correspondence and Finance trustees work together to review finances and create the budget. This provides necessary checks and balances for our books.

Secretary: Taking of the minutes, assisting with committees.

All Trustees answer emails, phone calls, knocks on door, etc. about concerns or with requests from homeowners. **If you'd like to be a Trustee please nominate yourself!**

Communications: This letter was communicated via email to all homeowners we have email addresses for. If you did not receive this letter via email and would like to receive this annual letter and other intermittent communications by email, please email greenmarestateshoa@gmail.com with your contact information including your name, address and phone number. If you would like an email address replaced/corrected please indicate this. This letter will continue to be sent via US mail as well. All other communications will be by email only if possible.

Most issues the Trustees are Contacted about are County Regulated. Homeowners can contact St. Louis County directly. Our experience has been that in most cases they are responsive and willing to work with homeowners to resolve issues and concerns. Last year the majority of our complaints were regarding lack of home maintenance, and feeding of wildlife. Homeowners may remain anonymous if they prefer. To open an incident call **South County Satellite Center:** Phone: (314) 615-4100 Hours: 8:00 a.m. - 4:30 p.m.

Street Lights: Electricity for the street lights is paid by our annual dues, but Ameren maintains these lights. Please report any lights that are out or flickering to our trustee email (greenmarestateshoa@gmail.com). Please make sure to include the light's tag number (ideally with a picture of the tag). We need to give the tag information to Ameren in order for them to know which light to fix.

Common Ground: Our common grounds belong to all of us. **NO OFF LEASH PETS!**
NO DUMPING ALLOWED! Please check with the Trustees *BEFORE* removing or planting of vegetation on or near our common grounds to ensure you're not encroaching or trespassing on property not owned by you or the HOA.

Sewer Openings: If you have a sewer drain in front of your yard please keep it clear for water run off. Please do not wash yard waste down sewer drains. Yard waste has caused sewer drains to backup creating waste backups in neighboring basements. The property you save could be your own!

Let's ALL work together: Please keep in mind we are all members of the homeowners association and each of us has a personal responsibility to adhere to state and county ordinances. As your Trustees it is not our position to be enforcers of these statutes but to guide members to follow the law, and anyone of you can contact the county with complaints or violations, see below. *A neighborly thing to do is to remind your neighbors prior to contacting authorities there are laws/ordinances being broken. Maintaining our neighborhood is a group effort and that responsibility belongs to each of us and we look forward to your cooperation.*

Thank you for your cooperation and interest in your subdivision.

Contact information:

Website: www.greenmarestates.com This letter, the budget, and a printable dues payment slip are available on the website for your convenience.

HOA email : Greenmarestateshoa@gmail.com

Trustees:

Tom Schmiedek: tomschmiedeke@yahoo.com 314-814-4650
Eric Mendelson: emendelson36@gmail.com 636-236-5433