

**WEST POINT HILLS SUBDIVISION HOMEOWNERS ASSOCIATION
NOTICE OF ANNUAL MEETING 2026**

Dear Homeowners:

Pursuant to Paragraph 31 of the Declaration of Restrictions for West Point Hills, this letter is being sent to notify you of the 2026 Annual Meeting of the Members of the West Point Hills Subdivision Homeowners Association, which will be held on **April 18, 2026 @ 10:00AM**, at the **Hamburg Township Library**, located at 10411 Merrill Rd, Hamburg, MI (just south of M-36, in the same complex as the township hall).

The purpose of the Annual Meeting will be to:

1. Elect Five (5) - Nine (9) Homeowners to the Board of Directors.
2. Discuss the financial status and operations of the Association.
3. A general discussion of Association business.

Each owner of a lot, whether one or more persons, is entitled to only one vote, but everyone is welcome to attend the meeting. We encourage all Homeowners to carefully consider their ability to serve their community. Below you will find special instructions to Homeowners which explains the enclosed forms.

We hope each of you will be able to attend this meeting so you will have an opportunity to discuss the future plans of **your** association.

SPECIAL INSTRUCTIONS TO HOMEOWNERS

We will be accepting nominations for directors from the floor at the meeting. If your intended nominee is not able to attend the meeting, please confirm that the nominee is willing to serve as a Director before making the nomination.

The Proxy Form is to be used if you cannot attend the meeting to vote on the new members of the Board of Directors. Indicate on this form who you are assigning your proxy to, have all Owners of your lot sign the form and fill in your address and Lot number. The person you have assigned your proxy to, and who will be voting for you at the meeting, should bring your signed proxy form with them to the meeting.

If considering nomination to the board, please take a moment to make sure that your life schedule will allow you to attend the board meetings when scheduled.

ADDITIONAL INSTRUCTIONS

Please use the included form to update your contact information. Your phone and email information are only used for official association business and for emergency contact purposes. If you do not wish to have your contact information published, check the box on the form.

The current board members and officers are listed on the update form. The update form also provides mailing and email addresses for the Homeowners Association.

West Point Hills Homeowners Association 2025 Financial Summary and 2026 Operating Budget

2025 Financial Summary			
Starting Balance	\$	13,472.81	
2025 Actual Expenses	\$	(4,613.26)	
2025 Dues Received	\$	7,345.00	2025 Dues & Late Fees (43 Lots x \$170/Lot Dues + \$30 Fees) +\$5 Overpayment
Ending Balance	\$	16,204.55	

2025 Budget, 2025 Actual Expenditures and 2026 Budget Detail					
Category	2025 Budget <small>(Reference Only)</small>	2025 Actual	2026 Budget	Comments	
Other Expenses					
Attorney Fees (Review and update Articles of Incorporation, By-Laws & Deed Restrictions)	10,000.00		10,000.00	- Unable to complete in 2025. Budget moved from 2025 to 2026 - Internal review of documents performed needed before engaging attorney.	
Total Other Expenses	10,000.00	0.00	10,000.00		
Maintenance and Administrative Expenses					
Insurance (HOA Liability)	718.30	681.00	749.10	Budget 10% Increase over 2025	
Landscaping Maintenance (Mulch, Weed Control)	2,365.00	1,866.00	1,650.00	Weed control required each year. Minimal mulch required this year.	
Entryway Insect/Hornet Control	249.00		249.00	Insect treatment only applied if needed. Budget actual cost from 2023.	
Subdivision Road Snow Removal	1,848.00	1,890.00	2,268.00	Budgeting 20% Increase over 2025 due to fuel costs	
Postage	94.17	84.76	100.62	\$.78 x 43 Lots x 3 Mailings (January 2026 1st class postage rates)	
Office Supplies	100.00		100.00		
Zelle Fees	10.00	4.50	10.00	Fees electronic dues payments through Zelle (@ \$0.50 / per transaction)	
PO Box Fee	58.00	87.00	67.00	\$67 PO Box Fee + \$20 Late Payment Fee in 2025	
Non-Profit Filing Fee	20.00		40.00	FY2025 Filing Fee Reimbursed to payer in FY2026 + FY2026 Fee of \$20	
Total Maintenance and Administrative Expenses	5,462.47	4,613.26	5,233.72		
Total Expenses	\$ 15,462.47	\$ 4,613.26	\$ 15,233.72	Total Expenses = Maintenance & Admin + Other Expenses	

2026 Annual Dues Assessment and Rationale			
Starting Balance		\$ 16,204.55	(2025 Ending Balance)
Budgeted Expenses		\$ (15,233.72)	(2026 Total Expenses from Budget Detail)
Target Budget Reserve (Set by Board as 1 year of currently budgeted Maintenance and Administrative Expenses.)		\$ (5,233.72)	(Association has no line of credit. Must maintain reserve to ensure cash on hand to pay bills.)
Required Income to meet Target Budget Reserve		\$ 4,262.89	
2026 Dues Assessment		\$ 100.00	Required Income apportioned equally to 43 Lots in Association. Dues Assessment rounded to the nearest \$10 to simplify accounting.

2026 Financial Projection			
Starting Balance		\$ 16,204.55	(2025 Ending Balance)
2026 Budgeted Expenses		\$ (15,233.72)	(From 2026 Budget Detail)
Income (See Above for Dues Assessment Calculation)		\$ 4,295.00	Assessment (43 Lots x \$100/Lot) Less \$5 dues overpayment from 2025)
Projected Ending Balance		\$ 5,265.83	

WEST POINT HILLS SUBDIVISION HOMEOWNERS' ASSOCIATION PROXY FORM FOR THE ANNUAL MEETING

I, _____ of _____
(Lot Owner) (Address)
_____, Lot No. _____, being a member in good standing of the West

Point Hills Subdivision Homeowners Association under the provisions of the duly recorded legal instruments governing said community, assign my proxy to _____, for the purposes of voting at the 2026 Annual Meeting of the West Point Hills Subdivision Homeowners Association Meeting held on April 18, 2026, at the Hamburg Township Library, 10411 Merrill Road, Hamburg, MI. I understand that there exists one vote per lot.

(Signature of Lot Owner)

Dated: _____ 2026

WEST POINT HILLS SUBDIVISION HOMEOWNERS ASSOCIATION
Annual Meeting – April 18, 2026

BALLOT

I (we) wish to vote as follows for Directors of the Association:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Dated: _____

(Signature of Lot Owner)

(Lot Number)

Help us keep our Subdivision Homeowners Contact List updated!

Has your information changed?

- Complete this form and
 - o bring it to the annual meeting,
 - o hand it to any board member,
 - o mail it to the board,
- or email your updates to clerk@wphhoa.org



We will distribute an updated subdivision directory to homeowners following the annual meeting.

I'm a new neighbor
Please update

Homeowner Name(s): _____

(Address)

(Lot #)

Telephone #: _____ Do not publish in directory.

E-mail address: _____ Do not publish in directory.

Children's Names: _____

Pets: _____

(Type & Name)

Please contact any of your board members if you have questions or concerns:

Al Charles, President (810-599-6803)

Jordan Kmiecik, Vice President

Barb Davis, Treasurer (734-564-2280)

Eric Waltersdorf, Secretary (734-369-1752)

Tracy Gowan, Director

Gale Otremba, Director

June Sadonis, Director

Irene Ward, Director

WPHS
P.O. Box 79
Lakeland, MI 48143
email: clerk@wphhoa.org

