

PINE FOREST COUNTRY CLUB COMMUNITY ASSOCIATION, INC.

P.O. BOX 2134

SUMMERVILLE, SOUTH CAROLINA 29484

Email: info@pineforesthoa.com

Website: www.pineforesthoa.com

December 18, 2015

Re: Annual Meeting of the Members of Pine Forest Country Club Community Association, Inc.

Dear Member,

You are hereby notified that the Annual Meeting of the Members of Pine Forest Country Club Community Association, Inc., will be held on **January 19, 2016 at 6:00pm** at William Reeves Elementary School, 1003 DuBose School Road, Summerville, SC 29483. The meeting will be held in the cafeteria near the **rear entrance** at the bus loop.

A quorum is required for action at this meeting. Pursuant to Article III, Section 6 of the Declaration of Covenants and Restrictions of Pine Forest Country Club Community Association, Inc. (hereinafter "Declaration"), Sixty (60%) percent of the members of the Association, or proxies entitled to cast Sixty (60%) percent of the total vote of the Membership constitutes a quorum.

If a quorum is not present at the first annual meeting, then you are hereby notified that a second meeting will be held on **January 19, 2016 at 6:15pm** at William Reeves Elementary School, 1003 DuBose School Road, Summerville, SC 29483. A quorum is not required at this meeting.

One of the responsibilities of the Board of Directors is to set the annual assessments for the Association. In the event that you are interested, we have enclosed a budget outlining the anticipated receipts and expenses for the following year. This budget is provided merely for your convenience and for informational purposes, and is not subject to approval by the membership.

There will be limited time at this meeting for a question and answer period. We encourage all questions to be submitted in writing at least 24 hours prior to the meeting. Before submitting your questions, please visit our website at www.pineforesthoa.com for financial information and association documents that may provide answers to your questions. If prompted for a password to review financial documents, use **pfcc** as both the username and password. Questions may be emailed to info@pineforesthoa.com or mailed to P.O. Box 2134, Summerville, SC 29484 and must include your name and address. Only submit questions that are relevant to the majority of homeowners. Questions that are not appropriate for the meeting, or that cannot be answered in the allotted time, will be answered privately.

Additionally, please find attached your invoice for the **2016 Homeowners Dues**. The dues are \$170 for Family Dwelling Units and \$85 for Residential Lots.

We look forward to seeing you at the annual meeting.

With kind regards, we remain,

Sincerely yours,

BOARD OF DIRECTORS
PINE FOREST COUNTRY CLUB COMMUNITY ASSOCIATION, INC.

Pine Forest Country Club Community Association, Inc.

2016 Budget

Revenue

Homeowners Dues (\$170 house, \$85 lot)	\$107,295
Interest Income	<u>20</u>
Total	107,315

Expenses

Advertising	\$ 100
Bank Fees	35
Insurance Expenses	5,000
Internet Expenses	1,400
Landscaping and Grounds Keeping Expense	21,315
Professional Fees	5,000
Office Supplies Expense	250
Postage Expense	750
Property Tax Expense	300
Rent Expense	400
Repairs and Maintenance Expense	47,985
Signage Expense	7,500
Utilities Expense	<u>7,500</u>
Total Operating Expenses	\$ 97,535
Contribution to Reserve	\$ 9,780

Invoice

PFCCCA, INC.
 PO Box 2134
 Summerville, SC 29484

Date	Invoice #
1/1/2016	

Bill To

Description	Amount				
<p>2016 Annual Assessment- Family Dwelling Unit</p> <p>Be sure to include your HOME ADDRESS on your Check.</p> <p>Failure to remit payment by 01/31/2016 will result in a late fee of \$10 per month and failure to remit payment in full will ultimately result in the filing of an action against you for the assessment, late fees, cost of preparing and filing the complaint in the action and, if the Association prevails, interest on the assessment, attorney's fee and cost of the action.</p> <p>Make cashier's check or personal check payable to PFCCCA, INC. P.O. Box 2134 Summerville, SC 29484</p> <table border="1" style="width: 100%; margin-top: 20px;"> <tr> <td style="text-align: center;">E-mail</td> <td style="text-align: center;">Web Site</td> </tr> <tr> <td style="text-align: center;">INFO@PINEFORESTHOA.COM</td> <td style="text-align: center;">www.pineforesthoea.com</td> </tr> </table>	E-mail	Web Site	INFO@PINEFORESTHOA.COM	www.pineforesthoea.com	<p>170.00</p>
E-mail	Web Site				
INFO@PINEFORESTHOA.COM	www.pineforesthoea.com				
<p>Homeowners like you make this a great neighborhood! Visit our website at www.pineforesthoea.com!</p>	<p>Total \$170.00</p>				

COMPLETE FORM AND RETURN WITH PAYMENT

Homeowner's Full Name:

Address of Home in Pine Forest:

Mailing Address if different:

Email: