



October 24, 2025

Homeowners
Shelborne Greene Community Association, Inc.
Carmel, Indiana 46032

The Annual Meeting for Shelborne Greene Community Association, Inc. is scheduled for Wednesday, November 12, 2025. **The meeting will be held at MCL Cafeteria, 2370 W. 86th Street, Indianapolis, IN 46260 at 6:30 p.m.** We have enclosed the Agenda for the meeting along with the 2024 Annual Meeting Minutes, Proxy, Nomination Form and the proposed 2026 operating budget.

All completed Nomination forms should be submitted to the Secretary of the Association, John Lajiness, 3465 Muirfield Way, or mailed to Association Management, Inc. so that they are received prior to November 12, 2025. Nominations from the floor will be taken at the Annual Meeting.

The voting representative of each unit may vote either in person or by proxy. The proxy form must be signed and delivered to the Association prior to the commencement of the meeting. Should you wish to use it, we have enclosed a proxy with this notice.

It is very important that each owner attend either in person or by proxy at your Association's Annual Meeting. If you know at this time that you cannot attend, please appoint your proxy now and deliver your proxy to a current Board Member, return it to Association Management, Inc., PO Box 6210, Fishers, IN 46038, fax it to 317-915-0404, or email it to vfleming@indyami.com prior to November 12, 2025.

BY ORDER OF THE BOARD OF DIRECTORS
SHELBORNE GREENE COMMUNITY ASSOCIATION, INC.

**SHELBORNE GREENE COMMUNITY ASSOCIATION, INC.
ANNUAL MEETING**

NOVEMBER 12, 2025

6:30 P.M.

AT

MCL CAFETERIA, 2370 W. 86TH STREET, INDIANAPOLIS, IN 46260

AGENDA

- I. Approval of the 2024 Annual Meeting Minutes
- II. Introduction of SGCA Board Members
- III. Report from the Board President
- IV. Report from the Board Treasurer
- V. 2026 Annual Budget
- VI. Election of Board Members
- VII. Homeowner Questions
- VIII. Adjournment

Dear Neighbor,

I hope this letter finds you well. The Shelborne Greene HOA Board is dedicated to maintaining and enhancing our wonderful community, and I appreciate you taking a moment to read about our recent efforts and important updates.

First, I extend my sincere gratitude to our dedicated Board members for their tireless work, often going beyond monthly meetings to care for our common areas, and to the many neighbors who volunteer their time to help keep our community beautiful.

Neighborhood Enhancements & Updates

The Board is pleased to share some of the improvements and maintenance projects we have completed recently, reflecting our commitment to preserving and enhancing community assets:

- We have overseen the removal of diseased, dead, or dangerous trees within common areas, with further evaluations scheduled for the upcoming year.
- We replaced the pool house roof following an inspection that identified significant damage.
- We have professionally repainted all Shelborne Greene entrance signs.
- We enhanced the aesthetics to the pool bathrooms with mural facelifts.
- We conducted an evaluation of common area sidewalks, which led to the leveling of numerous sections and the replacement of several panels.
- We acquired a significant number of new pool lounge chairs.
- We successfully transitioned to Encore Landscaping, who have demonstrated excellent service in maintaining our common areas, sprinkler systems, and planting areas throughout their inaugural year.

Important Reminders for Our Community

To uphold the aesthetic and harmonious environment of our community, I wish to reiterate several important guidelines. Adherence to these guidelines is crucial for maintaining property values and ensuring a pleasant living experience for all residents.

Architectural Review Committee (ARC) Process

In accordance with our community covenants, all exterior modifications to your home—including, but not limited to, changes in color or material, structural revisions or additions, and significant landscaping projects—mandate the submission and approval of an Architectural Review Committee (ARC) request *prior* to the commencement of any work. This requirement extends to repainting with the same color or planting new shrubs & trees. The recently revised ARC application now stipulates the submission of before and after photographs to be retained for community records. Our ARC committee is committed to reviewing all applications diligently and promptly.

Maintaining Our Community Standards

I respectfully request your cooperation in adhering to community standards to maintain the collective appearance and harmony of our neighborhood. Common areas of concern include:

- Garbage receptacles must be stored out of public view from the street, in accordance with community guidelines.
- Consistent yard and home maintenance is essential, encompassing the trimming of overgrown areas, weed management, and the upkeep of mailboxes.
- Vehicles should not be parked overnight on community streets, nor should they obstruct sidewalks when parked in driveways.
- Pet owners are reminded of their responsibility to immediately clean up after their pets.
- Garage carriage lights should be maintained in proper working order.
- Our pool, basketball court, and playground facilities are designated for the exclusive use of residents and their accompanied guests. Non-residents should not be allowed unsupervised access to these amenities.

Streamlining Dues Payments: Consider Automatic ACH

To enhance efficiency and reduce administrative costs for our community, we strongly encourage all residents to consider utilizing automatic ACH payments for their quarterly dues. The printing and mailing of traditional coupon books incur an expense to the HOA that could be more effectively allocated towards essential community maintenance and improvements. Furthermore, enrolling in automatic ACH ensures timely payments, helping you avoid the inconvenience of forgotten due dates and potential late fees. You can easily set up automatic ACH payments through the community AMI portal. Should you have any questions regarding this process, please do not hesitate to contact AMI directly for assistance.

Key Announcements**Welcome Back Vicki Fleming!**

We are pleased to announce the return of Vicki Fleming as our AMI representative. Many residents will recall Vicki's previous tenure managing Shelborne Greene, and we are delighted to welcome back her valuable expertise.

HOA Board Opportunities

We have an upcoming HOA Board position available in both the Village and Orchard sections. Marshall Kahn, our current Vice President, intends to seek re-election for the Garden/Highland section. We extend our sincere gratitude to Tom Kolp and John Lajiness for their significant contributions to the Board as they conclude their terms.

I encourage interested residents to consider serving our community; please contact me, Carol Schuler, to discuss these positions.

2026 Budget & Dues Increase

The Board remains committed to the long-term financial stewardship of our community. For the 2026 fiscal year, we will implement a modest annual assessment increase of \$24.00 (\$6.00 per quarter), adjusting quarterly dues from \$247 to \$253. This adjustment is consistent with the provisions outlined in our Association Covenants and Restrictions (Article VII Section 7.2(i)) and is essential for supporting ongoing maintenance and planned capital improvements.

Proactive Pool Liner Replacement

A primary initiative for us is the proactive replacement of the pool liner prior to next summer. The existing liner, installed in 2012, has exhibited significant deterioration. To mitigate the risk of potential summer disruptions and avoid costly emergency repairs, we have prioritized this essential upgrade. Following the completion of the liner project, an assessment of the pool tables and umbrellas will be conducted for future consideration and upgrades.

Stay Connected

We encourage all residents to remain informed and engaged through our official communication channels:

- The Shelborne Greene Website (<https://shelbornegreene.com/>) serves as a comprehensive resource for the latest community news, Board meeting schedules and minutes, and The Vault, which hosts essential documents including the ARC form, Solar guidelines, Fence guidelines, Rental restrictions, and Covenants, Conditions, and Restrictions (CCRs).
- The Shelborne Greene Facebook Page is a private group for residents, offering immediate updates and a platform for community discussions.

Thank you for your continued support in fostering a thriving and desirable community at Shelborne Greene.

Sincerely,

Carol Schuler HOA President
Email: cschuler.sb@gmail.com
Phone: 317-379-8256

SHELBORNE GREENE COMMUNITY ASSOCIATION, INC.

PROXY

The undersigned, Owner and voting representative of the property described below within the **SHELBORNE GREENE COMMUNITY ASSOCIATION, INC.** (hereinafter, "the Association") hereby appoints _____, or if left blank, Carol Schuler, President, as my/our proxy holder to attend the Annual Meeting of the members of the Association, pursuant to the Association's By-Laws, to be held on **Wednesday, November 12, 2025, at 6:30 p.m. at MCL Cafeteria, 2370 W. 86th Street, Indianapolis, IN 46260**, and any other reconvened meeting thereof. The proxy holder named above has the authority to vote and act for me/us to the same extent that I/we would if personally present as indicted below:

I/we authorize and instruct my/our proxy to use his or her best judgment on all matters which properly come before the meeting, and for which a general power may be used.

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

Owner's Signature

Owner's Signature

Shelborne Greene Address/Lot #

Date

Date

This proxy is revocable by the Owner and is valid only for the meeting for which it is given and any lawful continuation thereof. In no event is the proxy valid for more than one hundred eighty (180) days from the date of the original meeting for which it was given.

If you are unable to attend the meeting, please sign, date, and give this Proxy to a current board member or return it to the Association c/o Association Management, Inc., P.O. Box 6210, Fishers, IN 46038, so that they receive it prior to the beginning of the meeting.

SHELBORNE GREENE 2026 BUDGET

2025 Budget 2025 8 Months 2026 Budget

INCOME

\$253/Qtr

QUARTERLY ASSESSMENTS	325,052	243,789	332,948
INITIAL WORKING CAPITAL FEES		9,500	5,000
INTEREST INCOME	5000	5543	5,000
LATE FEES	1800	1,920	1,800
MISC	400	165	400
TOTAL INCOME	332,252	260,917	345,148
Less Reserve Funding	49,392	37,044	56,264
Operating Income	282,860	223,873	288,884

EXPENSES**ADMINISTRATIVE**

MANAGEMENT FEES	22800	15,200	23,484
LEGAL/PROFESSIONAL FEES	7500	3,069	9,000
INSURANCE	8000	0	8,500
BAD DEBTS	0	0	0
NEIGHBORHOOD EVENTS	500	0	500
ADMINISTRATIVE	5000	4526	6,000
TOTAL ADMINISTRATIVE	43800	22,795	47,484

UTILITIES

ELECTRIC	12240	7,231	12,000
WATER	7500	3,452	7,000
GAS	1800	611	1,500
POOL PHONE	1400	909	1,400
TOTAL UTILITIES	22940	12,203	21,900

GROUNDS MAINTENANCE

LAWN CARE	114055	79,849	115,000
TREE MAINTENANCE	20000	7825	20,000
SNOW REMOVAL	6000	4422	6,000
POOL/PLUMBING	30000	14,992	23,500
IRRIGATION	2000	4,985	5,000
POND MAINTENANCE	4585	1,785	5,000
FOUNTAIN REPAIRS	2000	0	3,000
TOTAL GROUND MAINT	178640	113,858	177,500

COMMON AREA

MAINTENANCE	37700	6,437	35,000
PLAYGROUND/BASKETBALL/TENNIS	7000	220	7,000
TOTAL COMMON AREA	44700	6,657	42,000

TOTAL EXPENSES**INCOME – EXPENSES**

290080	155,513	288,884
42172	\$105,404	0

RESERVE EXPENSES

Pool Repairs		60,000
Playground Equipment		5000

**SHELBORNE GREENE COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS
NOMINATION FORM**

Each year at the Annual Meeting we elect one Board Member from each neighborhood. If you are interested in filling a position on the Board of Directors, please fill out this nomination form and submit it to Association Management, Inc., P.O. Box 6210, Fishers, Indiana 46038 , fax it to 317-915-0404, or email to vfleming@indyami.com so that it is received no later than 5:00 p.m. November 7, 2025.

The Nominee from "The Gardens"

Name:

Address:

Phone:

Information about yourself/nominee:

The Nominee from "The Orchard"

Name:

Address:

Phone:

Information about yourself/nominee:

The Nominee from "The Village"

Name:

Address:

Phone:

Information about yourself/nominee:

Shelbourne Greene Community Association Inc.

2024 Annual Meeting – General Meeting Minutes

November 13, 2024

Call to Order

Carol Schuler called the annual meeting to order at 6:33 pm. Carol Schuler, John Lajiness, Rebecca Jimenez, PJ Lavelle, Debbie Pittard, Marshall Kahn, Rick Arnstein, and Tom Kolp were in attendance representing the board.

Denise Blackwell and Ally Olsen from AMI were also in attendance.

Many owners were also in attendance.

Opening Items

- Carol made a motion to approve the agenda which was seconded by Marshall. All in attendance said “Aye”. **Motion approved.**
- Carol made a motion to approve the 2023 Annual Meeting minutes which was seconded by David Kennedy. All in attendance said “Aye”. **Motion approved.**

Review Highlights from Meeting materials

- Tree maintenance
- Eyebrow repaving
- Playground mulch and broken teeter totter replacement
- Pool lounge chairs
- Pool liner repair and possible need for future replacement
- Ongoing landscaping expenses on 80 acres of common area
- Increase quarterly dues by \$11 due to rising costs and future pool repair
- Architecture Review Committee (ARC) process and request for help from community members
 - Question about board’s right to control planting of shrubs and trees. **Marshall said he would find and share the section from the covenants and restrictions where this is stated.**
 - Question about why approval is needed when painting the same color as before. **Marshall stated that “change” includes repainting the same color.**
 - Carol suggested forming a committee with volunteers from each section to develop more detailed landscaping guidelines. **Carol said to contact her by phone or email to volunteer.**
 - Question about value of above mentioned guidelines if they are not enforced or enforceable. **Carol admitted that we are limited in what we can do in terms of enforcement.**
- Discussed neglected and abandoned home and reasons for current state.

- HOA did not act as we were sued for this in the past.
- Involved City of Carmel who mowed three times, although it still looks bad.
- Discussed history of owner not paying dues, collection, foreclosure, and sheriff sales
- Trying to work with City of Carmel to force owner to sell home
- General question about what can be done if a home is being maintained and dues are being paid but nobody is living there. **The answer is nothing.**
- Suggestion to pay fees by ACH instead of checks
- Mentioned online neighborhood information: website maintained by David Kennedy and Facebook Group

Treasurer's Report

- Reviewed proposed budget and surplus for reserve to cover pool and other unplanned expenses as needed.
- Question about reason for phone expenses. **Answer is that pool phone is required by law.**
- Carol motioned to approve 2025 budget. David Kennedy seconded. All in attendance said "Aye".

Questions from Community Members

- Who is responsible for home maintenance of home being rented out? **The owner**
- Can we ask landscaping company to put mulch out later than March? **We can ask but it may be a manpower issue.**
- Can we review landscape contract and get other bids? **We already do this.**
- What is our current reserve balance? **~\$165,000**
- Can we do more about carriage lights that are not working? **Let the board know and we can send letters.**
- Can we put dog cleanup signs in common areas? **We will consider.**
- Can we fix the loose rung on the pool ladder? **The ladder was replaced in 2024, but we will ask them to inspect prior to install in 2025.**
- Can something be done about the unhealthy crabapple tree at Inverness and Colonial (due to mulch volcano)? **We will investigate/consider.**

Board Election Results

- Debbie won re-election but we will ask Greg to serve on committee
- Rory Osborn was elected to an open seat

Adjourned

General meeting adjourned at 7:35 pm and the Executive Meeting was called to order at 7:49 pm.

The next board meeting will be on March 25, 2025 at 6:00 pm.