

## Plantations Two HOA – April 11, 2019 – Meeting Minutes

### Attendance:

#### Board Members:

Aliza Robin, President  
Jennifer Wrona, Treasurer  
Sara Lowe, Secretary  
Cheryl Yost  
Drew Lowe  
Austin Wolner  
Daniel Thorpe  
Peter Riley

#### Other Community Members:

Istuan Harsanyi  
Doug Verdin  
John Schlee  
Terrie Schlee  
Judy Stephnson

#### Guests:

Shannon Dietrich  
Matt Johnson

### Agenda:

- Community Streets Repaving Update
- Woodfield Elementary School PTA request for a donation for the upcoming track repaving project
- Committee Reports/Updates including:
  - Web Page Issues & Upcoming E-Blasts
  - Tennis courts, community paths, erosion projects, dog waste stations, etc.
  - Pool committee Chair and pool painting
- CCOC Information and County HOA Rulings

### Minutes:

Motion made to approve March 12, 2019 meeting minutes; motion seconded; motion carried.

### General:

- Guests attending the meeting were the Woodfield ES PTA incoming president and current president. Incoming president discussed community partnership as well as their request for a donation for repaving the track located behind the school.
  - The track was installed 12 years ago by the PTA who raised funds which included a golf event.
  - MCPS does not fund or maintain the track. The track is and will always be owned and maintained by the PTA.
  - The PTA received bids in the fall of 2018 for the crack repairs; however, after the heavy rains we experienced, the cracks worsened over the winter and now a full repaving will be needed.
  - The track is on the Woodfield ES property, but is also used by the surrounding community residents.
  - The PTA will re-bid the project, and are planning to have a fundraising walk-a-thon.
  - The board shared the name of the vendor who is repairing/repaving our paths.
  - Discussions were held regarding HOA's assistance with the PTA track repaving project:
    - The Board is willing to add PTA fund raising information to our e-blasts.
    - There is concern over the Board's ability to donate money to the PTA due to our own budget constraints.
      - Discussed potential use of the pool for an additional fundraiser with the Board paying for the resources to use the pool. However, the PTA might incur additional cost output to run a fundraiser. Suggestion made to take \$200 each from the ACC and social budgets.
      - Motion made to donate \$400 (\$200 from ACC and \$200 from Social budgets) to the Woodfield ES PTA for their track repaving, motion seconded, motion carried.
      - The Board will also invite the PTA to participate in our Earth Day and Yard Sale events to promote their upcoming fundraising Walk-a-thon.
- Next E-Blast Content:

- Highlight our “Community Updates” page on the website.
- Include Earth Day and Yard Sale Event Information
- Include County Dog Waste Information
- Website Updates:
  - Sara Lowe and Aliza Robin will add our upcoming events to the “Resources” section of the website.
  - Discussions held regarding potential issue/confusion with the ACC tabs and sub-tabs. Sara and Aliza will review the issue and implement modifications if possible.
- CCOC and County Information:
  - New County Bill (HB900) which addresses HOA Capital Reserve Studies has not been signed. Jennifer Wrona reported the website states the bill was sent back to the committee on 3/29/19 and that it was withdrawn.
  - Per the CCOC accounting training Jennifer attended it was announced that if the bill is signed, the Board would be given time to complete the new required capital reserve study.
  - The CCOC also reported that there might be a software package that could be used by HOAs to do their study, but might not work for communities with a pool.
  - The Board has done 2 previous studies. Austin Wolner volunteered to look into possibilities for doing a new study ourselves and to review our previous studies. A new/updated study should be completed regardless of whether the aforementioned bill is passed or not.
  - CCOC Required HOA Board Member Training Class:
    - Classes are no longer available on-line and must be attended in-person.
    - CCOC’s new training classes (*Community Governance Fundamentals*) take approximately 3 hours and are available in Rockville (schedule on CCOC web site).
    - There are a couple of Board members who need to complete the course.
      - Daniel Thorpe received his certification in the mail and will forward it to Jennifer for our records.
      - Information regarding the training was given to Peter Riley our newly elected board member.
- Community/County streets repaving update (per county contractor):
  - The county is currently working in Plantations 1 repairing and repaving the community streets.
  - A county contractor surveying and measuring Plantations Two streets for repairs to be done reported that our community streets would be done after Plantations 1 has been completed.
  - The county will do all necessary concrete work (curb and gutters); patch work, milling and paving. They will also make any necessary repairs to existing landscaping damaged during the work.

**Pool:**

- Kristy Burrows submitted a report stating that all season opening preparations are going smoothly.
- Potential Pool Committee Chair candidate Tom Stroot could not attend the meeting. However, Aliza has asked Kristy and Tom to provide the board a schedule of when they would be available to meet with the Board to discuss the possibility of Tom becoming the committee chair for the 2020 season.
- Drew reported on the Pool House Painting quotes to date:
  - First quote for \$3,985 includes:
    - 2 coats of paint, preparation of all areas, and all materials.
    - Men’s and women’s bathrooms and the office.
    - Ceilings not included. Unclear if lobby is included.
    - Noted that temperature must be above 55 degrees to paint.
  - Second quote for \$2,705 includes:
    - 1 coat of paint throughout and all materials.
    - Men’s and women’s bathrooms, the office, and the lobby.

- Ceilings not included.
- Drew is checking to find out how much a second coat of paint would increase the quote.
- Doors exiting onto the pool deck: will not be painted at this time.
- Jennifer announced that although our current capital reserve study does not list painting as one of our capital reserve items, painting was considered a capital reserve expense in one of the examples of capital reserve surveys used in a CCOC training class (Accounting-Bookkeeping 101). The Board could potentially consider using Capital Reserve money for painting in the future..

**Social:**

- The Shred Event is scheduled for Saturday, April 27.
- Drew Lowe mailed out his invitation flyers to the neighborhood.
- Drew will be door knocking with door hangers to remind everyone when closer to the date of the event.

**Grounds:**

- Dog Waste Stations, Signage, and Door Hangers:
  - Daniel Thorpe reported Plantations Two is on the waitlist to get waste stations provided for free by the County.
  - The county will conduct a site visit and pre-approval process to determine how many waste stations will be installed.
  - The County will manage and maintain the stations for one year. This includes collecting the waste, refilling the bags, and weighing the waste to determine the usage for each station. A report will be provided to the Board at the end of the year with information about the usage of each station.
  - After the year, it will be up to the community to maintain and supply the stations, however, we are not obligated to keep them. After review of the county's usage evaluation we determine the stations are not being used, we can request that the county remove the stations.
  - Previous research done by the board showed supplies and maintenance of waste stations would cost approximately \$1,600/month. A cost we would need to add to the HOA budget.
  - If we decide to keep the waste stations a possible solution to cut cost would be to have one community volunteer to take responsibility for maintaining each station.
  - Installation of the free stations by the county could be as early as December.
  - Concerns were expressed regarding the possibility of the smell from the stations located in common areas between houses. The waste stations used in county program have been studied and are designed to protect from emanating smell.
  - Door Hangers and Signs were provided by the county regarding "Pet Poop Laws". Daniel will be placing the signs along our community pathways when the weather gets warmer. Drew will put the door hangers on our homes while doing the Earth Day door hangers.
- Tennis Courts Repair & Resurfacing:
  - Cheryl Yost circulated proposed signage and the Board agreed the "DO NOT" picture sign and the sign stating "Courts to be used for Tennis and Pickle Ball only".
  - Purchase of signs is on hold pending decision to be made regarding a new key lock entry system for the tennis court gate.
  - Cheryl proposed that we reinstall a key lock system for the tennis court gate to protect our HOA investment. Since --
    - The special tennis court surfaces are extremely expensive to maintain and replace; and they are not designed to be used as a "playground/playcourt".
    - Residents and children continue to use the courts for their bikes, carriages, scooters, skateboards, etc.
    - Residents bring their pets onto the courts, and the animal waste is extremely harmful to the courts.

- The board discussed multiple options, but it is felt a new simple lock and key system would be the most efficient.
- Information regarding requesting a key would be included on the signage. Details regarding the new key process would be posted on the web, and sent out via an e-blast.
- Key request forms and required key deposit payments would be able to be completed on the website. Key deposits will help defer the cost of replacement keys (similar to having mailbox keys).
- Cheryl is obtaining cost information for the key system. The non-duplicable keys are expensive (approx. \$20+, approx. 50) and we will require a refundable deposit to obtain a key. However, this type of key system would help keep misuse of the keys and the courts at a minimum. A database of the keys and deposits will be maintained by the HOA bookkeeper. .
- Additional suggestions:
  - Make a key user agreement that would need signed by the resident and, if violated, the key use could be revoked.
  - Allow non-community members the option to request a key to use our courts under the same parameters as our residents (number of non-community individuals would probably be very low).
- Erosion Repair Project Area #12 (*between Pool and Back of Melrose Square Townhomes*):
  - Doug Verdin reported that the scope of work for the contract for Area 12 (approved at the March meeting) has to be revised. After reviewing the Miss Utility markers in the project area it was discovered that Verizon installed FOIS cables across the drainage ditch at an extremely shallow depth. The contractor is now unable to use machines for the regrading and will now need to be regraded by hand. The contractor is re-working the plan and keeping the cost the same.
  - Doug will review the new plan, create a new contract, and request the deposit. The project should begin around April 29, 2019.
- Completed Stormwater Erosion Areas Repair and Maintenance:
  - Due to excessive rain damage in 2018 quotes have been requested from Ashton Manor and C&C Custom Lawn Care to make repairs to the previously reconstructed stormwater management areas.
  - Quotes have also been requested from the contractors to do routine yearly maintenance on these areas as required by the county. The county recommends doing routine maintenance 2x/year.
- County Repaired Stormwater Drain:
  - Doug and Cheryl Yost met with a county representative regarding the erosion issue that was created by the MCDOT when they repaired the drain near the play courts. The representative took pictures and will look into the having the county correct the problem.
  - The representative also reviewed our largest stormwater erosion problem and will try to find out if there is any assistance the county can provide us in fixing the erosion area.
- County Free Tree Program:
  - Notice was received from the county that we need to water the newly planted trees. The county previously told Cheryl they would maintain the trees for a year.
  - Additional new trees planted in March include 3 near the tot lot, 2 behind each front entrance sign, and 3 along Rolling Fork Drive.
  - The Board will request a quote from C&C Custom Lawn Care for watering the newly planted trees.
- Stormwater Management Pond Fish Restocking: Susan Hatter was looking into this issue. Once we get an update from her about cost and time we can discuss whether or not the project can be added to the budget this year or next year.

**ACC:**

- Completed 1 improvement request, and 4 resale certificates.
- Correction regarding last months unapproved townhouse fence side gate request which was changed to approved. After notification from the requesting homeowner stating that there were existing side

gates already in the community, the ACC committee surveyed the townhome fences and discovered that we do, in fact, have multiple townhouses with side gates.

**Upcoming Meeting Dates (Subject to Change):**

May 9, 2019

June 13, 2019

July 18, 2019 (tentative)

September (TBD)