

## Plantations Two HOA – May 14, 2019 – Meeting Minutes

### Attendance:

#### Board Members:

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

#### Guests:

Tom Stroop  
Kristy Burrows  
Doug Verdin

### Agenda:

- Approve April & Annual Meeting Minutes
- Committee Reports
- Erosion Area Update, Erosion Areas Repairs & Maintenance quotes
- Path Update & Path Tree Removal quote
- County Tree Program Update & Maintenance quotes
- Tennis Court Update & Access Keys
- County Street Paving Update

### Minutes:

- **Motion** made to approve April 11, 2019 board meeting minutes; motion seconded; motion carried.
- **Motion** made to approve April 11, 2019 Annual Meeting minutes; motion seconded; motion carried.

### General:

- Election of Officers: **Motion** made to re-elect the existing officers for another year; motion seconded; motion carried. Re-elected officers are:
  - o Secretary: Sara Lowe
  - o Treasurer: Jennifer Wrona
  - o Vice President: Susan Hatter
  - o President: Aliza Robin
- Discussed current capital reserves multiple banks and whether to make change and/or reduce the number of banks. Jennifer and Aliza will review and make a decision on what action to take.

### Pool:

- The board reviewed and discussed whether we want to allocate the cost of the pool house painting (approx. \$4,400.00) as an expense or as a capital expenditure since it was not previously part of our capital reserve study. **Motion** was made to assign the cost for painting the pool house from capital reserves; motion seconded; motion carried.
- Kristy Burrows updated the Board on Seasonal Purchases:
  - Capital Costs included the \$1,250.00 for purchase of new Umbrellas. However, she needs to order two more umbrellas since we forgot to account for the addition of 2 more tables this season. This expense can be taken from the operating budget if necessary.
  - The replacement tables, 2 new tables, and replacement lounge chairs have been delivered.
    - o Miscellaneous Expenditures: Spent approximately \$300+ to replace noodles, toys, wheeled pool toy storage basket, lanyards, and key tags. Discussed need for security of membership payments collected at the pool. New members are encouraged to make their payments via PayPal on the HOA web site. However, we are checking into installing a lockbox in the pool office for collection of all miscellaneous payments.
- Kristy discussed the following pool promotions:
  - o She plans to go live on the Damascus Town Center Facebook page opening day again this year

- o She discovered that the Damascus Community Pool distributes flyers to the local elementary schools for the children to take home. We should consider doing this next spring.
- o We already have one request this year to participate in the August trial membership which was advertised on our Facebook page last year. Board decided to continue the program for this season.
- Update on administrative tasks:
  - o All pool membership information to date has been input into the database.
  - o All previously issued access key tags for residents and members in good standing have been activated (approximately 15 delinquencies still exist and are not activated).
  - o Previously assigned key tags still work, and returning members do not need a new one. However, if a member has lost their key tag there is a \$10.00 replacement charge.
  - o Five (5) free guest passes are allotted for each household/membership. Currently each member household has zero (0) guest passes pre-loaded in the registration system, but upon a member's first request to sign-in a guest(s) the guards will manually add 5 guest passes to that household's account.
  - o Aliza inquired into the operational status of the sign-in system photo camera. Kristy stated she would test the camera and get back to the board.
  - o Reported we do not need to acquire a designated cell phone since the payphone is working.
  - o Zack (on-site pool manager) is holding a lifeguard staff meeting on Saturday, May 18 at 2 pm.
  - o Austin Wolner volunteered to assist with maintenance walkthroughs. Kristy discussed the procedures and stated that there will be a checklist binder at the desk in the pool office. Walkthroughs can be done with the manager on duty. It was noted that Georgetown Aquatics is responsible for ordering replacement supplies.
  - o Kristy will contact Jeff of Georgetown Aquatics to discuss the hot water temperature adjustment due to the complaints from last season.
  - o Outside memberships are higher to date than last year (approximately 108 to date). The final total last years was approximately 148).
  - o Outside membership allotment/capacity needs to be verified (HOA covenants allow 192 outside memberships, but it was thought the number was adjusted to 174 due to capacity restrictions.
  - o Pool email inquiries responses are completed to date.
  - o The required concrete pool deck repair is being patched again this year by Jeff from Georgetown Aquatics. Jeff may know contractor who can bid on replacing the pad (this issue will be discussed at a later meeting).
- Potential New Pool Committee Chair:
  - o Tom Stroop (outside pool member) is interested in becoming the new pool committee chair when Kristy resigns at the end of this season. Tom attended the meeting to meet and talk with the board. He is currently shadowing Kristy this pool season.
  - o Tom provided the board with his background information. He is a teacher, a former swim coach, former manager of a pool, and has experience working with HOA boards.
  - o Tom will be available to attend prescheduled board meetings and hold required pool committee meetings.
- Social Functions:
  - o Need to contact the Cub Scout Troop to verify their plans to have their August party. This activity needs to be scheduled as soon as possible due to past scheduling problems.
  - o Kid's Night date is yet to be determined. This year the event will be limited to ages 8-12 only and 40 kids maximum attendance. The sign-up sheet will be posted at the pool and will include the event rules and restrictions regarding pick-up and drop-off. This year no one will be admitted at the door unless they signed up in advance. These restrictions are being created in an effort to avoid the problems and issues that were faced at last year's event.
  - o There will be no Teen Nite this year.
  - o Movie Nite and the Annual Dog Swim will be scheduled for Labor Day weekend.
  - o There have already been a few parties booked for the season.

## Grounds:

- Erosion Area #12 Project is almost complete. However, Doug Verdin requested that the contractor redo some areas that were not draining properly. No confirmation on when the portion of the path that was removed for the drainage pipes will be repaved. Doug will update the board when he receives a date.
- Erosion Area #7 completed in 2018 will be re-seeded along the path that leads to the pond.
- Erosion Area Continuing Maintenance discussion:
  - Previously repaired Erosion Areas #1-3 and #7 require some minor repairs (due the unusual amount of rain fall in 2018), and the erosion areas now require continuing twice-a-year maintenance to keep the areas functioning properly and to avoid future costly repairs due to lack of maintenance. Doug requested bids for the maintenance of the currently completed areas and received two bids (CC Custom Lawncare \$1350.00 per cleaning and Ashton Manor \$1890.00 per cleaning) with the cleaning to be done twice a year (spring & fall). Doug is recommending that we award the bid to CC Custom Lawncare and add this project as an addendum for on-going maintenance to Erosion Areas #1-3 and #7 to the current lawn maintenance contract with CC Custom Lawncare.
  - Doug also discussed the lack of regular routine maintenance (i.e., trimming around the stormwater erosions areas. Charlie (CC Custom Lawncare) confirmed that the trimming is already part of our current lawn maintenance contract. Charlie will follow up with his crew and reminded them to perform this routine maintenance.
  - **Motion** made to add bi-annual stormwater drainage maintenance for Areas #1-3 and # 7 as an addendum to the current CC Custom Lawncare maintenance contract; motion seconded; motion carried.
- County Free Tree Program:
  - County requires that the recently planted trees should be watered. We received a cost from CC Custom Lawncare for the water, but mother nature seems to be doing the job for us this year. However, in future years, we might need to go back to CC Custom Lawncare to add the watering to our contract.
  - Mulching around the new trees may be needed in upcoming years.
- Path Replacement Update:
  - Paths from Rolling Fork to Dixie Ridge, Dixie Ridge to the Stairs, and the Stairs to Noble Ridge have been completed. Depending on the weather, the contractor will start the path by the tot-lot and path behind play courts next week. Then the contractor will work on the paths (1) between Dixie Ridge, Noble Ridge, and Rolling Fork Way; and (2) Noble Ridge to Bush Hill Terrace; and (3) paths behind Pecan Grove Lane.
  - Discussed pine trees planted along the paths which caused damage to the paths. Doug and Daniel Thorpe reviewed and identified 5 trees along the paths that need to be removed before installing the new paths. Doug received a quote from CC Custom Lawncare for \$6,250.00 to cut down the trees, remove the tree stumps and haul away the debris.
  - **Motion** was made to approve removal of 5 trees for up to \$6,250.00 by CC Custom Lawncare by Tuesday May 21, 2019 (or prior to the path replacement); motion seconded; motion carried.
- County Street Paving Update: The Community Liaison for the Department of Transportation clarified that MDOT is going to do base pavement failure areas (large cracks, potholes, etc.) in Plantations I and then repave their streets; and that MDOT will be doing base pavement failure repairs to our neighborhood streets. However, MDOT will NOT be doing a complete re-pavement. We will update the website to reflect the corrected information.
  - Doug is also talking with the Community Liaison regarding the erosion issue below the all-purpose courts that was created by the MDOT's repair last fall.
- Tennis Courts Update: Lenny from American Tennis Courts says that the ground is still not warm enough to begin the repair of the crack. If the ground is too cold when the repair is done the repair will fail.
  - Discussed installing Lock & Key on the courts again. Cheryl Yost received 2 quotes to install a new lock set and furnish 50 security keys. (1) H&H Lock quoted \$1,100.00 to install a new knob and lock mechanism; plus \$22.00 per key for 50 keys would total \$2,200.00. (2) Baldino's Lock & Key quoted

\$1,637.00 total which includes 50 keys. They also quoted an additional \$450.00 to replace the gate closer if done at the same time. Additional keys would cost \$18.00 each.

- o The board discussed access key deposit options, non-resident use of the courts, court rules and regulations and signed acknowledgement or disclaimer form access key holders.
- o It was decided that residents in good standing would be charged a refundable access key deposit of \$50.00 and a charge of \$50.00 for replacement of lost keys.
- o We also decided to allow non-resident use of the courts for a one-time fee of \$100.00 plus a \$50.00 refundable key deposit with a lost/replacement key charge of \$50.00). Non-residents would also have to sign our rules and regulations acknowledgment or disclaimer for in order to receive an access key.
- o **Motion** was made to contract with Baldino's for \$1,637.08 to install the new lock mechanism and provide 50 keys to the tennis courts; motion seconded; motion carried.
- Daniel clarified (in reference to resident complaint emails regarding trimming along the outside of their fences) that CC Custom Lawncare contract currently does *not* include trimming along the outside of residents' fences. He further stated that we have never trimmed the outside of homeowners' fences. Daniel explained that it is customary for homeowner's fences to be installed at least 3 inches within their property line, which indicates that the area along the outside edge of the fences are within the homeowners' property line. We also do not intend to add this type of trimming to our contract due to the cost and the potential damage string trimmers might cause to the fences. Daniel will send an email response to the homeowners explaining this issue.

Cheryl reported that there are trees growing through and outside of fences in the common areas behind some townhouses. Some of these trees are growing from the base of people's fences. Daniel stated that this is also the case with some single family homes. The Board discussed how to handle removal of these trees, which in most cases should be the homeowners' responsibility. We also discussed the board's ability/rights to cut down these trees that are technically on common ground. No conclusion on how to proceed with this matter at this time.

- Dog Waste Update: Dog waste signs have been installed along the paths in the community. Daniel reported he will follow up with the county to obtain the date that they will meet with him to conduct the free pet waste stations installation walk through. The walkthrough will probably not be until the fall.

#### **ACC:**

- Started general ACC home inspections. Reviewed 12 homes on Melrose Square, but have not created the violation letters.
- Completed 1 ACC Improvement Request and 2 Revised Resale Certificates. Tagged 1 illegally parked vehicle on Melrose Square. If not fixed or removed from the parking area by May 22 the vehicle will be towed.
- Cheryl will response to a resident' email complaint regarding parking problems on their county street and around the cul-de-sac circle. Response will explain that county streets are not under the purview of the HOA Board of Directors but a county issue, and inform the resident that they need to 311 or the polices (at the non-emergency phone number for the Germantown station) regarding parking issues on county streets.
- Discussed a request from a resident to obtain a copy of a neighbor's ACC file information regarding a disputed change that is affecting drainage and water run-off on to the residents' property. He was informed that due to privacy laws we did not think we could not give him another resident's ACC files. Cheryl will check with CCOC and/or the board's attorney to see if we are permitted to provide the requested documents to the resident. Additionally, this issue falls under Article VI Party Walls of our HOA Covenants and is the responsibility of the homeowners to resolve the issue and not the HOA Board.

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

June 13, 2019 (at pool)      July 18, 2019 (tentative) (at pool)      September (TBD)