
Ben Oaks Homeowners Association Annual Meeting

— 25 April 2019 —

Note: Brief Includes Updates Discussed at Meeting

Agenda

Treasurer's Report

Accomplishments for this Year

New Business

Closing and Reminders

Treasurer's Report

DUES, YEAR TO DATE EXPENSES

2015 – Lot's Outstanding - 1 - Interest and Attorney Fees only

2016 – Lot's Outstanding - 1 – Attorney has for collection

2017 – Lot's Outstanding – 1 – Attorney has for collection

2018 – Lot's Outstanding – 2 – Did **NOT** send for collection this year

2019 – Lot's Outstanding – 27 – 2nd Letters will go out soon.

December 31, 2018 HOA Balance	\$21,696.30
Expenses from January to April	\$17,218.79
March 2019 Deposits	\$22,504.00
April 2018 Deposits	\$ 4,086.00
TOTAL (Balance as of 4/25/19)	<u>\$31,067.51</u>

Treasurer's Report, continued

PROJECTED ADDITIONAL 2019 CASH DISBURSEMENTS

Grounds Maintenance	\$ 10,500.00
Insurance	\$ 2,500.00
Legal Fees - Taxes	\$ 1,000.00
Postage/Post Office Box/Office Supplies	\$ 300.00
Utilities - Electric	\$ 400.00
Transferred to Reserve Fund	\$ 10,000.00
Annual Meeting	\$ 500.00
MISC – Trash Bin, National Night Out, Ice Cream Socials	\$ 1,000.00
TOTAL	<u>\$ 26,200.00</u>

Treasurer's Report, continued

BALANCES

2019 PROJECTED END BALANCE TOTAL:	\$ 4,867.51
RESERVE FUND BALANCE AS OF 4/25/19	\$80,609.98
2019 Outstanding Collections	\$ 8,100.00
TOTAL AVAILABLE 2019 BUDGET:	<u>\$93,577.49</u>

Accomplishments for this Year

- Special thanks to the book club and the social committee that have organized community events last year!!
 - Book Club
 - National Night Out
 - Santa's Visit
 - Kickball
- Website Updates www.BenOaksHOA.com
- Landscape Contract Renewal (Greener Pastures)
- Annual Cleanup / Dumpster
- ARC Approvals
- Planning for:
 - New Street Signs
 - Lot Development of Ben Oak's /Claire's Dr

New Business- Street Signs (\$8,000)

Consensus
Received to
Proceed

Signs:

- (1) Single Street Sign
- (3) Street/Stop Combinations
- (2) Speed Limit Signs
- (1) Stop Sign

Design:

- 4" Finial
- 4"x12' Fluted Pole
- 9"x36" Street Sign / 30" Stop Sign
- 4" Fluted Base
- Concrete Collar
- Installation Included

Notes:

- Requires County Approval
- HOA Assumes Full Responsibility in Perpetuity



New Business- Ben Oaks Park Proposal

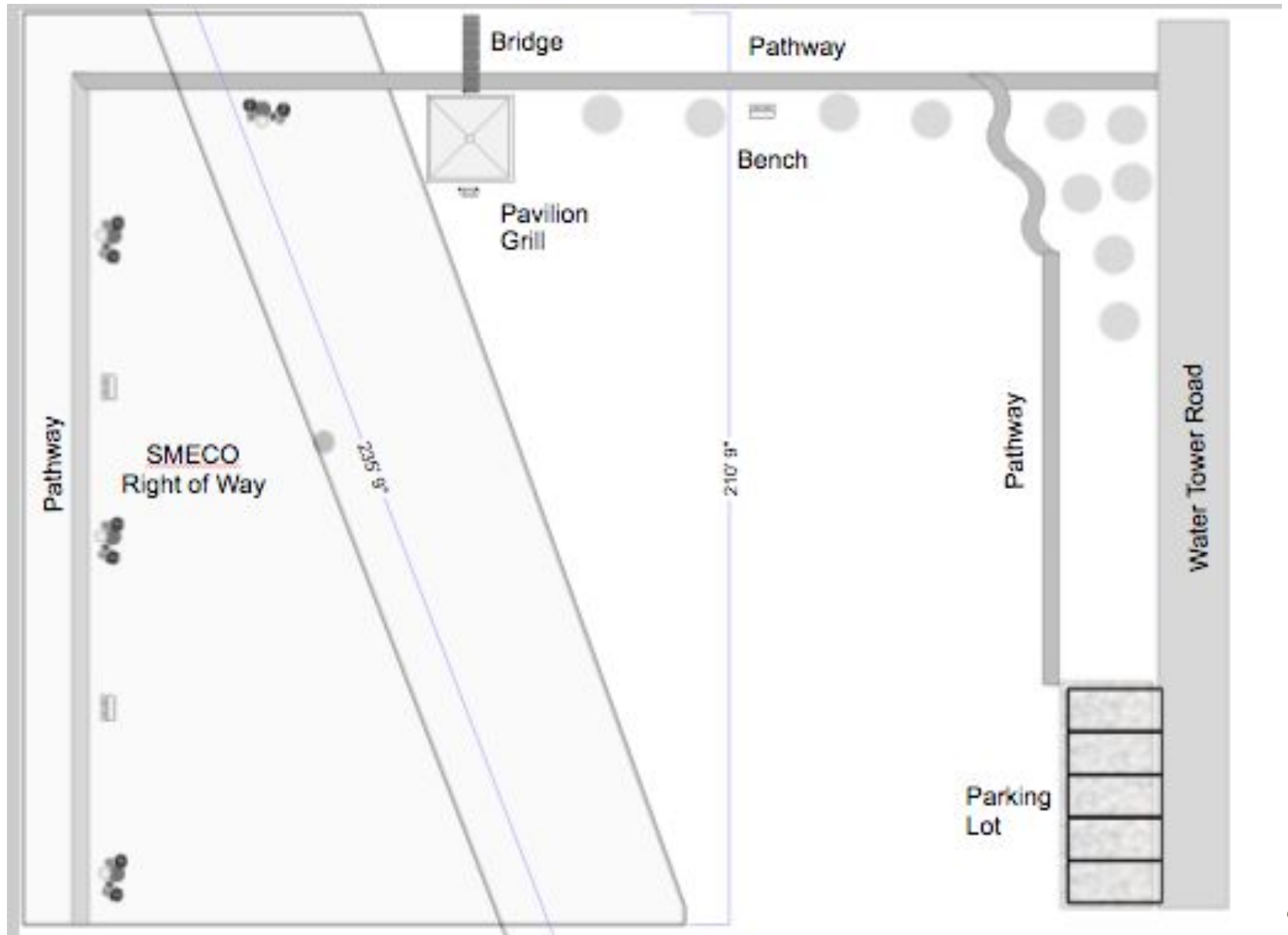
Location: Intersection of Ben Oaks Drive and Claire's Drive,
Mechanicsville, Maryland

Area: 1.178 acres

Limitations:

1. Bordered by drainage ditch approximately 12-18 ft wide by 2-3 ft deep. Drainage ditch is mostly grass with partial section of stone.
2. SMECO distribution power line crosses through lot. Easement prohibits any construction within 50 ft of centerline of power line. (approximately 40% of lot)
3. Most of flat area on the lot is within SMECO easement with a long sloping area towards the back of the lot.

Layout



Layout

Phase 1



Phase Implementation

Phase 1:

1. Vinyl 20 x 20 Pavilion w/ Metal Roof [\$18,301]
2. 20 x 20 Concrete Pad [\$9,000]
3. Concrete Walkway [\$3,200]
4. Signage [\$850]
5. Pavilion Light [\$375]
6. Fees, Permits, Misc [\$800]

Phase 1 Total: \$32,526

Grand Total: \$67,189

Future Possible Phases:

1. (3) Benches [\$2,330]
2. Landscaping [\$1,000]
3. (4) Recycled Plastic Picnic Tables [\$4,775]
4. Large Grill [\$1,076]
5. Pedestrian Walking Trail [\$13,382]
6. Parking Lot [\$9,800]
7. Lamppost [\$2,300]

Future Phase Total: \$34,663

Yearly Costs from Park (\$7,000/yr)- includes all phases

Direct Costs (\$1,450/yr):

Insurance: No additional cost

Landscaping: \$450/yr

Electrical (for Lamppost only): \$250/yr

Cleaning: \$250/yr

Asphalt/Concrete Patching & Sealing: \$500/yr

Yearly Investment in Infrastructure Savings to be Saved for Future Replacements (\$5,550/yr):

Pavilion (20 year life)- \$1,000/yr

Landscaping (5 year life)- \$500/yr

Paving (10 year life)- \$2,500/yr

Pad- (20 year life)- \$600/yr

Misc (benches, tables, grill, sign) (10 year life)- \$950/yr

Total additional yearly costs from project: \$7,000/yr

Vinyl Pavilion (\$18,301)

Phase 1



Style: Pavilion, Vinyl, Traditional

Color: White

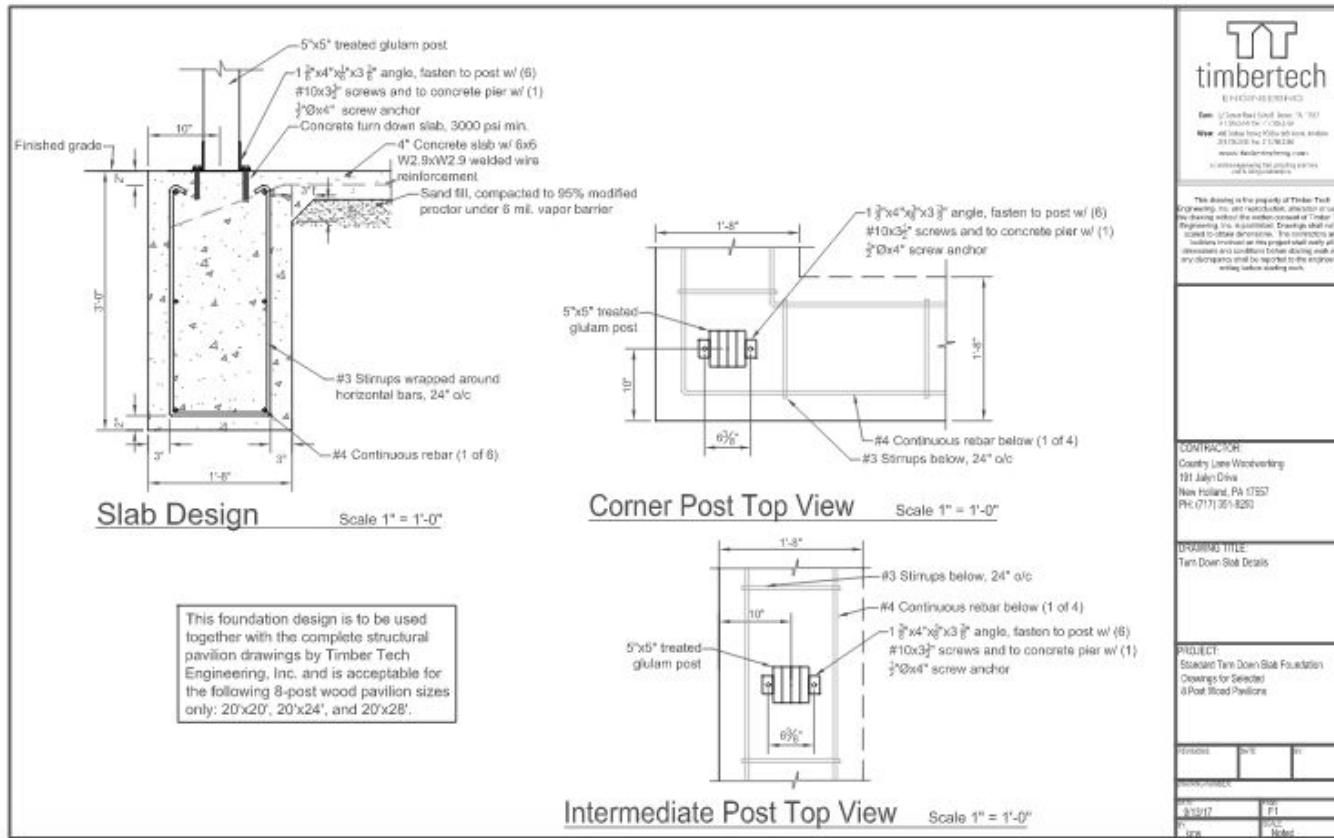
Posts: 6x6

Size: 20x20

Roof: Regular Ribbed Metal, Bronze

Structural Concrete Pad (\$9,000)

Phase 1



Prep, form and pour 20'X20' concrete pad
 Install 8 approx. 2' wide X3' deep concrete piers
 Slab will be approx. 4" thick
 Min of 3500 psi with fiber and #4 rebar reinforcement
 Possible pump truck needed- not included in price

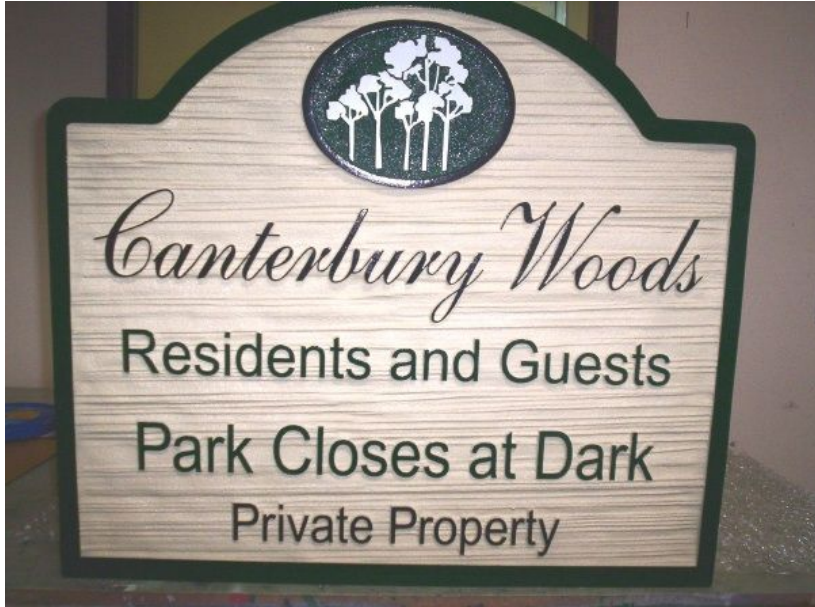
Install sandy fill and compact
 Install 6 mil poly vapor barrier
 Broomed finish
 Tooled joints

Concrete Walkway to Pavilion (\$3,200) Phase 1

- Prep, pour, and form 35'x5' walkway
- Walkway would go from edge of Claire's Drive to the entrance of the Pavilion
- Install culvert under walkway and fill as needed
- Min of 3500 psi with fiber and #4 rebar reinforcement
- Broomed finished
- Tooled joints

Park Entrance Sign (\$850)

Phase 1



Park Sign

- Similar to this design.
- Park would be called “Ben Oaks Park”
- Material is cedar (National Forest Service uses Cedar for ruggedness)
- 2’x3’
- Would only include 2 colors (natural cedar plus letter background)

Lighting in Pavilion (\$375)

Phase 1

Dimmable LED Solar Flood Light

- Die cast aluminum.
- 108 LEDs (756 lumen).
- Automatic dusk to dawn.
- 10-12 runtime on full charge.
- Dimmable (stays at dimmed level even if battery drains)
- Up to 30'x30' spread.
- Panel approx. 14"x14"



108 Super Bright LED
Remote Control With Timer and Dimmer

Grill (\$1,076)

Future Phase



Bi-Level Park Grill with Utility Shelf

- Commercial charcoal park grill
- Set in concrete outside of pavilion
- 38"L x 34"W
- 1330 sq in

Benches (\$2,330)

Future Phase



(3) Contour Recycled Plastic Outdoor Bench

- Inground Mount in concrete
- Placed along pedestrian pathway
- 6' L

Landscaping (\$1,000)

Future Phase

- Small shrubs
- Flowers
- Mulch
- Several trees (must be outside of SMECO easement)
- Installed by HOA volunteers

Picnic Tables (\$4,775)

Future Phase



(4) Recycled plastic picnic table

- 8'
- Anchored to concrete pad
- Includes one ADA compliant table

Pedestrian Walking Trail (\$13,382) Future Phase

1. The area under consideration for a new asphalt surface comprises approximately 202 square yards (approximately 500' x 4')
2. Excavate proposed area to a depth of 4 inches below finished elevation.
3. Compact the existing sub-base prior to paving using a steel drum vibratory roller.
4. Asphalt Millings: Install 4 inches asphalt base (19mm) using a self propelled asphalt spreader.
5. Roll and compact to maximum density using a steel drum vibratory roller.
6. Install 1 (12") culvert pipes for water drainage.

Parking Lot (\$9,800)

Future Phase

1. The area under consideration for a new asphalt surface comprises approximately 111 square yards (approximately 20' x 50').
2. Excavate proposed area to a depth of 8 inches below finished elevation.
3. Compact the existing sub-base prior to paving using a steel drum vibratory roller.
4. Install 4 inches of crushed gravel and compact with a steel drum vibratory roller.
5. Asphalt Base: Install 2 inches asphalt base (19mm) using a self propelled asphalt spreader.
6. Roll and compact to maximum density using a steel drum vibratory roller.
7. Asphalt Surface: Install 2 inches of asphalt surface course (9.5MM) using a self propelled asphalt spreader.
8. Roll and compact to maximum density leaving a true and even finish. Upon completion our firm will barricade the lot.

Lamppost (\$2,300)

Future Phase



Lamppost

- Located in parking lot for safety reasons
- Provided through SMECO
- Pole Style: 12-foot decorative straight fluted pole
- Lamp Source: Metal halide (9,100 lumens)
- Certified for downward light only
- Wattage: 150
- Colors: Black or green

Ben Oaks Park FAQ

1. Will the pavilion have electric?
 - a. Initial plan does not include electric, just a solar light. Possible to add in a future phase.
2. Will the pavilion have potable water?
 - a. Initial plan does not include water. Possible to add in a future phase.
3. How many parking spots in the lot?
 - a. Five. Due to slope, additional spots would be costly.
4. Can we drive on the water tower lane?
 - a. HOA owns portion of the land the lane is on. Prior to paving, HOA would contact METCOM to review plan.
5. Can homeowners use the pavilion for personal events (birthday parties, picnics, etc.)?
 - a. Sure. Guidelines on types of events, length, noise, etc. would need to be developed.

Ben Oaks Park FAQ

6. Are there trashcans?
 - a. No. It is a carry-in / carry-out site.
7. How can the pavilion be reserved?
 - a. Reservation system (possibly HOA website calendar) would need to be set up.
8. Are there rules?
 - a. Facility use guidelines would need developed.
9. Could the sign have a cover to reduce vandalism?
 - a. Certainly could look to add this as an option. May increase costs slightly.
10. Which pathway is part of phase 1?
 - a. Just the concrete path from Claire's Drive to the Pavilion.
11. Why is there a path along the edge of the layout?
 - a. Provide people an off street walking path lined with benches and plantings.

Ben Oaks Park FAQ

12. Were other options explored?
 - a. For 5+ years, options at this site have been explored (pool, tennis court, playground). This option seem to be a lower cost option that improves the sense of community at Ben Oaks while improving property values.
13. Can the sign be refinished?
 - a. Sign would be cedar. HOA has the option to sand or varnish as needed.
14. Why bother developing this area?
 - a. Increase property values
 - b. Have a central location for community events
 - c. Provide a location for HOA members to have events
 - d. Increase the sense of community and fellowship of the Ben Oaks Community

Ben Oaks Park FAQ

15. Were other pathways such as crushed granite explored?
 - a. Yes. Crushed granite, asphalt, and asphalt millings were all explored. While crushed granite typically costs less than asphalt millings, there is significant maintenance and upkeep required. Additionally due to the slope of the lot, gravel may be difficult to keep from washing out. Asphalt millings are cheaper than asphalt but they last approximately half as long as asphalt and are much rougher in texture (for instance could not roller skate on asphalt millings).
16. Is it possible to add XXXXXXXX?
 - a. The goal for phase 1 is to establish a central piece to the park. We can discuss and plan to add more “bells and whistles” in a future phase.

Ben Oaks Park- Next Steps

There is no requirement in the HOA by-laws or covenant that mandates homeowner approval prior to the HOA board spending HOA funds.

However, the HOA board would like a consensus of the neighborhood prior to proceeding with phase 1.

If consensus is received on phase 1, the landscaping committee will begin the process to apply for permits and obtain SMECO easement approval.

Once the county and SMECO has approved the plans, the landscaping committee will work with the HOA board to obtain contract agreements for the pavilion and concrete work.

Decisions on the future phase work would be made at a later time.

New Business- Miscellaneous

- General discussion on Landscaping Guidelines / Community Maintenance / Suggestions:
 - Multiple Landscape violations...please follow the ARC guidelines (Located on the website)
 - Mailbox repair/maintenance
 - General yard upkeep...if you can't do it please ask the HOA for help
 - ~55 acres of community land...options for a nature trail
 - Front Entrance decorating committee
 - Covenants changes to include Quorum requirements
 - Home Value Degradation
- Yard Sale date (18 May 2019)

New Business- Board of Director Elections

- Board of Director Elections
 - Overview
 - Seek nominations and volunteers
 - Candidate reviews
 - Voting and tallying