

Plantations Two HOA – June 13, 2019 – Meeting Minutes

Attendance:

<u>Board Members</u>		<u>Guests</u>
Aliza Robin, President	Drew Lowe	Pam Roulette
Jennifer Wrona, Treasurer	Austin Wolner	Kristy Burrows (<i>Via Phone</i>)
Susan Hatter, Vice President	Daniel Thorpe	Doug Verdin
Sara Lowe, Secretary	Peter Riley	Zack Callis (<i>Pool Guard Manager</i>)
	Cheryl Yost	Kaylor Stroot (<i>Pool Guard Asst. Manager</i>)
	Michelle Jenkin	

Agenda:

- Approve May Meeting Minutes
- Committee Updates:
 - Grounds Committee -- State Storm Water Management Seminar
 - Grounds Subcommittee -- Tennis & Play court fences, Paths, and Erosion
 - ACC Committee -- Property Improvement Request issue, Violation letter
 - Pool Committee -- Operational Issues, Pool Party Issue
- Schedule August Budget meeting

Minutes:

- **Motion** made to approve May 2019 board meeting minutes; motion seconded; motion carried.

General:

- Website Issues:
 - The February 2017 minutes link currently opens the Pool Party Rules. Sara Lowe will make the correction.
 - An incorrect version of the Pool Party Rules was mistakenly uploaded to the website, and the problem has been corrected.
- Jennifer Wrona reported that the Plantations Two Recreation Center sign (*located in front of pool house*) is deteriorating and needs repair. Jennifer met with the contractor who originally made the sign, and he recommended restoring the sign versus replacing it, which would be costly. He could repair/restore the sign for \$500.00. After discussing the repair it was decided that Jennifer would need to obtain more information regarding what the “restoration” includes to present to the board before making a decision.
- Aliza Robin reported that John Schlee expressed an interest in volunteering to help with an HOA project.

Pool:

- Kristy Burrows reported that opening day went well. She will provide the board with current pool calendar to assist with coordination of activities.
- Miscellaneous Replacements:
 - Order placed for 5 additional umbrella bases (\$150.00 each) and charged to the current pool budget.
 - Ordered a second replacement toy/noodle cart to replace the one that fell apart.
 - Needs to order more pool access key tags.
- Discussed the problem of members entering the pool without using an access key tag. It was noted that the staff needs to enforce the rule that all members must enter via use of their access key tag and that if lost or misplaced they must purchase a new one for a \$10.00 fee.
 - It was decided that an e-blast reminder regarding this matter will be sent and Kristy will post the reminder at the pool and on Facebook.

- Kristy will draft the e-blast stating that: Starting June 17, 2019, members will no longer be able to access the pool without their access key tag. Previous notices were sent and the information is posted on the website. Replacement pool access key tags can be purchased for \$10.00.
- Questioned how the staff can differentiate between a member who was previously received an access key tag and a new member who has not received their access tag. It was noted that:
 - Members with a 6 digit ID number have previously received their access key tag, and if lost member must purchase a new replacement access key tag.
 - Members with a 4 digit ID number are new members and need to be issued their access key tag.
- Weekly HOA Maintenance Walkthroughs will start the week following June 16. Kristy will discuss the procedures with Austin and bring the walkthrough log book to the pool office.
- Discussed multiple problems that arose at a recent pool party. The discussions lead to further issues regarding (1) possible changes/clarifications to the existing Pool Party Rules, (2) committee operational procedures regarding Pool Parties, (3) what infractions occurred, and (4) procedures for suspending a member's pool privileges.
 - The HOA Declaration of Covenants, Conditions and Restrictions allows for suspension of the right to use recreational facilities up to 60 days for infractions of its published rules and regulations.
 - The published Pool Rules also state that "the manager has been directed by the HOA Board to dismiss from the pool property any adult or child for any infraction of the rules or when safety is threatened. The pool manager can bar any person from the pool for up to one (1) week for each violation or for the remainder of the season for three (3) violations."
 - Drew Lowe volunteered to meet with Kristy to discuss streamlining the Pool Party Rules.
 - Motion was made to draft a letter addressing the behavior of the member sponsoring the pool party to include rudeness to pool staff, not following Pool Rules and Pool Party policy procedure and suspending her pool pass for 21 days; motion seconded; 6 votes for the motion, 3 abstained; motion carried.
 - Susan Hatter will draft the letter and meet with the pool staff to discuss.
- **Pool Party Rules and Procedures:** Potential changes that were discussed:
 - Additional language to clarify who should be able to book pool parties, i.e., adults members over 21, homeowner(s) or primary member(s) only, and no other family member, etc.
 - Create and require a Pool Party Application to be submitted at a specified period of time (yet to be determined) before a party. Applications would require the member's signature accepting the pool party rules and requirements. The form should include the names of all party attendees, status of attendees (member/guest), payments required, etc.
 - Clarify how payments will be made (checks, PayPal) and how to verify payments. All payments should be received before the day of the party.
 - Detailed party information should be provided to pool staff before the day of the party.
 - Clarify which party attendees require a "guest passes"; cost of guest passes; how party guest passes are purchased (separate from normal member guest passes or include normal guest passes).
 - Review number of people allowed at a party, and/or create ratio of adults to children requirement.
 - Start charging for pool parties or create a refundable deposit to book a party.

Grounds:

- Path repair/replacements were delayed but, work should resume on or about Thursday, June 20 to complete the final sections of the project.
- Tennis Courts:
 - New Signs have been installed on the tennis and play courts.
 - Doug Verdin discovered that some parts of the tennis court fence are not secured, and he also noted an issue with the play court fence gates. Doug met with two contractors to discuss fence repairs. He has only received one quote so far which includes the following options:

- Replace bottom rails with ties on tennis courts. Cost \$2,795.00; or
- Install hog rings to bottom of fence on existing tension wire. Cost \$831.00; and
- Remove play court gate on the side near the townhouses (currently chained closed) and replace with chain link fencing. Adjust play court gate hinges (across from tennis court gate) and tack weld hinges so they can't be turned. Cost \$931.00.
- Doug will reach out to some other contractors to get additional quotes.
- Tennis Courts Access Key Applications:
 - Some additional changes being made to the application. Suggestion made to include “no vaping” to the no smoking rules. Cheryl Yost will finalize the application and email to Sara to upload to the website.
 - Deposits can now be paid either by check or via PayPal online.
 - Our bookkeeper has agreed to accept responsibility for processing the applications, receiving/tracking the deposits, and distributing the keys (lock install included 50 keys).
 - Prior to completion of the tennis courts 8 requests for access to the courts were received. Cheryl emailed all 8 homeowners with the initial application; 5 completed their application, paid their deposit, and received their key.
 - Cheryl is retaining a key for maintenance access, and one key will be provided to our lawn maintenance contractor in order to clean the courts of leaves, etc.
- Tennis Court Maintenance: Cheryl reported on the routine maintenance that needs to be done to the tennis courts. Items recommended by the tennis court contractor include:
 - Remove net crank handles from the courts. Note: One crank will be kept by our bookkeeper and one crank will be kept by Cheryl for maintenance purposes.
 - The nets should only be adjusted by using the clip and strap on the center of the net (not by use of the crank). Cheryl will write instructions on adjusting the nets to be given out with the keys and posted on the website.
 - Winter maintenance should include either loosening the nets or removing and storing them. This will keep the nets from being damaged during freeze/thaw and high winds. The board opted to just loosen the nets each winter.
 - Courts surface should be power washed/cleaned annually.
 - Courts surface should be recoated every 5-6 years.
- Update on the County repaired outfall below the basketball court: Doug has been shuffled through 4 different county employees so far; however, he will continue to try to get this problem corrected.
- State sponsored Stormwater Management class attended by Daniel Thorpe, Cheryl and Doug. They reported on possible grant options that might be available through the Chesapeake Bay Foundation. The grants might be beneficial for possible future changes to our common area green spaces. Discussed possible future projects such as reforestation of green space, plant grass areas with native wild flowers or grasses, or install solar panels. These projects would help eliminate some of our current lawn maintenance costs.
- Painting of all the community fire hydrants by WSSC has been completed.
- Daniel reported on follow up to emails regarding storm damaged cul-de-sac street trees. Request to investigate two trees was submitted through 311, he received a reply that the county would evaluate the trees. On Tuesday, June 11 the county reported they had completed the evaluation and marked the trees for removal. There are two additional street trees that appeared to be dying which have also been reported for evaluation.

ACC:

- 8 Resale Certificates and 2 Revised Resale Certificates.
- 7 ACC home inspections completed (3 random and 4 related to the ACC improvement requests). Violation letters have not yet been completed.

- Posted towing warning on vehicle with flat tire on White Pillar Terrace.
- Vehicle posted for towing last month with flat tire on Melrose Square has been repaired.
- 4 ACC home improvement requests (3 for approval, 1 to be discussed).
 - Discussed ACC improvement request for an addition to the side of a home behind the garage. The addition is OK but the fairly large side entrance and stairs appear to be designed to be constructed like a deck which would be non-compliant with our ACC published rules/guidelines that do not allow “wrap around porches or decks”.
 - After extensive discussion it was decided that we would return the request as unapproved with a note stating “the addition itself could be approved, however, the side entrance as shown on the drawings appears as side deck and is not compliant with our current rules and guidelines so cannot be approved. We request that the documents be resubmitted with a change to the entrance before approval can be granted”.
- Discussed previously issued violation regarding a townhouse with a water drainage issue in relation to the shared wall and other noted violations. The homeowners responded with a letter that some of the violations had been corrected, but they had an issue with correcting the step outside their fence that is on common property. Cheryl will re-inspect their home to verify corrected items and respond to their issue about the step.
- Discussed an ACC improvement request presented by a homeowner for replacement roofing and sliding glass door. Cheryl stated replacing like-for-like for the shingles and door does not need approval. However, since the shingle color proposed is being changed Cheryl will review the actual colors before approving the request.
- A townhouse owner discussed her on-going shared wall water issue. The owner has tried working with the neighbor and working through the county (311) but the problem is still not corrected. The owner wanted us to be aware of the dispute/issue. Cheryl recommended that the owner contact the CCOC who could assist with mediation or arbitration. The owner also mentioned a noise issue related to the same neighboring home. It was recommended that the owner call the non-emergency police number and report the noise issue. If noise level is over 50 decibels the neighbor can be fined.

Upcoming Meeting Dates (Subject to Change):

July 18, 2019 (at pool)

September (TBD)