

Plantations Two Community Association
HOA Board Meeting Minutes – July 11, 2024

(In-Person Meeting held at Plantations Two Pool)

Attendance:

Board Members:

Cheryl Yost, President Drew Lowe, Vice President Jen Wrona, Treasurer
Charles Vaillancourt, Secretary Judy Stephenson David Gonzalez Daniel Thorpe

Community Members: (Homeowners & Guests): Chris Marth, Doug Verdin, John Stuart

Open HOA Board Meeting – Cheryl Yost

Request for Additions – There were no requests for additional agenda items.

Minutes:

1. Call for questions or revisions to the June 13, 2024, HOA Board meeting minutes.
2. Motion was made to approve the June 13, 2024, with the requested update. Motion was seconded and carried unanimously.

Treasurer Report – Jen Wrona reported:

1. Taxes: The Personal Property Tax Form has been submitted online. Since we filed extensions, the state and federal taxes are due August 15th.
2. Delinquencies: There are 10 homeowners with balances and 5 are with the attorney.
3. Outside pool memberships currently 146 of 192 maximum allowed per bylaws.
4. Checking signature card updated with current officers. Contacting bank for Q&A on potential new checking account.
5. Proposed 2025 budget meeting for August 15 or 21 to coordinate with Gary and Austin's (volunteer financial advisers) availability.
6. CCOC: Two completed director trainings updated on CCOC website (Link to CCOC Training https://www.montgomerycountymd.gov/DHCA/housing/commonownership/community_governance_fundamentals.html). The cost of CCOC projected to increase to \$2,002.00/yr.

General Business:

1. Schedule Budget Meeting: Cheryl suggested the meeting be held on August 21 and verified board agreement. Budget meeting will be held August 21 at 7pm at Cheryl's house.
2. Girl Scouts/Community Yard Sale: Judy did not get a response from the Girl Scouts.
3. Neighborhood Grants: David and Judy both agree that the NEMF grant should be utilized for an event in 2025. Links to:
 - a. NEMF Grant: <https://www.montgomerycountymd.gov/upcounty/grant.html>
 - b. Office of Grants Management: <https://www.montgomerycountymd.gov/ogm/>

ACC Updates – Judy reported:

1. Two notices (1 warning, 1 violation) were mailed out regarding sporting equipment in common area – the equipment is still in the common area.
2. One Property improvement request authorized/approved.

Capital Projects & General Maintenance/Repair Updates:

1. Path Replacement Phase 3 Issue – Cheryl reported: Complaints were received regarding low spot on the new replacement near the pond. Path reviewed by Doug Verdin and discussed with contractor who has made repair/correction to the path. Doug will review repair and visually verify that water is not collecting on repaired area.
2. Tennis/pickleball court net repair & maintenance: Charles reported:
 - a. Pro Wash provided an estimate for court cleaning at \$875.00, proposed scheduling action and funds coming out of \$2,000.00 courts maintenance funds. A motion was made to schedule court cleaning by Pro Wash. The motion was seconded and passed unanimously.
 - b. Visual inspection of crank mechanisms indicates cranks will likely need to be replaced and there is damage to some crank screws. Nets are in moderate condition and cracks should be fixed. Judy has been assisting with coordinating an assessment with ATC Corp (ATC) for an estimate. ATC estimate scheduled for July 24.
 - c. Jen shared capital reserve documentation of the conditions of the courts. These findings indicate possible foundation issues causing structural damage and cracking and will likely require complete removal and inspection of current court foundation.
 - d. Further discussion is required for future funding and repairs of entire court foundation. This topic is TBD pending a review of current court conditions on July 24.
3. Tennis court community response/notice: It was agreed that a notice should be distributed to the community on the current condition of the courts and actions being taken. Judy and Charles will draft a response notice.
4. Shed Replacement: Cheryl reported: New shed still 6-8 weeks out. No new information at this time.
5. Playground improvements: Drew stated nothing to report at this time.

Grounds Update – Dan reported:

1. New contract manager for the landscaping company, Charlie Miller is filling in until a permanent representative is hired.
2. Coordinating an estimate to remove 10-12 trees from Tom (tree service manager).
 - a. Primrose view has two large trees that require removal.
3. Tree budget will likely exceed \$11,000.00 (\$5,000.00 over budget).
4. Drew proposed requesting multiple bids on tree removal services. Dan reported that he can do this, but that not all companies provide the appropriate level of grounds repair from heavy machinery.

Pool Updates (operations) - Cheryl reported:

1. Proposing stronger enforcement of rules and regulations due to increase in reports of violations and 3 incident reports.
 - a. On June 29, a Guest was snuck into the pool by a member and later they were involved in a rescue (lifeguard performed a rescue of the guest from the pool). An official Incident Report was filed by pool staff with all required notifications given.

- b. Two previous violations were reported and written up on an Incident report for documentation purposes. These issues to be discussed in the closed meeting session to protect privacy.
2. Cheryl recommended adding a section on pool civility towards staff and others in the upcoming eblast.
3. Per June meeting discussions, documentation was provided supporting the 6-foot clearance regulation for objects from the edge of the pool (see *attachment*). Based on these findings, Cheryl will move forward with ordering 4 café tables and 8 chairs to go along the front facing fence as voted in June meeting.

Pool Updates (swim team, swim lessons, social) – Cheryl and Dave reported:

1. Communications/coordination between Dave, Cheryl, swim team, coaches and staff are working well. Early communication issues have been corrected.
2. Some food items have been removed from swim team concessions due to impact on facilities. Some issues are still being found such as gum, etc., and will be addressed.
3. Swimming lessons:
 - a. Have progressed well with both beginner and intermediate lessons taking place. Lesson time remains an issue, looking at a 7:30 am start time to help facilitate better participant scheduling.
 - b. Adult lessons have resulted in interest in the addition of a master’s class (advanced swimming) program for 2025. Possibly Sunday mornings due to availability.
 - c. Dave is recertified CPR/Lifeguard and will be pool-operator accredited soon.
4. Social Committee – Dave reported:
 - a. Three people arrived at the June 27 meeting re July 4 celebrations. Not much can be done without greater community involvement. Some ideas for greater participation include planning over winter and promoting leading up to the event.
 - b. Swim Team banquet, official letter being submitted for Saturday July 20 7-9 pm, cost to be determined.
 - c. September 6 Dog Swim still scheduled (pool closing early).

Meeting Open to Floor:

1. John Stuart reported there have been no trash issues since the contract switch.

Cheryl asked that non-board members leave the meeting so the board could hold a closed session to discuss issues regarding a specific homeowner.

HOA Board Meeting Adjourned

CLOSED Executive Session Summary:

A Board of Directors’ closed session was held to primarily discussed issues pertaining to specific pool members and issues related to pool incidents, rules/regulations, and insurance concerns. Specifically:

- An email associated with a pool incident was discussed and it was agreed that an official record will be retained, and no further action would be required.

- Additional emails from specific residents' concerns regarding pool documentation and membership were discussed. It was agreed that these residents are in good standing and a follow-up email should be sent to clarify this point.
- HOA insurance limitations for non-Georgetown employees were discussed. It was decided that alternative options and risk mitigation research be conducted and in the future non-Georgetown employees must provide their own insurance.
- Discussed and decided that the 2025 pool season should align its minimum age with Montgomery County (16 years) as this simplifies enforcement standards. Discussed researching a new pool management system to streamline payment, record keeping, access, etc.

CORRECTION to June 2024 Minutes:

June 2024 Closed Executive Session (mistakenly omitted from the June minutes):

The board discussed the outcome of a recent court hearing regarding a homeowners' request to cancel interest charges incurred for outstanding annual dues payments. The resolution to the hearing was still outstanding at this time.

Attachment - Excerpts from Various Regulations - Swimming Pool Deck

Currently Scheduled Board Meeting Dates:

August: No Meeting (Closed budget meeting)

*Dates subject to change – Updates will be posted on the community web page at **PlantationsTwo.com** and the sign board at the entrance to the neighborhood.*

Attachment to July 11, 2024 - HOA Board Meeting Minutes

Excerpts from Various Regulations Swimming Pool Deck 6 Feet Information

Maryland State agency regulations: **Code of Maryland Regulations** (COMAR):
Title 10 – Maryland Dept of Health
Subtitle 17 – Swimming Pools & Spas
Chapter 01 – Public Swimming Pools & Spas
Regulation 22 – Decks

10.17.01.22

Decks.

.22 Decks. A. An owner shall ensure that: (1) A deck at a recreational or semipublic pool: (a) Completely surrounds the pool; (b) Is continuous with a minimum unobstructed width of 4 feet and an average width of 6 feet, and (c) Is in conformance with the American National Standard for Public Swimming Pools; (2) A deck at a public spa is in conformance with the American National Standard for Public Spas; (3) T...

Montgomery County: *Recreation Swimming Pool Rules & Regulations:*
Under section titled All Facilities:
Item 10. Chairs are not permitted within six (6) feet of the pool side.

Montgomery County: *COMCOR 51.00.01 – Manual on Public
Swimming Pool Construction*

Paragraph 51.00.01.06. Decks.

D. Dry Deck.

1. Must be continuous and an unobstructed circulation path in conformance with ADA requirements for an Accessible Route*.
2. Shall connect all site amenities, entrances, and exits as required by ADA requirements.

*(*Summarized Information taken from sections of the ADA requirements manual:
ADA requirements vary for every element, however, in general requirements a level unobstructed path can be a 36" minimum for a level unobstructed path to 60" for turn areas with wider widths when path is not straight and has obstructions.)*