

Plantations Two Community Association
HOA Board Meeting Minutes – June 8, 2023

(In Person Meeting held at Woodfield Elementary School)

Attendance:

Board Members:

Cheryl Yost, Vice President	Judy Stephenson, Secretary	Jen Wrona, Treasurer
Jeson Jackson	Drew Lowe	Daniel Thorpe

Community Members: (Homeowners & Guests): Susan Hatter

Open HOA Board Meeting – Cheryl Yost

Election of Officers – Prior to the June 8, 2023 Plantations Two board meeting, Susan Hatter submitted her resignation as president and board member.

The following nominations were received and unopposed for the election of this year's officers:

- Cheryl Yost, president
- Drew Lowe, vice president
- Jen Wrona, treasurer
- Judy Stephenson, secretary

A motion was made to accept the slate of officers, the motion was seconded and the motion was carried unanimously.

Minutes:

1. Call for questions or revisions to the May 11, 2023, HOA Board Meeting minutes.
2. Motion was made to approve the May 11, 2023, HOA Board Meeting minutes. Motion was seconded and carried unanimously.

Treasurer's Report – Jen Wrona submitted the following report:

1. Titus Trash is continuing to charge us a 10% fuel surcharge. Drew is going to check what other contractors are doing. Also, there was a reminder on the bill that our trash days will be shifted the week of July 4th to be collected on Wednesday (7/5) and Saturday (7/8).
2. Our home resale transfer fee is currently \$50. Current transfer fee rates are \$150 to \$200, which is paid by the buyer. We may want to reevaluate our transfer fee when we discuss next year's budget.
3. Our personal property tax form has been submitted online. Lynn and Jen are working on sending information to our accountant for our annual audit.
4. Jen consulted Austin about whether to use Capital Reserve funds or the operating fund for the painting of the parking lot spaces. He said that if we budgeted for it, we should expense it as operating. It is a line item in our operating fund budget this year in the Grounds section.
5. There were no questions on the financial reports.

ACC Updates – Cheryl and Judy reported:

1. Resale Certificates – 3 new, 2 revised & 1 pending completion.
2. 1 Home Improvement Request.
3. April Violation Letter (trash outside of fence on comment area) – issue has not been corrected.

The board discussed possible increases for Resale Package and/or Certificate fees. Decision made not to make any changes at this time but could discuss at the upcoming budget meeting.

Web Site Updates – Jeson reported that he solicited quotes for the redesign of the community web site with a mobile-first template. Estimates were that the redesign would be a 30-hour job at \$100 per hour for an estimated total cost of \$3,000. The time frame would be about 6 weeks. The process proposed by Jeson would be to select a vendor, get their recommendations for the board to review and to take the board’s feedback back to them.

A motion was made to approve \$3,000 for the redesign of the web site. The motion was seconded and approved unanimously.

Grounds Reports:

Cheryl reported:

1. Re-painting of townhouse parking numbers project has not been scheduled due to pending response from townhouse owner (one with a parking space water run-off issue).

Daniel reported:

2. The streetlight at the corner of Rolling Fork Way and White Pillar Terrace was knocked down. Judy and Daniel both reported the damage to Potomac Edison and a temporary fix was completed.
3. Playground benches – two different types of frames. It would be worthwhile to explore replacing the wood. Daniel will do a more in-depth evaluation.
4. Basketball backboards and nets – Daniel will clean backboards and hang new nets. Drew and Daniel will explore next steps. The basketball surface also needs repair, could be rolled into the next phase of path repairs.
5. Trees – holding pattern. Over the last week or two, the trees have leafed out and it appears that 12-18 trees are likely to be removed, which will eat up most of the budget.
6. Daniel will let C&C Landscaping know that the crepe myrtles that were planted on White Pillar Terrace are dead and should be replaced in the fall.
7. Graffiti – Drew will call Verizon about boxes in front of pool and by White Pillar Terrace.
8. The County removed a damaged tree branch that was hanging over the street by Rolling Fork Way and Noble Ridge Terrace.

Pool Updates –

1. Jen reported:
 - a. the 5th grade pool party will have a maximum of 41 children attending. This information has been forwarded to Georgetown. The 5th Grade committee asked if Georgetown Aquatics could provide an invoice for event instead of bringing a check at the time of the party. Cheryl will check with Georgetown regarding this issue.
2. Cheryl reported:
 - a. Pool opening on Memorial Day weekend was very busy and more hectic than past years due to the unusually large number OPMs who had not paid their fees and OPMs & resident members who had not returned their Pool Info Sheets prior to the pool opening.
 - b. Due to last year’s opening complaints we allowed members in good standing who completed & turned in their Pool Info Sheet at the pool to be placed on a list for entry into the pool during the holiday weekend only without the access verified and re-activated in the computer.

- c. After the weekend (starting Tuesday), those members were restricted access until their documentation verified, completed and activated.
3. Swim Team Banquet Event -- Cheryl requested that the board consider closing the pool an hour early (between the hours of 7:00-9:00 pm) the night of the event so that the 2-hour pool event request would be over by the 9:00 pm start of the County's Quiet Hour Law. Motion made to close the pool early for the Swim Team Banquet Event, motion seconded, and carried unanimously.
 - a. Cheryl discussed potential pool Capital Projects for 2024 which included (a) completion of the replacement of remaining 4 exterior pool building doors, (b) replacement of office storage supply cabinets with one larger cabinet in lobby and purchasing lockers for staff storage, (c) repair of building rusting metal support columns, and (d) office ceiling fans.
 - b. Discussed issue of possibility of a new membership database system and the potential costs which could include yearly software charges, internet (\$3,000/year), computer, etc.
 - c. Discussed the cost and issues with the existing pool phone (\$55/month all year). Drew volunteered to look into the cost of changing the existing service and installing a restricted landline in the pool office.
 - d. Reported that one of our new pool membership advertisement banners was stolen. A new replacement banner will be made next spring if the stolen banner is not returned or located.
4. Health Department inspection certificate needs to be posted.

General Business

1. Group of kids has been throwing rocks into the pool and smashing rocks on the new path.
2. Resident Ron Bridge has contacted the County to report that the pond is not draining.
3. Cheryl discussed the possibility of changing to appointing a "specified" Manager for ongoing operational functions versus having committees and an assigned committee Chair. Discussion tabled for a later date.
4. Cheryl discussed potential dates for the August 2023-2024 budget planning meeting. She will check with Austin Wolner & Gary Sladic to see which of the proposed dates will be good for them and will then coordinate a date with the board.

Social Activities

1. Girl Scout Yard Sale – went well.
2. Triathlon – Daniel indicated that this is not going to happen this year.
3. Daniel reported that the opening day pizza event at the pool went well.

Meeting Adjourned

Currently Scheduled Board Meeting Dates:

July 13, 2023 at the pool

*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.*