

**Plantations Two Community Association**  
**HOA Annual Meeting Minutes – April 13, 2023**

*(In Person Meeting held at Woodfield Elementary School)*

**Attendance:**

***Board Members:***

Susan Hatter, President      Cheryl Yost, Vice President      Jennifer Wrona, Treasurer  
Judy Stephenson, Secretary  
Drew Lowe      Daniel Thorpe      Jeson Jackson      David Gonzalez

***Community Members:*** *(Homeowners & Guests)* – John Stuart

**First order of Business:** Susan Hatter shared a special thank you to John Stuart who regularly volunteers his time and effort to make our community better.

**Annual Meeting Opened** – Susan Hatter opened the annual meeting.

**ELECTION OF BOARD MEMBERS:**

**Current HOA Board Member Terms:**

	<u><i>Elected or Appointed</i></u>	<u><i>Term Expiration</i></u>
Jennifer Wrona	3 year term in 2020	expires in 2023
Jeson Jackson	4-month term in 2022	expires in 2023
Vacant	3 year term in 2020	expires in 2023
David Gonzalez	3 year term in 2021	expires in 2024
Judy Stephenson	3 year term in 2021	expires in 2024
Cheryl Yost	3 year term in 2021	expires in 2024
Daniel Thorpe	3 year term in 2019	expires in 2025
Drew Lowe	3 year term in 2019	expires in 2025
Susan Hatter	3 year term in 2019	expires in 2025

- Jennifer Wrona reported the Proxies received, verified, & held for quorum = 127.
  
- **Election for open board positions** –
  - Jennifer Wrona and Jeson Jackson indicated their interest in continuing to serve on the board. No additional nominations were received by mail or in person.
  - A motion was made to approve the nominations of Jennifer Wrona and Jeson Jackson to serve new three-year terms on the board. The motion was seconded and carried unanimously.

**New HOA Board Member Terms as of April 13, 2023 elections:**

	<u>Elected or Appointed</u>	<u>Term Expiration</u>
David Gonzalez	3 year term in 2021	expires in 2024
Judy Stephenson	3 year term in 2021	expires in 2024
Cheryl Yost	3 year term in 2021	expires in 2024
Dan Thorpe	3 year term in 2022	expires in 2025
Drew Lowe	3 year term in 2022	expires in 2025
Susan Hatter	3 year term in 2022	expires in 2025
Jennifer Wrona	3 year term in 2023	expires in 2026
Jeson Jackson	3 year term in 2023	expires in 2026
Vacant	3 year term in 2023	expires in 2026

**Treasurer Jennifer Wrona reported on annual spending:**

1. Our capital reserves spending for this year was higher than expected due to the cost of pathway repair, and bilge pump repairs, so we did not replace any of the pool doors as planned for 2022, but we will replace 5 doors in 2023. We were still able to save more capital reserves funds than expected due to less spending from the expense fund.
2. Some expenses, such as the trash bill (due to a 10% fuel surcharge), and the pool (water bill), were higher, but other expenses such as snow removal, social committee, cost of capital reserves analysis and ACC expenses, were lower than expected.
3. The capital reserves study was completed by July. We do need to build up our Capital reserves fund, so a plan is now in place for us to do so. We budgeted a 5% increase in the deposit to Capital reserves as recommended. And we now have a guideline for the replacement of our assets. An update is required every 5 years by both Montgomery County and now state law, so we will need to have our study updated again in 2027.

**Susan Hatter submitted the following report on annual Accomplishments and Activities**

- Completed Phase 2 of walking path replacements.
- Completed a new Capital Reserve study that is a 5-year plan on the life of community assets and projected replacement costs.
- Managed year-long process researching possible name change proposal, hosted community discussion, researched and implemented voting process, and ballot mail out.
- Issued request for proposals (RFP) for pool management contract, reviewed bids and awarded contract.
- Completed repairs to pool house: valves, replaced exhaust fan, replaced backwash pit & controller, overhead door.
- Addressed WSSC billing issues on over charges.
- Completed repairs to tennis court cracks.
- Made significant changes to pool membership processes and completed a major cleanup of the membership database.
- Worked with Montgomery County Department of Transportation on a community traffic study and implemented recommended changes.
- Montgomery County replaced street trees that were dying.

**Annual Meeting Closed**