

**Plantations Two Community Association**  
**HOA Board Meeting Minutes – March 6, 2025**

*(In-Person Meeting held Woodfield Elementary)*

**Attendance:**

***Board Members:***

Cheryl Yost, President	Jennifer Wrona, Treasurer	Charles Vaillancourt, Secretary
Jeson Jackson	Judy Stephenson	Daniel Thorpe

***Community Members:*** (Homeowners & Guests) – None

**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 February 9, 2025, HOA Board meeting minutes; none received.
2. Motion was made to approve the February minutes, motion was seconded, motion approved unanimously.

**Treasurer Report** -- Jen Wrona reported:

1. ***Delinquencies:*** There are currently 15 homeowners with the attorney.
2. ***Dues Collection Procedure:*** Jen is making a few color and process changes before final board review.
3. ***Taxes:*** Prepayments for both state and federal taxes complete. The accountant has filed an extension request for both state and federal taxes. The new tax due date is now August 15.
4. ***Insurance:*** The current policies invoices have been paid. Still reviewing if better options are available.
5. ***CDs:*** Two CD's have matured and have been rolled over. Continuing to review alternate banks for investment opportunities.
6. ***Proxies:*** 132 proxies for the annual meeting were mailed in with homeowners' dues.

**General Business:**

1. **Annual Meeting Preparation:**
  - The three board terms expiring this year include Daniel Thorpe, Drew Lowe and a vacant slot.
  - A second board member nomination eblast will be sent to the community and an update will be posted on the website.
  - Written nomination submissions due April 4.
2. **Boy Scout Mulch Sale:**
  - Discussed the schedule details provided by Scout mulch sale coordinator Amy.
  - Part of the pool parking lot will be closed starting Monday, March 17 and the entire parking lot will be closed starting Thursday, March 20 through Sunday, March 23.

- Cheryl will work with Amy to facilitate the lot closures, send eblast with details to the community and post signage at the pool lot. Jennifer will post notice on the sign board.
3. **Earth Day Cleanup & Shred Event** – Judy reported:
    - Event scheduled for Saturday, April 26, 2025, from 12 noon – 3 p.m. Rain date set for May 3.
    - Information flyer will be mailed to the community. Also discussed and decided to include a flyer with details regarding the annual meeting, board nominations, and notice of upcoming residential pool membership information.
    - Judy processed and submitted a Montgomery County grant application for this event and grant received for \$521.00.
  4. **Parking/Towing Issue:** Montgomery County Office of Consumer Protection has published new towing requirements for towing from community property. Cheryl will further review these changes and address how these changes affect our current towing policies.

**ACC Updates** – Judy reported:

1. Completed and issued 2 Resale Inspections/Certificates.
2. Completed and issues 2 Revised Resale Inspections/Certificates.
3. Reviewed and approved 2 Property Improvement Request Forms.

**Capital Projects & Repair Updates:**

1. **Tennis Courts** – Currently no updates.
2. **Playground** – Currently no updates.
  - Jennifer noted that once we decide on the new equipment, we need to submit the list to our insurance agent to verify that the specific equipment is covered under our insurance.
3. **Pool Exhaust Fans** -- Cheryl reported:
  - Notification received from Georgetown Aquatics that the pump room exhaust fan is not working again this year and must be repaired to pass the County pool inspection.
  - Additionally, upon review the ladies' room exhaust fan is not working properly. So included the replacement of both bathroom fans to the project.
  - Cheryl and Doug Verdin reviewed a 2024 potential quote from TriStar to install a venting system through the front wall of pool building. Received updated pricing to include addition of replacement of bathroom fans for \$8,850.
  - Reviewed the project with Honest Air and received a quote for replacing the pump room exhaust fan with a system venting through the roof and simple replacement of both bathroom fans for \$2,875.
  - Third contractor to review project on March 14.
  - Noted that all the existing fans only vent into the attic space. Discussed this and decided existing quotes would be revisited to add option of venting bathroom fans through the roof.
  - Decision and vote for new exhaust fans pending analysis of third quote and added bathroom venting option.
  - Pump room exhaust fan replacement requires an air intake louver to be installed in the existing pump room door. Quote received from Liberty Door (contractor who provided and installed the doors). Motion made to accept Liberty's \$928.00 quote; motion seconded and approved unanimously.

**Grounds Update** -- Daniel reported:

1. **Trees:**
  - Update on substantial number of community trees removed due to storms and high wind conditions during the past month.
  - Discussed the situation that existed and was taken care of by the homeowner regarding the homeowner's tree that was partially uprooted and hanging over the path stairs between Dixie Ridge Terrace and Noble Ridge Terrace.
  - Discussed tree on common area adjacent to Warfield Road (Rt 124) which turned out to be the responsibility of the State Department of Transportation and was removed by the State DOT.
2. C&C Custom Lawn agreed to hold off on mulching the playground until new playground equipment is installed or until we tell them otherwise.
3. Discussed issues regarding community children driving motorized bikes and vehicles on common areas and community streets. A decision was made to add information regarding this issue to our next community eblast.
4. Also discussed the growing problem of pet defecation and owners not cleaning up after their pets. Discussed the need for new signs and decided to also include reminder in the next community eblast.

**Pool Operations Updates** -- Cheryl reported:

1. **Internet Update** --
  - Comcast installation of the internet and new phone cable is scheduled for March 13. Once the internet and phone are installed Cheryl will test the services and inform Jennifer when the existing pay phone can be cancelled. We will be assigned a new phone number.
2. **Potential Membership Software** -- Briefly discussed new 2026 season potential pool membership software which Cheryl has reviewed. Cheryl will send contact information to David to set up a review of the package she feels might be the best suited for our needs.
3. **Memberships** --
  - 29 OPMs have paid for memberships to date and 7 have relinquished their membership.
  - 2025 Resident Season Renewal Information and Info Sheet will be completed and posted on our website. Residential Info Sheets are due on April 30.
  - Decision made to send owners and residents an eblast notification and mail a postcard reminder to complete their 2025 pool membership sign up process. Our hope is to encourage everyone to complete their documentation online.

**Pool General & Social** – No updates. Will be scheduling a Pool Committee Meeting for later in the month.

**Meeting Adjourned**

**Currently Scheduled Board Meeting Dates:**

April 10 (Annual & Board Meetings)      May 8      June 12      July 10

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