

# Plantations Two Community Association HOA Board Meeting Minutes – March 14, 2024

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

## Attendance:

### **Board Members:**

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

**Community Members:** (Homeowners & Guests): Chris Marth      Lynda Schrack  
Bill Shores      Cheryl Shores      Sara Lowe      Doug Verdin      Will Felrice  
Andrew Felrice

## 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 8, 2024, HOA Board meeting minutes.
2. Motion was made to approve the February 8, 2024, HOA Board meeting minutes as presented. Motion was seconded and carried unanimously.

## General Business:

1. **Eagle Scout Bicycle Project:** Scout Will Felrice and his father Andrew presented the details of the Bike for the World Eagle Scout project to the Board. Will is requesting use of the pool parking lot on Sat, April 20, 9 am-1 pm to collect used bikes which will be dismantled and packaged to ship for distribution to individuals in need. The Board approved the use of the parking lot.
2. **Annual Earth Day Shred Event:** Scheduled for Sunday, April 21, 10-1:00. Drew Lowe reported he will need 2/3 of the pool parking lot to accommodate the shredding truck, a dumpster and potentially the community clean up coordination team.
  - Drew, Cheryl Yost, and the Scout representative will work to coordinate the closing of the pool parking lot for the Eagle Scout project and the Annual Earth Day Shred Event.
3. **Boy Scout Mulch Sale:** Projected Schedule, April 5 & 6, Fri & Sat. Per Val Spring's email and clarifications from Andrew Felrice, the delivery of the mulch, forklifts, port-a-potty and RV trailer will arrive between April 3-5. The empty pallets, forklifts & porta-a-potty will be picked up April 7 or 8. Additionally, the scouts are requesting to use the entire pool lot on April 5 & 6.
  - Notice of Pool Lot closing will include sending email and posting signs on lot on April 1, put up caution tape, and put-up locked chains (if necessary) at pool lot entrances on Thursday.
4. **Little Free Library update** – Sara Lowe thanked the board for its help & support of her sponsorship of a Little Free Library (LFL) for the community. Sara will have a ribbon-cutting on Saturday (3/16). Miss Utility came out although Potomac Edison reported that they could not find the stake marking the location of the LFL. The LFL will include a variety of books for everybody. Long-term plans are to host story time to encourage participation. The LFL will have a motion sensor light to deter after hours "visitors" who have mischief on their mind. Jen will put the ribbon-cutting on the signboard.

5. **Damaged signboard** – Jen looked into using the existing posts for a new signboard. The initial research indicates a new sign board might cost \$3,200. Daniel thinks making the existing signboard a little smaller and cutting the plexiglass might work. The discussion was tabled for the next meeting. A resident asked if there are any plans to prevent this from happening again.
6. **Common Area Sports Equipment** – The board received a complaint regarding sports equipment being set up in a common area. This has been an issue before, and it is often difficult to determine who owns the equipment. Cheryl suggested that we put a sticker on equipment left in common areas to let the owner know that they need to move it every night or the board will remove it. Will add as a reminder to an eblast. It was noted that the equipment is currently outside of the owner’s fence, which is still on community property. Judy will identify the home where the equipment is located and will send a letter if the equipment is still outside of the owner’s fence.
7. **Parking Violations** –
  - 3 abandoned cars in pool parking lot were tagged with Intent to Tow stickers and then tagged with Authorization to Tow stickers after receipt from Montgomery County’s permission to tow to MC abandoned vehicle lot. All three vehicles were removed from the lot before the Authorization to Tow due date.
  - Received email complaint regarding the misuse of the Melrose Square Visitor spaces, sent reply to email and started daily monitoring of the vehicles parking in the spaces. Tagged 3 cars that parked 5+ days with Notice of Intent to Tow along with a letter to the owner(s) reminding them of the visitor space regulations. The vehicles were removed by the deadline & have not returned. Additionally, sent a general parking reminder email to all the owners & residents on Melrose. Will continue daily monitoring for a few more weeks and there are currently a couple of vehicles due to be tagged.

**Annual Meeting (nominations/elections) –**

1. Reminder eblast sent to the community for nominations and will send a second notice on or about March 18 including the nomination application.
2. Voting is open to only owners in good standing.
3. Jen Wrona reported that we already have 138 proxies which will more than cover the required number required for quorum.
4. Current board slots up for election:
  - 2 Vacant slots (1 expires 2026, 1 expires 2025) and
  - 3 existing board member slots up for re-election (Cheryl, Judy & David), and the new terms expire 2027.
5. Reminder that we need to post CCOC’s yearly statement about appeals at the annual meeting.

**Treasurer Report** – Jen reported:

1. Dues collection: Lynn has received dues payments from several more homeowners, but approximately 10 homeowners who have not paid any part of their dues have been sent to the attorney.
2. Taxes: Our taxes were due February 15, 2024, due to our fiscal year ending on November 30<sup>th</sup>, 2023. Our accountant filed the forms to extend the due date from February 15, 2024, until August 15, 2024, since he does not think we will have to pay taxes again this year.

**ACC Updates** – Judy reported:

1. 3 Property Improvement Requests approved.
2. 1 New request for a resale certificate received.
3. Encroachment on common area by homeowner update

- Steppingstones – 3 pavers the owner agreed to remove are still in place. While reviewing the project with C&C Lawn we found 2 additional pavers in the grassy common area that need to be removed.
- Judy will let homeowner know when the trees will be removed and how much it will cost to have the landscaping company remove any homeowner items that remain when the work is done.

### Grounds Updates --

1. Cheryl reported that she met with our community manager from C&C Lawn regarding:
  - Quote for Dead Trees & Encroachment items removal, remediation of the soil and reseeding. Board discussed the cost and decided that we should have the quote revised to just include our standard protocol for removal of trees and reseeding. It was also discussed that we should merge a previously received quote for additional work in the same vicinity to see if by doing both projects together we might get a price break. Cheryl will work with Daniel and the C&C manager to revise the quotes.
  - Quote for an addendum to C&C contract to cover mulching of the new planting beds on the path behind Pecan Grove & Rolling Fork, planting area on curve of White Pillar Terrace, and the area around the Little Free Library. Motion made to accept the \$550 addendum to the contract, motion was seconded and approved unanimously.
  - Requested a quote for grass remediation on curve of White Pillar since the work previously done in that area and the follow up warranty work had not really fixed the problem. However, Daniel stated that the warranty work for this area which was due in 2023 was not completed in the fall and that C&C promised to do the warranty work this spring. Cheryl will remind C&C of this issue and the quote will not be accepted.
  - Paths – work will start in April when the temperature is consistently warm enough to do asphalt work.
2. Daniel reported:
  - A neighbor put up metal nets on the basketball courts.
  - Daniel has been watching a common area where there might be an issue with tree stumps buried in the field or, possibly, a broken stormwater pipe.

**Web Site Overview** – The web site is close to being ready to launch. Jen asked if the launch could wait until May or June so that outside pool members have made their annual payments.

### Pool Updates –

1. Cheryl reported:
  - **Membership Update:** Current received payments from 38 OPMs, received 31 OPM Info Sheets, and 15 Resident Info Sheets. The web site's online payments will be updated to include the \$25 late fee on Mar 16. In 2023 we had approximately 157 OPM memberships.
  - **Capital Improvements Update**
    - Pool Bldg. Support Repair - Wood Post Wrap Issue: Cheryl reported that the pricing for potentially adding vinyl wrap to the 12 wood posts would be \$200 per post for a total of \$2,000. Additionally, the cost for painting the newly installed metal doors and frames and painting required during the building support repair and repairing front entrance threshold would be approximately \$1,000. Motion made to add \$3,000 to the existing quote for the repair projection, motion seconded and approved unanimously.
    - Pool Bldg. Interior Projects & Furniture (Cheryl) – Lobby storage cabinet has been installed. Three replacement deck tables & 1 large table have been ordered, delivery 4-6 weeks. Electrical work pricing still needs to be updated and can be discussed at the April meeting if needed.

- Trash Storage replacement project: Cheryl stated that she feels that construction of either of the proposed trash areas is too expensive and not a good use of our capital budget and that our money can be better spent on future projects. Cheryl proposed we should purchase a new shed. Additionally, a shed would create better access for our trash company, eliminating the need for staff to place trash cans out on the sidewalk for pickup which would be problematic since the trash would remain on the sidewalk most of the day. Discussed new areas for potential placement of the shed. The previous pricing for the shed was \$1,575 and we would need to build a leveling frame and ramp. It was decided Cheryl would investigate updated pricing for a shed to accommodate rolling trash cans.
2. David reported:
- Free Standing Umbrellas – Tabled for next meeting.
  - Swim Lesson Program update – Working on meeting with coaches and Katie (swim team rep).
  - Schedule Pool Committee meeting – include Swim Team representatives if they are ready to share swim team plans for the summer. Tentatively April 18, once firm, Jen will schedule the room.

**Social Committee (events participation).** Drew is in touch with Charles (who coordinated the community cleanup as part of last year’s Earth Day Event). Judy will reach out to Girl Scouts about yard sale. David will organize social committee meeting and report on ideas at the next meeting.

**Meeting Adjourned**

**Currently Scheduled Board Meeting Dates:**

March 14, 2024	April 11, 2024 (Annual & HOA Board Meetings)
May 9, 2024	June 13, 2024      July 11, 2024 <i>No August meeting</i>

*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.*