

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

*(In-Person Meeting held Woodfield Elementary)*

**Attendance:**

**Board Members:**

Cheryl Yost, President	Drew Lowe, Vice President	Jennifer Wrona, Treasurer
Judy Stephenson	David Gonzalez	Jeson Jackson

**Community Members:** (Homeowners & Guests) – Rafael Maldonado

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

**Treasurer Report:** Jen Wrona reported -

1. **Delinquencies:** Dues are still in the process of being collected, and there are some homeowners who have chosen to pay in installments. There are currently six homeowners with the attorney.
2. **PTS Pool Phone:** PTS emailed in late 2024 asking if we are continuing our pay phone service, and, if so, stated the monthly charge increases in January 2025 from \$55 to \$80 dollars per month. We can cancel the service at any time with a month's notice. Since we are required to have a phone at the pool house, we notified them we will continue our phone service for the time being (until Comcast completes the install of the internet and new phone service in the office).
3. **Dues Collection Procedure:** Jen emailed the dues collection chart to Charles for comment. After his comments are incorporated, Jen will send the flowchart to the rest of the board and then Lynn for review.
4. **Taxes:** Lynn sent an updated financial report to our accountant, Ira Miller. Since the new report included additional interest earned in 2024, he recommended that we prepay both our federal and state taxes. Jen is working with the accountant to prepay the taxes, and he will also file requests for both federal and state tax extension (taxes are due on February 15).
5. **Insurance:** Insurance rates have gone up significantly this year due to natural disasters in other states. The current costs for our policies reflect this trend, which was confirmed by our broker and another insurance agent. Other potential insurance is being considered/reviewed.
6. **CDs:** Two of our WesBanco CDs are maturing soon. We may roll them over for a shorter term, depending on the interest rates at the date of maturity.

## **General Business:**

### **1. *Earth Day Cleanup & Shred Event:***

- Scheduled for Saturday, April 26, 2025, from noon to 3:00 pm.
- Boy Scout Troop 945 have agreed to help during this event by collecting trash/waste from the community common areas.
- Judy Stephenson volunteered to work on the set up of this event. Including working on completing documentation to request a potential Montgomery County grant to help fund the event and create and mail flyers to the community.

### **2. *Cedar Grove Elementary School Auction Request:***

- Discussed letter from Cedar Grove Elementary School requesting a donation for their fundraiser to support STEM (science, technology, engineering & mathematics) activities and to create an outdoor classroom.
- In the past we have contributed a one-year pool membership and a pool trial membership to Clear Spring ES. Last season we did not receive any requests.
- Motion was made to contribute one free pool trial membership for the auction; motion seconded and approved unanimously.

## **ACC Updates – Judy reported:**

1. Currently there are 3 homes for sale within the community.
2. Completed 2 Resale Certificates and 1 Revised Resale Certificates
3. Reviewed and approved 2 Property Improvement Form requests.
4. Discussed the need to update our current ACC Rules & Guidelines and Color Supplement documentation to update our documents to include clarifications and a recent decision made regarding newer up to date practices.
  - Judy and Cheryl have created a list of potential items, and they will work on writing up the new guidelines.
  - Cheryl noted that once a new set of guidelines has been created it will need to be distributed to the community for review and comment, voted on at a board meeting and then published and added to our county HOA file.

## **Capital Projects & Repair Updates:**

### **1. *Tennis Courts* – Currently no updates.**

### **2. *Playground:***

- Drew Lowe discussed and shared 2 possible playground layouts and costs. We also reviewed catalogs showing a multitude of selections available for new playground equipment.
- Drew also reported on his review of the playground mat option versus the special mulch (currently in use) after visiting different playgrounds. Drew stated that he felt the matting was not a good option due to the excessive cost and the need for cleaning and maintaining the matting. He felt the money saved by continuing to use the mulch would be better added toward the budget for the new equipment.
- Due to the varied and multitude of different types of equipment the Board decided that it would be better if a small team worked together to review equipment and make the equipment options decision. Drew, David Gonzalez, Jason Jackson (board members with young children) volunteered to be the equipment review team.

- Capital reserve budget for the playground equipment was reviewed in conjunction with current pricing. A motion was made to revise the capital reserve budget for new playground equipment to \$80,000 to reflect current costs; motion seconded; motion carried unanimously.
- The Playground Team will report back to the board at the next meeting.

**Grounds Update:** No official grounds report available.

1. The board discussed potential snow removal issues that were noted during the January snow incidents.
  - Public sidewalk areas at the Intersection corners of Melrose Square, Rolling Fork Way, and Bush Hill Terrace
  - Public sidewalk areas at the Intersection corners of White Pillar Terrace and Rolling Fork Way.
  - The lack of clearing of the ice and snow on the small Path leading from Pecan Grove to the Woodfield ES. This area should be a high priority area.
2. Cheryl will discuss the snow removal issues with our contractor and clarify our snow removal policies.

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

1. **Internet Update --**
  - She met with Comcast Tuesday (2/4) and reviewed location for pulling wire into the building from Comcast box behind Melrose Square. Wire will run across the green space up the side of the building by the men's room and in through the attic then down into the office. Tentatively scheduled for 2/19.
  - Once the Comcast equipment is installed, we will test the internet and provide the phone to test the new line installed with the internet. The phone will be restricted from long distance dialing and will still meet our required county 911 phone requirement.
  - We will be receiving a new phone number. This will help eliminate any issues with the current phone number listings such as being listed as our HOA contact number and the use of the number on non-official websites.
  - The existing pay phone service contract will be cancelled once the new phone is operational, and the pay phone will be removed.
2. **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 --**
  - OPM form, 2025 Financial Policy & Season Renewal Information updates were completed (including new increased fees) and ready to be mailed before the end of February. New forms and documents have been posted on the website and the pricing has been updated on the payment page.
  - Resident form updated and Season Information updates are in progress (updating to correspond with OPM updates). Once completed the documents will be posted online.
  - Decision made to send owners and residents both an eblast and postcard notice reminder to complete their 2025 sign up process. Our hope is to encourage everyone to complete their documentation online.

4. **Pool Rules & Parties**, etc. – Decision made to discussion regarding changes and revisions at a Pool Committee meeting. Tentative meeting date scheduled for February 24 at Woodfield ES, 7:00 pm – 8:45 pm. Date to be confirmed with current committee members.

**Pool General & Social** – No updates.

**Meeting Open to Floor** -- No questions or comments.

**Meeting Adjourned**

**Currently Scheduled Board Meeting Dates:**

March 6      April 10 (Annual & Board Mtgs)      May 8      June 12  
July 10 (at Pool)

*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.*