

**Plantations Two Community Association**  
**HOA Board Meeting Minutes – Sept. 22, 2022**

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

**Attendance:**

***Board Members:***

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

***Community Members: (Homeowners & Guests):***

*John Stewart      William Dove      Rosemary Dove*

**Open HOA Board Meeting – Susan Hatter**

**Minutes:**

1. Call for questions or revisions to the July 21, 2022, HOA Board Meeting minutes.
2. Motion was made to approve the July 21, 2022, HOA Board Meeting Minutes. Motion was seconded and carried unanimously.

**Treasurer's Report – Jen Wrona reported:**

1. **Monthly Financial Report** was distributed to the Board prior to the meeting. Board members present signed the required form acknowledging that they reviewed the Sept. 16, 2022, financial statements.
2. We have collected 99.97% of dues budgeted for this year. There are currently 4 homeowners with the lawyer.
3. We collected \$590 over the amount budgeted for Outside Pool membership dues. Two pool members relinquished their memberships after the pool closed. There were 10 pool members who did not pay or contact us about their membership so we will take their deposits.
4. Jen sent another email to Jeff of Georgetown to get an update on the possible refund to our water bill. Susie volunteered to contact WSSC.
5. Jen asked for Ian McGeady of Association Reserves to send the Excel copy of our Capital Reserve study, and he sent it today. Jen will send the spreadsheet to Austin, Gary and the board.
6. The 2023 budget was mailed to the community in early September. Jen asked if there were any questions about the budget. There were no questions. The board will vote on the budget at the October 6<sup>th</sup> meeting.
7. Titus Trash notified us that they were going to include a fuel surcharge for 2 months, and a 10% increase was included in the last bill.

## **Other:**

1. **Community Meeting about Name:** The AP room has been reserved for November 3 for the Community meeting. Jen asked for 75 chairs to be set up, and the staff can leave the cart with more chairs if we need them. Judy offered to be the backup to reserve rooms for future board and community meetings.
2. **Scout tree sales:** Dave Gorrie will plan to attend the October 6<sup>th</sup> meeting. The dates this year would be setup on Friday November 25<sup>th</sup>, and sales would go through Sunday the 18<sup>th</sup> of December, ending sooner if they sell out early. This year, he should have a dedicated cleanup crew pre-booked before they even start selling to expedite the removal of signs, stands, etc. after tree sales are over.

## **Pool Committee –**

1. Daniel Thorpe reported on the annual Dog swim – During the 60-minutes swim it rained three times. Everybody got wet and had fun. Daniel gave out hot dogs including to lifeguards and there was pizza. There was a video of the dog swim and David will see if a neighbor could post it to our web site.
2. Cheryl Yost reported on the end of season pool closing.
  - a. Georgetown Aquatics (Jeff) has not fully closed & winterized the pool yet. The wading pool pump is still running to keep the water lines clear until drained. Cheryl will call Jeff again to request pool be completed by the end of the month.
  - b. Furniture:
    - Chairs - 5 broken & 2 need re-strappped; Lounge Chairs - 4-5 broken & 10-11 need re-strappped. Not replacing the broken lounge chairs (we have enough) but will replace the 5 broken chairs. Cheryl asked for a volunteer to take the broken chairs to the county recycle center and John Stuart stepped up to handle the task.
    - Due to lack of room and breakage issues the pool tables are being stored outside this winter. Tabletops are covered with vinyl fitted tablecloths for protection.
  - c. Cheryl did a winter clean & closing of the office area. Lost & found items were sorted for donation or trashed, and clothing & towels were washed for donation. All shower curtains were washed & sealed for storage for 2023 season.
  - d. Discussed the need for a Pool Committee working meeting to work out changes to procedures, pool forms, rules, etc. to be completed and mailed out to residents & outside members in Feb/Mar.
3. Pool Management Contract Draft RFP: Discussed initial draft RFP and need for additions and updates. Current board members (with a working knowledge of the pool operations) will make the additions and changes; and refine the new draft RFP to be submitted to the board to review and finalize at the October 6 HOA board meeting. Current goal is for Judy to send out the final RFP by October 15<sup>th</sup> to potential contractors with a due date for bids by December 1<sup>st</sup>. We will schedule two dates for interested companies to do a site visit at the pool. David will reach out to other local pools to see if they have recommendations.

## **ACC Updates – Cheryl Yost reported:**

2. Completed 3 new resale certificates and 6 re-inspections & revised certificates.
3. Completed 7 Home Improvement requests.
4. ACC Contract for home inspections is pending per discussions with potential contractors.
5. Discussed Electric Vehicle (EV) Charging Station County Permitting guidelines webinar.

- a. Specifically, HOAs are not required to install stations, but there was info presented regarding processes to work through installation possibilities and potential grant money for townhouse areas (currently with Pepco customers). However, all EV stations (single family & townhomes) require HOA/ACC approval prior to installation.
- b. Per the COCC, the cost of doing these installs (either at a central location or at central parking areas) would be a new large budget expense that could require a vote by the community. Rule of thumb is new costs over \$15,000 or 15% of overall budget require a community vote.
- c. Daniel volunteered to do further review of the county presentation documents.

**Community Conversation on Possible Name Change:**

- 1. Meeting will be November 3, 2022, from 7-9 p.m. in the Woodfield Elementary school auditorium. The meeting will be open to community members only. Susie & David will work on form for people to indicate whether they will be able to attend, whether they want to speak and if they are unable to attend but want to submit comments. The form will also include information on the process for moving forward. The board will communicate the meeting by all available means.
- 2. Judy will post on the web site the document submitted by the Name Committee with estimated costs associated with a name change.

**Grounds Committee – Cheryl Yost and Daniel Thorpe reported:**

- 1. **Phase 2 Path Replacement Update** – reported by Cheryl Yost for Douglas Verdin:
  - a. **Drainage Improvements** related to path replacement were completed from August 29 – Sept 2 at the path area from White Pillar Terrace toward the tennis courts. This work coupled with the raising of the path grade from White Pillar is intended to resolve the ponding of water and mud on the path.
  - b. **Path Demo & Replacement** completed as of 09/22/2022 consisted of approximately 980 LF at 5 feet wide (approximately 45%). Still to be completed is approximately 1,100 LF of path and subsequent lawn area repairs.
  - c. **Target completion:** On or before 10/7/2022
- 2. Daniel – met with C&C Landscaping to look at dead and/or dying oak trees in White Pillar Terrace area. Will have to take three oak trees out and will use the tree planting budget for this work. C&C will cut back overhanging trees. Looked at the arborvitae on White Pillar Terrace – will either prune or take out all 6. Daniel will have a conversation with C&C about playground maintenance and what is in the contract to do every year.

**Traffic Study Update:**

Judy reached out to the Montgomery County Department of Transportation regarding the idea of moving No Parking signs further from the intersections of White Pillar Terrace and Rolling Fork Way. After conducting a site visit, MCDOT did not recommend pursuing this proposal. No further parking restrictions will be implemented at this time.

**Miscellaneous:**

- 1. Posting on mailbox regarding sexual offender. This is not a board message. It is against the law to post items on US Postal Service mailboxes.
- 2. Dixie Ridge parking issue close to path causing concerns for kids – include in eblast to be respectful of kids on paths.
- 3. Daniel wants to organize a community clean-up.

**Meeting Adjourned**

**Currently Scheduled HOA Board Meeting Dates:**

September 22, 2022

October 6, 2022

November 3, 2022 - Community Conversation on Proposed Name Change – Woodfield  
Elementary School All Purpose Room

January 12, 2023

February 9, 2023

March 9, 2023

April 13, 2023 (Annual meeting)

May 11, 2023

June 8, 2023

*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.*

*Meetings held at Woodfield Elementary School, 7:00-8:45 pm, unless otherwise posted.*