

Plantations Two Community Association
HOA Board Meeting Minutes – July 13, 2023

(In Person Meeting held at Plantations Two pool)

Attendance:

Board Members:

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

Community Members: (Homeowners & Guests): Lynda Schrack John Stuart

Open HOA Board Meeting – Cheryl Yost

Minutes:

1. Call for questions or revisions to the June 8, 2023, HOA Board Meeting minutes.
2. Motion was made to approve the June 8, 2023, HOA Board Meeting minutes. Motion was seconded and carried unanimously.

Treasurer’s Report – Jen Wrona submitted the following report:

1. Titus Trash is continuing to charge a 10% fuel surcharge. Drew will research and get pricing from alternative trash vendors.
2. Lynn and Jen sent the information requested so far by our accountant for our annual audit.
3. Lynn, Jen and Cheryl met to discuss how to handle bookkeeping in the future. Lynn will continue to collect dues, and with an app called Bill, Lynn can also pay bills online.
4. The backwash pit maintenance done by Mallick plumbing was expensed as a Capital Expense on the current financial report, but has now been moved to a pool expense, since we budgeted for that. The cost was higher than expected, so we should budget more for that next year.
5. There were no questions on the financial reports.

Bookkeeper Update/Discussion:

1. Jennifer & Cheryl recommend we continue using Affordable Bookkeeping Services (Lynn Patton) as our bookkeeper which will now include the expense of additional software (“Bill”) to handle an online invoice payment process (administrative & check processing capability).
 - a. This software allows the administrator & approvers to each review payables, data & info at any time.
 - b. Monthly fees would be \$212.00 (\$2,544.00 year). Cost includes 1 administrator and 3 approvers.
 - c. Additional costs would include:
 - i. \$0.49 per echeck (ACH), and
 - ii. \$1.69 per paper check.
 - d. This approach eliminates other costs such as printable paper checks, envelopes, stamps. Processing time would also be reduced.

Motion made to continue to use Affordable Bookkeeping Services, motion seconded, motion carried unanimously.

ACC Updates – Judy reported:

1. 2 final resale certificates issued
2. 3 new resale certificates issued
3. 3 property improvement requests received (1 approved, 1 denied, 1 pending)

A motion was made to appoint Judy Stephenson ACC Chair. Motion was seconded and approved unanimously.

Web Site Updates

Jeson Jackson reported that he reached out to Ellen Kaiser, a WIX partner located in Frederick who quoted \$1,250 for a website redesign. A 50% deposit is required for her to start work. Jeson will have the contractor send an invoice. After project is complete, the designer will be available to provide training and to make changes to the site if needed. Jeson will explore linkages to pool management software.

Grounds Report:

1. Playground benches – Cheryl contacted Mr. Benson who looked at the benches and will provide price to replace the wood. Daniel indicated that material used should not be Trex or pressure treated lumber (corrosive to metal). Commercial type benches would be much more expensive.
2. Basketball updates – Drew cleaned and painted rims and Daniel cleaned the backboards and put up nets. Capital reserve study did not address basketball backboards and nets.
3. Daniel indicated that the oak trees in the neighborhood are still a concern.
4. A tree came down from resident's back yard and fell on common property which the HOA is responsible for cleaning up. Daniel requested that the Board ask the homeowner to have an arborist evaluate the trees. Judy will send a letter of concern regarding the trees and the damaged fence. Resident John Stuart indicated that the Board could send a letter to the Department of Housing and Community Affairs if the homeowner does not address the issue.
5. Daniel reported that two pine trees at Bush Hill & Rolling Fork died this year. Another on 124 at the very south side of our property is dead.

Pool Updates –

1. Pool Committee & Pool Operations:

- a. Cheryl noted that David volunteered to become the Pool Committee Chair. Motion made to appoint David as the Pool Committee Chair, motion seconded, motion carried unanimously.
- b. Cheryl stated that she would remain as the Pool Operations Coordinator working directly with Georgetown Aquatics & pool staff.
- c. David is looking for ways to improve membership experience and management. Also interested in exploring some social events at the pool. He will look for some other volunteers.

2. General Pool Info:

- a. Cheryl reported: Overall the pool is running well and no major problems. Our Pool Mgr & Asst Mgr are the same as last year, but the lifeguard staff is all new (except for lifeguard subs who have worked here before). The desk guards are new to the pool

with no former work history with pools, this was a little tricky at the beginning with our usual membership problems & issues, until after the first 2 weeks when the membership issues started to subside. The staff is doing really well.

3. Pool Action Items as of 7/10/2023:

- a. 2 documented & reported incidents in June (1 rescue, 1 accident in pool)
- b. 1 behavioral issue reported to lifeguards, email & info documented & discussed with pool operators. If behavior is repeated or continues, we will issue violation.
- c. 1 pool closing due to air quality Issue (Code Purple, County Pools closed).

4. Pool Membership Stats as of 7/10/23: *(Board agreed to post the stats below in the minutes and not review at the meeting.)*

- a. Memberships: Residents = 308, OPMs = 146, TOTAL Memberships = 454 *(Note that the numbers are Membership Units, NOT individuals.)*
- b. OPM stats:
 - i. 146 OPM's paid & info sheets received *(126 renewals & 20 new)*
 - ii. 11 OPM's 2022 renewals invoiced, not paid, no info sheets & not relinquished
 - iii. 10 OPM's non-paid in 2022, deleted & forfeited deposit refunded
 - iv. 19 OPM's 2022 renewals relinquished & deposit refunded
- c. Swim Team Family Memberships = 59 original roster, but actually 63 *(4 not reported)*
 - i. 35 *(or 39, 4 not reported)* OPM Family Members
 - ii. 24 Resident Family Members

5. Miscellaneous Stats re: Info Forms/POR/Deletions:

- a. 2022 Trial Memberships = 4 with 1 converted to 2023 full Membership
- b. 46 Individuals from 2022 forms NOT included on 2023 forms
- c. Approximately 75 Pool Information Forms received to date included ~143 individual POR issues:
 - i. ~105 POR's received & member provided required information,
 - ii. ~29 POR's received & member has not resolved the issue, and
 - iii. ~ 9 POR's received & member requested the individual be deleted.

6. Swim Team Banquet Agreement: Cheryl discussed the banquet cost details with Jeff (Georgetown Aquatics) and sent final Pool Event Agreement letter to Michael Gregory & David Gonzalez to sign and return.

7. Pool fence damage – apparently someone climbed the fence into the pool, resulting in damage to the fence. Cheryl will reach out to Benson for a recommendation on how to repair the damage and for a cost estimate.

8. Light poles outside pool are leaning -- Cheryl will get a repair estimate from TriStar.

9. It was noted that the swim team shed was painted white which doesn't match color of building. White & Green are Piranha's swim team colors and there are plans to paint a mural on the shed.

General Business & HOA Operations –

- 1. Management Company, Bookkeeping Services, Pool Membership Software:** Cheryl discussed the possibility of future changes to the HOA management and operations processes which could include management companies, bookkeeping services, ACC, and pool membership software.
 - a. Discussed the fact that decisions or potential investments cannot be made regarding individual services since contracts for some services could potentially be bundled with other services.

- b. Board members agreed that this would not be a quick process and further in-depth research is required before making any changes. Cheryl Yost, Drew Lowe & David Gonzalez volunteered to coordinate this research.
- 2. **Budget Meeting:** Board members should send any potential budget information to Jen by the first week of August to prepare for the upcoming budget meeting.
- 3. **Townhouse Parking Space Renumbering:** Cheryl reported that an outstanding resident complaint regarding a reserved parking space issue on Melrose Square Way is affecting the scheduling of the contract to renumber all the townhouse spaces:
 - a. The parking space holds water after a rain event and the leading edge of the peninsula next to the space appears to be responsible for the problem as well as the street elevation.
 - b. To revise the drainage an engineering/surveying study would need to be done, and at a minimum the repairs would involve (a) removal and reinstallation of the curb & gutter, (b) excavation and reinstallation of pavement at the front of 4 spaces.
 - c. The cost for this work is estimated to be \$25,000+.

After discussing the costs and reviewing the budget and the Capital Reserve Study in relation to townhouse parking spaces the board decided to move forward with the space renumbering project. A decision was made to send another message to the resident that there is no budget for this expense which falls under the Capital Reserve study in approximately 6 years.

- 4. **HOA Board Meetings Schedule:**
 - a. Discussed future board meeting dates. Jen will set up the meetings to be held at Woodfield Elementary.
 - b. The remainder of 2023, meetings will be held on the third Thursday of the month (Sep 21, Oct 19, Nov 16, & no December meeting).
 - c. 2024 meetings will be held on the second Thursday of the month starting with Jan 11.
- 5. Judy reported that the street signs at the corner of Rolling Fork Way and White Pillar Terrace have been replaced.
- 6. Cheryl will try to get some information regarding tennis court repairs.
- 7. Resident asked about poop fairy signs – referred her to DEP. Daniel will follow up on the program.

Social Activities

The annual dog swim will be September 4 (rain or shine). Daniel will provide hot dogs starting at 5:30 and the pool will close at 5:45. Pool gates will open from 6-7 pm for dog-only swimming. Dogs must be leashed and accompanied by an adult when not in the pool. Cheryl will do an email.

Meeting Adjourned

Currently Scheduled Board Meeting Dates:

September 21, 2023	October 19, 2023	November 16, 2023	<i>No December meeting</i>
January 11, 2024	February 8, 2024	March 14, 2024	April 11, 2024 (Annual)
May 9, 2024	June 13, 2024	July 11, 2024	

*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.*