

Plantations Two Community Association
HOA Board Meeting Minutes – January 23, 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

Community Members: (Homeowners & Guests): Lynda Schrack Cheryl Shores Doug Verdin

Open HOA Board Meeting – Cheryl Yost

Request for Additions – Path update, dog poop (note: due to meeting facility time restraints, these topics were not discussed, and they will be added to the agenda for the February 8, 2024, board meeting).

Minutes:

1. Call for questions or revisions to the November 16, 2023, HOA Board Meeting minutes.
2. Motion was made to approve the November 16, 2023, HOA Board Meeting minutes as presented. Motion was seconded and carried unanimously.

Treasurer Report – Jen Wrona submitted the following report:

1. Annual Dues collection: Accountable Bookkeeping sent letters to about 28 homeowners who did not pay any of their dues. Since then, 4 or 5 payments have been received. Homeowners continue to send payments to the old PO Box. Some homeowners have made checks payable to Accountable Bookkeeping – these cannot be deposited and must be reissued.
2. Insurance: Insurance bills are due next month. Our liability policy will cost less than last year because it has been 3 years since we've made a claim. The Umbrella and D&O policies will cost more. Part of the reason for the increase to the D&O policy is an increase in the amount in Capital Reserves.

General Business:

1. CCOC Training: As mentioned at the last meeting, the CCOC Community Governance Fundamentals training for HOA board members is now required to be completed every three years, or within 90 days of when we are reelected, appointed, or elected. Any board member who took the class before 2020 needs to retake it if they have not already done so. Please email your certificate to Jen once you have taken the class. We are required to keep a file of board members' certificates.
2. Boy Scouts' Mulch Sale – The Boy Scouts would like approval to use the pool lot for mulch delivery. Their mulch delivery date is April 6, 2024. The mulch would be delivered to the pool lot earlier that week. If approved, they are planning to attend the March meeting to go over the details. A motion was made to approve the use of the pool parking lot for the Boy Scout Mulch Sale. The motion was seconded and approved unanimously.
3. Email notices issue – Discussed the fact that owners and residents provide their email for our HOA email database specifically for HOA related communications and not for sending email regarding a resident's personal request. The board agrees that the database is restricted and

that we cannot use it for any personal requests. Discussed potential of adding a resident posting page on our website, but we also felt that would be difficult to monitor, administer and handle postings on a routine basis.

4. Little Free Library update – Sara Lowe provided the board with a proposal for establishing a Little Free Library. The board suggested a change to the location and Doug Verdin will meet with Sara to review placement options.
5. A community member had been maintaining an online Business Profile for the Plantations Two pool which now required our approval. The board was not in favor of a resident answering questions on behalf of the community. The member has been notified that we will not approve continuing the profile, and the board is looking into how to take down the page.

Web Site Overview – Cheryl & Judy have worked with the designer on the design layout of the web site and will then focus on changing where certain information is positioned on the site. Judy will follow up with the designer regarding her invoice.

ACC Updates – Judy reported:

1. 3 property improvement requests approved.
2. 2 property improvement requests disapproved.
3. 1 Violation Warning letter sent – issue resolved.
4. A homeowner has created a landscaped area that encroaches on community property. There are two dead trees that need to come down from this area and the board will ask if the homeowner wants to remove the landscaping items or have the HOA do so. The board plans to let the CCOC know about this situation and a letter will be sent to the homeowner. The trees will be scheduled to be taken down when other work is being done in the area.

Grounds Updates:

1. Snow removal – Jeff from C&C is now sending pre-storm action plans requesting input on how the board would like to proceed with the plan. Cheryl will contact C&C to discuss following the terms of the contract. There were some concerns about the quality and completeness of the work done after two recent snowstorms. Cheryl, Daniel and Doug will discuss and then follow up with C&C to clarify contract expectations.
2. Cheryl noted an error on a C&C snow removal invoice, and it was corrected.
3. Community members asked about clearing additional paths between Dixie Ridge and Noble Ridge for the safety of school children. Doug Verdin will request pricing from C&C for clearing additional paths.
4. Tree issues raised by residents on White Pillar Terrace and Rolling Fork Way – Daniel will look at the situations and get back to the residents.
5. Pool Parking Lot – There are some cars in the parking lot that are abandoned, unmoved or have expired tags. Cheryl will send required request to Montgomery County for approval to tag and tow (towing costs for abandoned cars are paid by the community). Cheryl noted that there are also some cars in the townhouse parking lots that have expired tags.
6. Notification to C&C Landscaping re: County Leaf Blower law survey – Cheryl sent to C&C.
7. Community input – pine trees around the pool need to be trimmed – they are dropping sap on chairs, the deck, umbrellas, the ladder and in the pool. If this is not addressed, it could potentially affect our expenses (i.e. replacing chairs, umbrellas, tables, etc.). There is also an interest in taking these trees down and repurposing the area, however the trees are healthy and not the highest priority for maintenance.

8. Discussion was held regarding determining tree work priorities. Daniel indicated that branches that come down during storms are the top priority. It was noted that Daniel typically schedules two yearly walk throughs of common grounds (with the landscaping contractor, their arborist, and other committee members) to evaluate the trees and get pricing on trees that are declining. Dead and dying trees are priority two. Proactive maintenance and tree trimming is priority three. Cleaning up vegetation around the pond is another maintenance issue that is not a high priority.

Pool & Social Committee Report:

A. Pool & Social Committee Meeting, held November 30, 2022, Woodfield Elementary School

1. **Attendance:** David Gonzalez, Jeff Popera, Cheryl Shores, Daniel Thorpe, Jennifer Wrona, and Cheryl Yost.
 - a. **Georgetown Aquatics 2023 End of Season Report** presented by Jeff Popera. Discussed minor repair items per health inspection and items reported by Jeff that will require attention for 2024 season, and which will be corrected by Georgetown Aquatics as part of budgeted pool operational expenses. The only major item is an issue with the ADA lift chair. Jeff will test using a new battery to see if that is the problem, but if not the chair might require other repairs or replacement.
 - b. Cheryl requested Georgetown replace the men's room mirrors since one is visibly damaged and the silver on the other two is flaking off.
2. Other discussions held with Jeff included:
 - a. Purchase options for chairs & tables:
 - 1) Chairs -- Required replacement of 7 existing broken chairs quoted for a total of \$1,482). OR as an option purchase 8 additional new chairs to go with the new rectangle table and the 7 replacements chairs quoted for a total of \$2,770 (price per chair is less when purchasing a larger quantity).
 - 2) Tables -- Required replacement of 3 existing broken tables with new 42" composite tables for a total of \$1,516.86. Optional purchase of a new 33"x6' rectangle composite table for use in the pool party area for a total of \$651.90. Switching from fiberglass tables to composite tables is only a small increase in price per table, but the tables are more stable and have a longer lifespan than the fiberglass we are currently using.
 - 3) The committee recommends that the board approve the purchase of 15 new chairs, three 42" composite round tables, and one 6' rectangle composite table for a total not to exceed \$5,000 as a capital expenditure.
 - 4) A motion was made to accept the committee's recommendation to purchase the furniture. The motion was seconded and approved unanimously.
 - b. Dave discussed the possibility of using a few free-standing movable umbrellas at the pool for additional shade and for use during swim meets. Jeff agreed that this would be a possibility if the umbrellas are weighted properly for wind and tipping problems. Jeff said he would provide us with info and pricing on umbrellas on movable stands. Pricing not yet received so Cheryl will call Jeff to check on the status. The umbrellas can be added as part of the furniture capital expenditure.
 - c. Dave discussed with Jeff and the committee his plan for creating and coordinating a new procedure for group and private swimming lessons at our pool. Jeff was supportive of this change but reminded us that the staff giving the lessons must be lifeguard trained and that he would still be willing to carry them as Georgetown employees as has been done in the past. Dave plans to promote swim lessons so the

community knows what options are available (private, semi-private and group). Lessons will be scheduled from 10:30-11:30 daily although other times could be available if needed.

- d. 2024 staff update: No details available currently. Committee suggested that the HOA could post something on the community web page or P1/P2 Facebook page in the spring regarding staffing needs at the pool. Dave volunteered to create an ad to post and use as an eblast reminder for staffing.
 - e. Jeff mentioned the county will be changing to the accepted International Pool Standards. However, details of the impact this change will have on our community pool is currently unknown.
- 3. Social events – the pool committee reviewed a list of potential events and narrowed the list for discussion at future meetings.
 - 4. OPM 2024 Late Fees – The pool committee recommended increasing the late fee from \$15 to \$25. A motion was made to increase the late fee as recommended. The motion was seconded and passed unanimously. Per the community bookkeeper, sometimes Outside Pool Members don't add the late fee when they renew their membership after the due date. A suggestion was made to add a box on payments page for this fee.

B. Capital Repairs/Replacements in Progress or Pending

- 1. **Remaining 4 Steel Door Replacements:** Doors have been installed and only need to be painted which cannot be done until warmer weather.
- 2. **Pool Building Overhang & Support Pool Repair:** Project expense was previously voted on and approved, but additional bids were requested. We now have 3 bids 2 with an alternative solution as follows:
 - a. **Contractor A** -- original approved project bid to do repair with steel poles \$21,175.00.
 - b. **Contractor B** – new alternate project bid to do repairs with comparable details using pressure treated wood poles for \$7,675.
 - c. **Contractor C** -- new alternate project bid to do repairs with comparable details using pressure treated wood poles for \$31,250.
 - Project details and concerns were discussed. Request made to look into additional cost to wrap the proposed pressure treated wood posts. Doug Verdin will request pricing for this change to be considered at the next meeting.
 - Motion made to accept Contractor B's (Bibb Construction Group LLC) bid with an added contingency for a total of \$8,500. Motion seconded and approved unanimously.
- 3. Due to meeting facility time constraints the rest of the pool capital repairs/replacements and miscellaneous capital projects were postponed until the February meeting.

Meeting Adjourned

Currently Scheduled Board Meeting Dates:

January 11, 2024 (postponed to January 23, 2024)
February 8, 2024 March 14, 2024 April 11, 2024 (Annual)
May 9, 2024 June 13, 2024 July 11, 2024 *No August meeting*

*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.*