

Plantations Two Community Association
HOA Board Meeting Minutes – February 8, 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): John Stuart Chris Marth

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 23, 2024, HOA Board meeting minutes.
2. Motion was made to approve the January 23, 2024, HOA Board meeting minutes as presented. Motion was seconded and carried unanimously.

Treasurer Report – Jen reported:

1. Annual dues collection: The community bookkeeper has received outstanding dues payments from several homeowners, but there are still 13 homeowners who have not paid any part of their dues. If payment is not received in the next three or four days, the 13 outstanding dues will be sent to the attorney. Three homeowners who had outstanding dues from last year have already been sent to the attorney. A few second installments have been received.
2. Water bill: Our water bill has been around \$400 each month. We are currently only paying fees & infrastructure charges, no charges for water and sewage.
3. Checking account: Jen is researching options for our current checking account with M&T bank.
4. Taxes: Our taxes are due February 15, 2024, due to our fiscal year ending on November 30th, 2023. Our accountant is planning to file the forms to extend the due date until August 15th. He does not think we will have to pay any taxes again this year.
5. Pool contract: We need to vote on the yearly pool contract with Georgetown Aquatics. The contract is increasing 3.5% due to minimum wage and chemical cost increases. All contract statements and terms will remain the same. The contract amount is less than we budgeted for the year by about \$3,500, which will help if we don't get as many OPMs as expected. Motion made to approve the 2024 pool contract. Motion was seconded and approved unanimously.

General Business:

1. Damaged signboard – The signboard was damaged sometime during the recent snowstorms in January. We may want to consider getting a new signboard. We do have Capital Reserve funds for a new signboard. Daniel will look at the board to see if it can be fixed and will come back next month with recommendations.
2. CCOC training reminder: Board members who need to retake the CCOC Board training, Community Governance Fundamentals, should send completion certificates to Jen for our records, and so she can update the CCOC website with your new completion date.

3. Boy Scouts: The boy scouts are planning to attend the March 14th meeting to discuss the mulch delivery. They are purchasing mulch from a local vendor this year.
4. Little Free Library update – Doug Verdin & Sara Lowe met and decided on the final installation location near the intersection of the path to the tot lot & pool. Daniel recommended it be just a little closer to the paths. A motion was made to approve the location. The motion was seconded and approved unanimously.

Pool Committee Report – Cheryl & David reported:

1. **Pool Building Overhang & Support Poles Repair:** Cheryl Yost reported that the job quote was accepted/signed & submitted to Bibb Construction per decision at January meeting. She reported that Doug discussed the wood post wrap issue (per January request) with John Bibb who stated the posts can be wrapped. John is currently exploring the options & costs for a vinyl wrap. We should have the additional cost available to vote on at the next meeting. The work will start in April when the weather is warm enough to do the concrete portion of the project. At that time John will also be painting the 4 new doors (previously installed by Liberty in November) to match existing pool door color (cost will be added to the contract).
2. **Pool Lobby Supply Cabinet Replacement:** Cheryl requested that the board make a decision regarding the previously discussed replacement cabinet (due to breakage, safety, and the Montgomery County Health Inspector's last inspection violation which stated that cabinets with chemicals/cleaning supplies must be locked). A quote was received from a contractor for a commercial grade steel locking cabinet, assembled & installed for a total of \$1,537. The board originally suggested we research cheaper alternatives from Home Depot or Lowes (which Cheryl has done). Cheryl recommended the Board approve the purchase of the commercial grade cabinet. Considerations:
 - a. Professional grade cabinet -- 18-gauge steel, sturdy, durable, well made, can hold ~1,000 lbs, includes a durable lock, no pickup or assembly required, cabinet will be delivered & mounted by a professional.
 - b. Residential use cabinets from Home Depot or Lowes – average only 25-gauge steel, flimsy, not sturdy or durable, only holds ~225 lbs, requires an extra charge for pickup or delivery, must be assembled and mounted, mounting brackets sold separately with a maximum weight of only 300 lbs. (which includes the weight of the cabinet), reviews not particularly good. Price for top end models in stores approx. \$400+/- for just the cabinet plus tax, delivery, brackets = \$526+/- . We would have to assemble and install or pay to have done.
 - c. Board discussed whether cost would be capital or expense. It was stated it could be recorded as an operating expense or a capital expense at the discretion of the Board and dependent on the budget spending during the year.
 - d. Motion made to purchase the commercial grade cabinet. Motion was seconded and approved unanimously.
3. **Miscellaneous Pool Interior Items:** A dedicated electrical outlet in the office; 2 ceiling fans; relocating/changing pay phone; and a new heater in valve room. These items are still being researched and will be discussed at a later meeting.
4. **Free Standing Umbrellas** – Cheryl reached out to Jeff for an update on his research & pricing. Some pricing information has been received, however, Dave stated we need to do further research and report on this issue at a later date.

- 5. Trash Shed:** Cheryl reported that the Pool Committee discussed 3 alternatives for the trash shed replacement, however we have only received 1 quote for each alternative. No committee recommendation was made on this issue.
- a. Alternative 1 – Replace trash shed with new composite/vinyl shed and place either in current location or in a parking lot space. Potential cost of new shed \$1,600 (delivered) plus cost to create a base to level shed in parking lot or a base & leveling ground in existing location.
 - b. Alternative 2 – Build a fenced trash area between gate & front entrance. Quote received \$25,750.
 - c. Alternative 3 – Build a fenced trash area on the side of the building near the men’s room. Quote received \$23,750.

After general discussion it was decided that Drew Lowe & Doug will work on getting additional quotes for alternatives 2 & 3 before the Board proceeds with a vote.

- Swim Lesson Program update: Selection of new coaches is being finalized and David will talk to them about swim lessons once the selections have been completed.
- David has agreed to continue to manage requests for parties at the pool this summer.

Grounds Updates -- Cheryl & Daniel reported:

1. Path Replacement Phase 3 – The board decided to proceed with the final phase of the path replacement project as part of this year’s capital budget. Quote received from Total Asphalt (using the same contactor for consistency). The up-to-date quote is \$43,785, and Doug recommended adding a contingency to set a “not to exceed amount” of \$46,000. The project would take place sometime late April through May (warm weather required for asphalt).
 - Discussed quality of Path Replacement Phase 1 vs Phase 2, if Phase 3 would be equivalent to the same quality of Phase 2, and we discussed the need to review Phase 1 for potential repairs due to tree root regrown.
 - Motion made to approve proposed amount of \$43,785 with no contingency. Motion was seconded and approved unanimously.
2. Snow removal for additional path -- Doug met with Jeff Bodine (C&C Custom Lawncare) regarding pricing to add snow removal for the path from Dixie Ridge to Noble Ridge. Per Jeff, including this portion of the path would cost an additional \$350-\$450 for a 2-4” snow event. There would also be an additional hourly cost for follow-up to melting & freezing.
 - Cheryl suggested we first mail a survey to residents of Dixie Ridge Terrace & Dixie Ridge Court to determine how many children would use the path to walk to school if it was cleared. The Board did not approve this suggestion.
 - The Board decided not to move forward with adding this section of path to the snow removal contract given the additional cost and the potential impact on the budget if we have more or larger storms.
3. C&C Custom Lawncare coordination between Daniel, Cheryl & Doug (per January meeting):
 - Doug reached out to Charlie to verify who is our assigned project manager. Per Charlie, Jeff Bodine is our manager and all work, discussions, issues, etc. should be coordinated through him. Doug has talked with Jeff, and he will be sending a memo to C&C staff and HOA board clarifying this issue.
 - Doug also spoke to Jeff to clarify our snow removal contract terms. We will continue to get snow plan updates from C&C and Doug, Daniel & Cheryl will discuss how to coordinate this process if needed.

- There was also a billing issue which Cheryl coordinated with Jen and reached out to the accounting staff at C&C. Going forward, all invoices will be sent to Lynn & Jen directly and Jen will follow up with the appropriate HOA member working on the project for review & approval of the invoices.
4. It was reported that two pole lights burned out at the pool & pool parking lot – Cheryl will contact Tri-Star Electrical (who we have a prior pricing arrangement for replacements) to come out and fix the lights.
 5. Daniel noted that there are some county sidewalks in the area that need to be repaired due to tripping hazards. He will submit a 311 request to address areas of concern.
 6. We have added some new planting areas in the neighborhood and Daniel will get a quote from C&C for the additional mulch required to be added as an addendum to the existing contract.
 7. Daniel reported that mud is building up on the path at each end of the pond dam at the bottom of the hills from the two Rolling Fork Way path entrances. These muddy areas can be slippery. Daniel was thinking of having C&C lower the grass but will wait to see if the issue can be addressed by the path regrading & widening during the Phase 3 path replacement project.

ACC Updates – Judy reported:

1. 1 Violation notice letter sent.
2. 1 letter was sent to a homeowner regarding encroachment into common areas (a letter was also sent to the CCOC regarding this issue).

Web Site Overview – Judy reported:

Final changes have been sent to the designer and, once they are made, she will review all pages to see how they appear on mobile devices. Once that is done, there will be a soft launch of the site that the Board can review. Judy and Cheryl will receive training on site management and will make other text and layout changes as needed.

Other Issues:

1. Parking at the pool – there are several vehicles that have not moved, have expired tags or are disabled. These should be tagged with a notice that they will be towed.
2. It was also discussed that vehicles that are consistently parking up on the curb or on the grass along Rolling Fork Way should be reported to the police non-emergency number.
3. Drew asked for approval to add a dumpster to his annual Earth Day shredding event for community cleanup use and for residents to place household items only in the dumpster. The dumpster would be delivered on Friday before the event and picked up on Monday. The board discussed measures that could be taken to protect the pool parking lot during the delivery and removal of the dumpster. A motion was made to approve the request, with the understanding that recommended steps would be taken to minimize any damage to the parking lot. The motion was seconded and approved unanimously.

Meeting Adjourned

Currently Scheduled Board Meeting Dates:

February 8, 2024	March 14, 2024	April 11, 2024 (Annual)	
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.*