

# Plantations Two – June 11, 2020 – Virtual Meeting Minutes

## Attendance:

### Board Members

Aliza Robin, President	Sara Lowe, Secretary	Karen Leicht
Susan Hatter, Vice President	Cheryl Yost	Drew Lowe
Jennifer Wrona, Treasurer	Daniel Thorpe	Peter Riley

### Community Members

Alexis Levy	Ashley Wise	Christina Edwards
Jennifer Zaranis (Vassilis)	Jill Rutten	John Stuart & Lauren English
John Schlee	Joo Yoon Chung	Peter Muollo & Karlene Dunkley
Margaret Wall & Tracy Warner	Melanie Nunez	Pamela Roulette
Patrick Matsuda-Begy	Peter Zabriski	Ron Brannan
Sandy Sheinman & Shannon Follin	Scott D’Vileskis	Sue Richards
Unknown – Felicia	Unknown – Jay	Unknown - Galaxy

## Zoom Meeting Conduct:

- Phones will be muted, “Raise Hand” to speak.
- Board will complete their agenda/business before opening the floor for comments/discussions.
- To ensure all attendees can speak, comments may be limited in response time.
- Be respectful to all meeting attendees.

## Agenda:

- Approve Minutes
- Officer Elections
- Committee Updates
- President’s Remarks
- Open Discussion/Feedback

## Minutes:

- Virtual Annual Meeting, May 14, 2020: Motion made to approve the minutes as presented, motion seconded; motion carried.
- Virtual Board Meeting, May 14, 2020: Motion made to approve the minutes as presented, motion seconded; motion carried.

## HOA Board of Directors’ Officer Elections:

- Motion made to nominate board member Karen Leicht for the vacant Secretary position, motion seconded; motion carried.
- Motion made to nominate the three current offices for re-election (Aliza Robin for President, Susan Hatter for Vice President, and Jennifer Wrona for Treasurer); motion seconded; motion carried.

- The board members in attendance voted unanimously to elect the nominated slate of officers.

## **Committee Updates:**

### **ACC:**

Since the May meeting:

- Completed 8 Home Improvement Requests and 4 new requests in progress.
- Reminded homeowners to submit their Property Improvement request forms and receive signed approval *prior* to starting any work.
- Stated that Property Improvement requests approvals require 3 board member signatures and the HOA has 30 days to respond to a request.
- Property Improvements include but are not limited to new/changed fences, driveways, home exteriors, sheds, replacement siding, color changes, decks, solar panels, roofs, and additions.
- Information regarding ACC updates and the Property Improvement Form can be found on the Plantations Two website.

### **Grounds:**

- Tennis Court Repairs of cracks under warranty are scheduled to occur in July or August 2020.
- County Free Trees: This program provides free trees to help shade hardscaped areas within the community. The second round of tree plantings in our community through the Montgomery County Tree program is currently scheduled to take place in the November to February timeframe. The county will be planting approximately 40 more trees along our community paths.
- Pool House Solar Panels: Research continues for options and rough cost estimates.
- Phase 2 of Path Repair/Repaving: Estimate have been received and are being reviewed.
- Erosion Issues: Researching and re-examining possible rainscapes/meadows for continual improvement and participation in the county program as a possible way to mitigate some of the smaller erosion issues.
- Invasive Tree Species (Tree of Heaven): Reviewed the common areas and researching removal options in collaboration with County.
- Yearly Common Area Walkthrough: Reviewed the trees with our contractor to determine what needed pruning and/or removal. We will receive a quote for work discussed.

### **Pool:**

- Chair position is vacant and the pool is currently managed by HOA Board.
- CCOC meeting attended by some board members for COVID related updates and on county guidance related to opening pools.
  - No guidance available. Suggested we do whatever possible to prepare to be ready to open the pool.
  - Pool will not open immediately when the county announces opening date and procedures.
- Pool passed yearly inspection.

**Tech:** Reported that Ashley Wise has begun to transition our website forms to electronic/fillable forms.

**Social:** Chair position vacant (Jennifer Zaranis has expressed interest in filling this position).

## President's Remarks:

- Visit Plantations Two Community Association Website to find general information and answers to FAQs.
- Get involved in community meetings and committees.
- Plantations Two HOA Board consists of nine volunteer members.
- COVID-19 has required additional time & effort from the HOA Board to ensure the community is adhering to all state and local regulations and procedures within the community.
- Response time to requests/questions received via the board@plantationtwo.com email may require extra time to research and respond.
  - ➔ Appreciate your patience
- Effort for large projects and repairs requires (typically 1-6 month duration)
  - Research into the issues and options available to address them.
  - Obtain three bids.
  - Communication to community (primarily via email and Plantations Two (www.plantationstwo.com) website).

## Open Discussion/Feedback:

Thank you to the Plantations Two community for your feedback, insights and concerns.

The board will discuss possible remedies to address the issues and concerns discussed during this meeting.

Townhouse Parking Concerns Summary (in no particular order):

- Excess townhouse cars parking on Rolling Fork Way pose an inconvenience and safety issues (lack of visibility at lower White Pillar stop sign)
  - ➔ Rolling Fork Way is a County road; thus, the county is responsible for its management.
- Parking assignments are not consistent between Melrose Square and White Pillar.
- Parking assignments does not provide one parking space in front of each townhouse.
- Parking assignment layouts were not communicated or clearly understood by residents.
- Lack of adequate parking for visitors.
- Some townhouse residents have more than two cars and occupy all vacant spaces
- Responsibility for clearing sidewalks is unclear when assigned parking spaces are not in front of owners' townhouse.
- Plantations Two HOA Fees for Townhouse owners vs Single Family homeowners:
  - Townhouse owners have all the same services/fees as the Single-Family homeowner;
  - EXCEPT Townhouse HOA fees cover additional funds to maintain capital reserve items that are specific to the townhouses only. Items such as:
    - Mailboxes.
    - Repair, Resurfacing, striping and numbering of townhouse parking spaces.
    - Maintenance and repair of townhouse sidewalks, curbs and gutters.
- Request a new Townhouse committee be formed to address impactful changes to townhome community.

## General Concerns Summary:

- Communications: Level of detail, timeliness, dissemination of information (email, meetings, website, etc.)
- Board Elections: A discussion was held regarding elections since attendees felt there is not enough transparency into the process.
  - Board Elections process is detailed in our association by-laws.

- Board Elections occur yearly at the Annual meeting every April (per by-laws). Board members hold 3-year terms which are staggered and there are 3 slots due for election every year. Individual board members and their term expirations have always been published in the minutes which are posted on our website. Community members may nominate themselves or other members before or during the annual meeting to run for a board position. All owners running for a board position must be members in good standing (which means no outstanding dues, leans or violations).
- Board Officer Elections occur at the first meeting following the Annual Meeting (usually in May). Officers are elected only from the current sitting board members. Only the current Board members vote to elect the officers.
- Townhouse parking space preferences Vote results was not clearly communicated to residents.

**Upcoming Meetings:**

- All future meetings are TBD.
- Next board meeting will be a Pool Announcement Meeting when/if the pool is able to open. The meeting will be to inform the community of the 2020 COVID related Plantations Two Rules and Procedures.
- No Board meeting in August.