

Plantations Two Community Association
HOA Board Meeting Minutes – December 2, 2021

(In Person Meeting held at Woodfield Elementary School)

Attendance:

Board Members:

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

Community Members: (Homeowners & Guests)

Ron Bridge	John Schlee	John Stuart	Peter Zabriski	Austin Wolner
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Meeting Opened by Susan Hatter, as Acting President.

Due to the resignation of Aliza Robin, Susan indicated that she was willing to move into the position of President; that Cheryl Yost volunteered to become Vice President, and Judy Stephenson indicated that she would be interested in taking the role of Secretary. No other board members expressed an interest in being considered for an officer's position. A motion was made to elect Susan as President, Cheryl as Vice President and Judy as Secretary; the motion was seconded and carried unanimously.

MINUTES:

1. Call for questions or revisions to the October 14, 2021 minutes.
2. Since there were no questions or comments a motion to approve the minutes was made, seconded, and carried unanimously.

TREASURERS REPORT:

1. **Treasurer Report** was distributed to the Board prior to the meeting and the board members present at the meeting signed the form acknowledging that they reviewed the November 29, 2021 financial statements.
2. Jen Wrona noted that new accountant found an error in the community's previous tax return that is being corrected. No changes to tax liability are anticipated.
3. **Capital Reserves Update:**
 - a. Austin Wolner volunteered to obtain bids for our new Capital Reserve Study. Austin requested digital copies of the original and revised Capital Reserve Studies. Cheryl Yost will ask Gary Sladic if he has digital copies of the existing documents. Having the original and revised capital reserve studies could decrease the cost for the new study, which is now required by Montgomery County law to be completed by October 2022.
 - b. Austin informed the Board what types of expenses would be considered capital expenditures. The following criteria apply to capital expenses:
 - i. in common areas;
 - ii. with limited useful life;
 - iii. have predictable remaining life;
 - iv. with a minimum cost – 1% of annual budget is suggested.
 - c. Examples of what would and would not be capital expenditures were discussed.

- Unpredictable costs such as repairs due to vandalism would not be a capital expense.
 - Erosion projects would not be a capital expense, but maintenance of erosion control areas would qualify.
 - Other capital expenses would include repairs to sidewalks, the pool, tennis courts, the playground, parking lots, etc.
 - Creation of new asset or add-ons to an existing asset is not capital expenses, but after the asset is created it would then be added to the capital budget for future cost repairs or replacement.
- d. Austin indicated that it would be a best practice to combine projects as much as possible when considering repairs so that the expenses can be considered a capital expense. For example, Austin suggested that the board consider repaving the basketball court when repaving paths. The board might also consider the value of spreading expenses out over time to ensure sufficient reserves.
 - e. He stated we should deficit spend the annual budget before using funds from capital.
 - f. Austin stated that currently, reserves are spent as they are received. There may be more pressure on reserves going forward since the neighborhood is aging and more big-ticket items are lurking.
 - g. Discussed the new County capital reserve study requirements which include completing a new study by October, updating the study every five years with a possible interim study in three years.
 - h. It is anticipated that companies bidding on the Capital Reserve Study will present options for the board's consideration.

COMMITTEE REPORTS:

Name Committee – Judy Stephenson reported that the name committee submitted responses to the Board's last set of questions and has asked for input from the board on next steps.

Pool Committee – Cheryl Yost reported that the pool committee met on November 18 with Jeff Popera from Georgetown Aquatics for a review of the 2021 season and an overview of potential items that will need to be addressed. The wading pool chlorinator needs to be replaced and will cost between \$750 and \$850. Recommendation made to move forward the repair due to delays in getting parts. There are chairs that need to be re-strapped at a cost of \$1,140. Other minor repair issues were reported and the concern about obtaining defibrillator pads due to lack of supply.

Grounds Committee –

1. Daniel Thorpe and Cheryl Yost reported that C&C Custom Lawncare has offered a 5-year, fixed-rate contract. This contract would incorporate the addendums that have been added over the past five years with no increase to the price other than an adjustment to the labor rate for extra work requested by the board and to cover the increased cost of chemicals as needed. This contractor also provides snow removal services, the cost of which varies from year-to-year based on the weather. The snow contract costs would only include a fixed hourly labor increase and the cost to cover increase costs in chemicals.
 - a. A community member raised the issue of snow removal in the townhouse areas of the community. Specifically that there are areas of sidewalk between the last townhouses and the corners on Rolling Fork Way that are not the responsibility of any homeowner and is not currently being cleared. Daniel agreed to look into this issue.

- b. Community member also commended C&C Custom Landscaping for doing a good job of tree trimming on White Pillar.
 - c. Given the good service provided by C&C Custom Landscaping and the offer to maintain current contract pricing, the board proposed continuing the contract for 5 more years.
 - Members of the community raised concerns about this proposal and said that the Board has a fiduciary responsibility to put the contract out to bid. There was a discussion of the pros and cons for each approach.
 - A motion was made to move forward with extending the C&C Custom Landscaping contract for 5 years. The motion was seconded and was unanimously approved.
2. Board member Karen Leicht suggested that the Board track when contracts are coming up for renewal. Karen offered to review the current contracts and develop timelines for when they should be put out for bid.
 3. John Schlee reported on the new Grounds Committee. Susan Hatter suggested that the Grounds Committee meet with Daniel Thorpe to review the scope of the current contract. Daniel suggested that members of the Grounds Committee join him for a walkthrough of the neighborhood. Daniel and John will work together to schedule a time for the walkthrough.
 4. Cheryl Yost asked John if the Grounds Committee could look into an erosion issue that has been on-going in an area that Montgomery County appears to be accountable for but have not been responsive to in the past. John agreed that the committee would take on the task of trying to resolve the issue.
 5. The Board also raised concerns about a significant increase in the cost and reduction in service being proposed for trash removal by our current contractor, Potomac Disposal. The board asked John Schlee if the Grounds Committee would take on the task to solicit bids for alternate contractors. However, since John indicated the committee was not interested in pursuing that, Drew Lowe and Karen Leicht volunteered to solicit the bids. In addition to an increase in cost, Potomac Disposal is also proposing new trash bins that are likely to be difficult for many households to accommodate, particularly in the townhouses.

ACC Committee –

1. Cheryl Yost raised the issue regarding the \$1,540 increase to the budgeted cost for the new community ACC inspection service contract. Since the cost of trash removal may increase significantly, Cheryl recommended that the board postpone this expense. The board discussed the pros and cons of moving forward and decided that it is important for the community, and we should move forward.
2. A motion was made to move forward with the contract with the increased cost, the motion was seconded and was carried by a vote of 5-3. The board agreed that a letter would go out to the community notifying residents that the inspections will be conducted.

Meeting Adjourned

Currently Scheduled HOA Board Meeting Dates:

Dates are subject to change – check web or sign board for changes.

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

January 13, 2022	February 10, 2022	March 10, 2022
April 21, 2022 (Annual)	May 12, 2022	June 9, 2022