

**Plantations Two Community Association**  
**HOA Board Meeting Minutes – October 14, 2021**

*(In Person Meeting held at Woodfield Elementary School)*

**Attendance:**

***Board Members:***

Aliza Robin, President      Susan Hatter, Vice President      Jennifer Wrona, Treasurer  
Cheryl Yost, Secretary      Judy Stephenson      David Gonzalez  
Daniel Thorpe (arrived near end of meeting, due to a work meeting)

***Board Members Not in Attendance:***

Drew Lowe      Karen Leicht

***Community Members: (Homeowners & Guests)***

Ron Bridge      John Schlee      Chris Goodrich      Joe Crossan      Scott Murray  
Chris Kiron      Kim Mayo      Liz Gatti      Giorgio Gatti

**Meeting Opened** by Aliza Robin.

**MINUTES:**

1. Call for questions or revisions to the September 21, 2021 minutes.
2. Since there were no questions or comments request made for a motion to approve the September 21, 2021 HOA Board Meeting Minutes as distributed. Motion made, motion seconded, motion 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 October 10, 2021 financial statements.
2. **2022 Proposed Budget:**
  - a. Jen Wrona reported we received no responses or questions on the 2022 proposed budget provided to all homeowners for review, questions and comments at the beginning of the September.
  - b. Jen briefly summarized the reasons for the 9% increase in dues (as detailed in the September Budget Letter mailed to all homeowners; a copy can be requested).
  - c. Motion was made to accept the 2021/2022 proposed budget, motion seconded, motion carried unanimously.

**MISCELLANEOUS GENERAL BUSINESS:**

1. **Resignation:** Aliza announced that she is stepping down from the board, and stated she was willing to continue to help with our digital media functions for a while or transition them as requested.
2. **Unsafe Community Streets:** Cheryl Yost discussed community request to the Board to look into unsafe driving and speeding on our community streets, and, in particular, its impact on wheelchair/handicapped residents and children.

- a. Cheryl discussed her conversations with the County Department of Transportation and the Division of Traffic Engineering & Operations who suggested that the community request a formal Traffic Study to be done on the community streets.
- b. Input was requested of attendees for any specific concerns other community members had regarding the lack of vehicle safety on our streets.
- c. Cheryl and Judy Stephenson will develop the formal request for a Traffic Study to include the community's concerns to submit to the Division of Traffic Engineering & Operations.

### **3. Capital Reserve Study:**

- a. Briefly discussed the need to have proposals from potential contracts to perform the study for approval at the January 2022 meeting.
- b. Jen requested we need clarification regarding what is a capital repair vs an expense repair, and the need to create a policy or guideline setting a cost limit before a repair is considered a capital expense
- c. Board will request that Austin Wolner and/or Gary Sladic attend the next HOA Board meeting to discuss capital reserve issues and potential contract.

### **4. Committee Meeting Requirements Update:**

- a. Drew Lowe's email report to the board regarding his communication with the CCOC to provide clarification stated committees designated by the board:
  - Need to post time and location of meetings.
  - No comment made in regard to using our standard method of posting meetings, and
  - Committees should take minutes.
- b. Cheryl reported per discussion with our legal counsel (John Gardner). Per MD HOA Act and CCOC interpretation:
  - All committee meetings must be open to the association with "reasonable notice".
  - Reasonable notice is not defined, however CCOC's and Mr. Gardner's recommendation is that the HOA should follow meeting requirements set forth in our bylaws:
    - At least 72 hour notice prior to a meeting.
    - Notice can be by a posted sign, newsletter, mail, or email as detailed in the MD HOA Act.
 It was further stated we should follow the meeting notice protocol that the community has used as their standard as long as it is consistent and covers the legal requirements.
  - Minutes - Mr. Gardner stated we are correct that the code makes no specific reference to committee meeting minutes. However, both Mr. Gardner and the CCOC recommend that we adopt a policy requiring minutes be kept for all meetings of any committee appointed by the Board.
  - Cheryl suggested that the board discuss standards and create a Committee Operation Policy to be voted on. The discussion was tabled by Aliza.
  - Board stated that Committee meetings could now be resumed as long as they operate under the above referenced/recommended parameters.
- c. Cheryl also reported that Mr. Gardner stated that the Board can assign/appoint an individual to act as a project or contract manager. A Project or Contract Manager would:
  - Not be a committee and have no members.
  - Not have meetings or maintain minutes.
  - Work as the board's liaison on a specific project or contract.
  - Report information directly to the Board and carry out the Board's instructions.
  - The Board will discuss and/or provide information about the Project or Contract Managers' activities at an open HOA Board meeting. This action will satisfy the open meeting requirements of the Act.

## **5. Miscellaneous Open Discussions with Community Members:**

- a. How things work, i.e., mailings, votes, etc.
- b. Board communication with the community:
  - Some members felt the Board need to improve communications. Possible suggestions included hand-delivered flyers, do a newsletter again, more postings, add reminders on mailers, etc.
  - Some members felt that the Board does a good job communicating and providing information, and that the “members need to be responsible for reading and looking at the information provided”.
  - Some suggestions were made for additions to our web site (more community pictures, add committees).
- c. Discussion regarding ownership of trees adjacent to county streets. The Board reported that the trees can either be a “county street tree” or part of the homeowner’s property and in order to find out who owns a particular tree the homeowner should request verification from the county DOT.

**ACC REPORT:** Cheryl reported that since the September meeting she has only had completed one Resale Certificate and received no ACC Home Improvement.

**COMMUNITY NAME COMMITTEE:** Chris Goodrich stated that since committee did not have a meeting since the last HOA Board meeting in September that there was no new information to report.

**POOL REPORT:** Stated that the Committee had nothing to report until after they have their annual follow-up meeting with Georgetown Aquatics to discuss possible issues for the 2022 season.

## **GROUNDS:**

- 1. Tennis Court Crack Repair:** Susan Hatter reminded everyone that the repairs were postponed until spring. Discussed the issue of moving this expense to the 2022 budget and determining if the cost is an operational or capital expense.
- 2. Repair Issue:** Judy reported that drain pipe cap on the recent repair along the path (below the storm drainage area below the play courts) was taken off by some community children and needed to be secured.
- 3. Community Member Discussion & Concerns regarding the Grounds Committee:**
  - a. Community members stated they felt the current grounds committee operations needed improvement, such as more committee meetings and better communication with the new committee volunteers.
  - b. Multiple requests and suggestions were made to the Board for possible changes.
  - c. The Board discussed the issues with the community members.
  - d. The Board noted that the existing committee tried to schedule a review meeting with the new volunteers, but the volunteers could not commit/agree to any of the suggested dates and times. Due to summer vacations and start of school the meeting was put on hold to be scheduled at a later date. Then at the September board meeting all committee meetings were placed on hold by the Board until final clarification on county and state committee meeting regulations could be clarified and discussed at the October meeting.

- e. Motion was made to let the existing committee chair set up a new meeting now that committee meetings can be scheduled again. Community members stated that was not acceptable and the motion was not seconded or voted on.
- f. John Schlee formally requested that he be named the Grounds Committee Chair to help bring in new volunteers and help the Board members by taking on more tasks.
- g. After further discussion between the Board and community members, the following Motion was made:
  - Motion that John Schlee be voted in as the new Grounds Committee Chair to work toward organizing and building the committee and better helping the board; and assign Daniel Thorpe as the Committee’s board liaison. Daniel would also remain the existing Contract Manager in charge of the grounds maintenance contracts.
  - Motion was seconded. Vote was 4 In Favor, 1 Against, and 1 Abstain. Motion carried.
- h. Added Clarification (by the Board member who made the Motion) – Thoughts were that having John become the Chair would encourage community involvement. Daniel would continue being the contract manager and main point of contact with vendors and contract work.

**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.*

November 18, 2021*	January 13, 2022	February 10, 2022	March 10, 2022
April 21, 2022 (Annual)	May 12, 2022	June 9, 2022	

\*This date was subsequently changed to December 2, 2021.