

**Plantations Two Community Association**  
**HOA Board Meeting Minutes – July 22, 2021**

*(In Person Meeting held at Community Pool)*

**Attendance:**

***Board Members:***

Aliza Robin, President      Susan Hatter, Vice President      Jennifer Wrona, Treasurer  
 Cheryl Yost                      Daniel Thorpe                      Judy Stephenson

*(Note: For all voting and decisions contained in these minutes the Board headcount included the newly appointed board member, David Gonzalez.)*

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

Karen Leicht, Secretary      Drew Lowe

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

Ron Bridge	Joe Crossan	Patrick Drum	Cristina Edwards
Elizabeth Gatti	Giorgio Gatti	Chris Goodrich	David Gonzalez
Hope Horsch	Serena Keeney-Horsch	Meredith Levert	Melanie Nunez
John Schlee	John Stewart	Doug Verdin	

**Meeting Opened** by Aliza Robin with general explanation of Board Officer election.

1. Aliza discussed the June Annual Meeting Board Election and that we still have one vacant (3 year term) board member slot.
2. The attendees were asked if there was anyone in attendance who would like to volunteer to be appointed to the vacant slot.
3. David Gonzalez volunteered to be considered for the board and provided some personal background information. David was informed that he needs to complete the required CCOC online class for HOA board members within the next 90 days.
4. Motion was made by the board to appoint David as a board member; motion seconded; motion carried unanimously.

**Revised HOA Board Member Terms as of July 22, 2021 appointment:**

	<u><i>Elected or Appointed</i></u>	<u><i>Term Expiration</i></u>
Dan Thorpe	3 year term in 2019	expires in 2022
Drew Lowe	3 year term in 2019	expires in 2022
Susan Hatter	3 year term in 2019	expires in 2022
Jennifer Wrona	3 year term in 2020	expires in 2023
Aliza Robin	3 year term in 2020	expires in 2023
Karen Leicht	3 year term in 2020	expires in 2023
David Gonzalez	3 year term in 2021	expires in 2024 – Board Appointed 7/22/2021
Judy Stephenson	3 year term in 2021	expires in 2024
Cheryl Yost	3 year term in 2021	expires in 2024

## **BOARD OFFICER ELECTIONS:**

1. Call made for Officer Nominations:
  - President: No new volunteers; Aliza volunteered to accept the nomination for another year.
  - Vice President: No new volunteers; Susan Hatter volunteered to accept the nomination for another year.
  - Treasurer: No new volunteers; Jennifer Wrona volunteered to accept the nomination for another year.
  - Secretary: Current Secretary Karen Leicht was not in attendance; therefore could not be nominated or elected without her acceptance. Since there were no other volunteers, Cheryl Yost agreed to accept the nomination.
2. Motion made to accept the nominated slate of officers; motion seconded; motion carried unanimously. New Board of Directors Officers are:

President Aliza Robin	Vice President Susan Hatter
Treasurer Jennifer Wrona	Secretary Cheryl Yost

## **MINUTES:**

1. Request made for a motion to approve both the June 17, 2021 Annual Meeting Minutes and the June 17, 2021 HOA Board Meeting Minutes as presented.
2. Motion was made to approve the both the Annual & Board meeting minutes as presented; motion seconded; motion carried unanimously. Minutes will be posted.

## **TREASURERS REPORT:**

1. Treasurer Report was distributed to the Board prior to the meeting.
2. Board members present at the meeting (per our new procedure) signed the form acknowledging that they reviewed the July 20, 2021 financial statements.

## **ACC REPORT:**

Cheryl reported that since the June meeting the number of resale and improvement requests have dropped drastically. She has only received and completed:

- No Property Improvement Form reviews & approvals.
- 1 Resale Inspection and Certificate.
- 1 Revised Resale Inspection and Certificate after owners completed cited repairs.

## **POOL REPORT:**

1. Reported that the pool is finally running fairly smoothly.
2. Membership numbers are up from last year.
3. There was one lifeguard assist today with removal of a child from the well. No one was hurt.
4. The Pool Committee will be meeting to review and refine pool member documentation, rules, etc. to improve and streamline our processes in preparation for the 2022 pool season.

## GROUNDS & EROSION REPORTS:

1. Daniel Thorpe reported that he did a recent review of community trees with our contractor and will be working toward making a determination for possible removal of specific trees.
2. Doug Verdin reported on the following Grounds repairs:
  - a. **Pool Exterior Lights:** The burned out pole light next to the pool building and adjacent to the parking lot is scheduled to be repaired on Friday, July 23.
  - b. **Sink Hole Repair:** The sink hole repair located behind East side Rolling Fork Way and Marsh Point Court/Primrose View Court was completed.
    - The issue seemed to be caused by an un-removable underground rock and groundhog activity.
    - The cost will probably be less than expected.
    - The re-seeding of the repaired area might need to be reseeded again in the late fall due to our current weather conditions and lack of rain.
  - c. **New Trash Receptacles:** Per approved contract installation of two new trash receptacles (one near the Tot Lot and one at the entry to the path coming from the pool parking lot) and removal of old broken trash receptacle (near tennis court) were completed.
  - d. **Tennis Court Gate & Lock Repairs:** Per approved contract bid:
    - Tennis Court gate & gate header fencing was removed and replaced with un-climbable expanded metal panels and a pull handle welded to the framing.
    - Broken Lock and knobs was replaced with a double cylinder deadbolt (matched to existing keys). The deadbolt lock requires a key to open from both sides and the gate will automatically lock when closed.
    - Notation to Minutes: Email notice was sent to all homeowners/residents regarding the completion of the repair and a general warning regarding the fact that if someone enters the courts and does not have a tennis court key with them inside the courts they will not be able to reopen the gate to exit the courts.
    - Request made that the Minutes show that the lock and fence repair were required to be made due to Vandalism and not an upgrade or change.
  - e. **Townhouse Sidewalk Repair:** The preliminary schedule to complete the repairs is as follows:
    - Mid-August – Contractor Walk Through and Marking of areas to be repaired.
    - Mid-September – Contractor will begin work on the repairs. Detailed schedule yet TBD.
    - Detailed schedule will be developed and provided to all townhouse owners and residents.
    - It was noted that during this process owner and resident vehicles will not be able to park in the areas being repaired until completion of the repair. Notices will be sent to owners and residents regarding moving their vehicles.
  - f. **Path Replacement Review:** A new review and quote of the paths on the South side of the community (all paths located on the pool side of Rolling Fork Way) will be completed in preparation for 2022 and/or future budget plans.
3. **Tennis Courts Surface & Cracks Report:** Susan Hatter reported that after multiple calls to our previous tennis court contractor and receiving no response, she contacted a few other contractors to come and review the court surface and existing cracks. The one contractor who

responded came out and reviewed the courts with Susan, Doug and Cheryl. The All Pro Courts contractor's report and recommendations included:

- Repair current seam splits with a different edge tape which is a more flexible product which will handle the winter expansion and contraction problem better.
- Fill cracks wide enough to receive flexible crack filling material and wider cracks should be filled with a concrete material.
- Reported our courts overall are in very good shape and does not recommend removal and reconstruction of the court asphalt base and completely rebuilding the courts. He further explained:
  - The courts could be completely resurfaced (not just top coated) which would include removal of top surface, filling and leveling the surface, and then install the top coat and stripping for around \$50,000.00 (as long as the large foundation crack which was previously repaired does not start to fail).
  - Or as long as the foundation crack repair is holding up to simply do a yearly (or as needed) troweling of existing crack seam splits and repairing any new cracks for approximately 2,000.00+/- per year.
  - His recommendation would be to continue with possible yearly repairs for around 2,000.00+/- and not to do a resurface unless the foundation crack fails.
  - He did a detailed review and measurements of the courts and sent us proposal to do the needed repairs in September 2021 for \$2,100.00 otherwise the repairs would have to wait until late May or early June 2022 and the prices will probably be higher. The proposal includes a 2 year warranty.
  - Susan recommended we accept this quote and proceed with the repairs in September.
  - Later in the meeting a motion was made to approve and accept the \$2,100.00 for repairing the tennis courts; motion seconded; motion carried.

#### **NEW CAPITAL RESERVE STUDY:**

1. Discussed the new bill (HB 567/MC 03-21) requiring all HOA's to complete a capital reserve study every five (5) years.
  - A new full or updated study must be completed by October 1, 2022.
  - The new bill further requires that HOAs in Montgomery County provide funds to the reserve in accordance with the most recent study, and has the authority to increase assessments to cover the reserve funding amount required despite existing assessment fiscal year percentage restrictions.
  - Reserve Study must be done by a provider with appropriate credentials in conjunction with the HOA.
2. Austin Wolner volunteered to assist the board by reviewing and contacting appropriate providers for costing for doing our new study.

#### **COMMUNITY NAME ISSUE:**

1. Aliza discussed a prior community name change request and the initial research by a community member into this issue. The research and discussions were put on hold during the COVID pandemic. Stated the request was made to restart the discussions and the community member was directed to form a committee to look into the issues further.

2. First order of business was for the Board to approve and appoint a committee chair.
  - Chris Goodrich volunteered to be the Chair.
  - The board made a motion to accept Chris as the committee chair; motion seconded; motion carried (vote 6 for and 1 abstain).
  - There were currently a total of 6 volunteers on the committee.
3. The Board presented an initial outline of their requirements to the newly created Committee directing the research details including all related costs, work required, documents, etc. needed for acquiring a new Doing Business As (DBA) name for our community. Note: The Board's Initial Requirements are attached to these minutes and are subject to changes and additions by the board as needed.
4. The Committee was tasked to only do research which will be presented to the Board for further review and discussions.
5. Some requirements that fall under the responsibility of the Board were discussed. Cheryl Yost will contact our legal counsel regarding the legal concerns as related to the bylaws and covenants. Jen Wrona will follow up with issues related to our banks and insurance.

#### **COMMUNITY MEMBER Q&A DISCUSSIONS:**

1. **Liability Insurance:** Due to current rate of increases in costs, current issues that HOAs are facing and the current basic HOA insurance standards, Ron Bridge suggested that we should revisit the issue of obtaining a \$5M umbrella insurance policy to cover all of our current policies, including our current D&O and liability policies.
2. Explanation provided in response to a question regarding the function and responsibilities of committees. An invitation was given to the attendees to join a committee that was of interest to them. It was recommended that if someone wanted to volunteer and be contacted by a committee that they put the name of the committee they wish to join next to their name on the attendance list and someone would be in contact with them.
3. General discussions were held by attendees regarding the Community Name issue.
4. Discussion held re: repair to the damaged entrance island to the community. John Stewart reported that the problem has been reported to the State Highway Administration, since it is not a Montgomery County issue and there has been no information provided by the State as to when the repair might be completed.
5. Stormwater Management Pond:
  - Request made that the HOA do maintenance and cleanup around the stormwater management pond which would include:
    - cleaning trash out of the pond
    - cleaning up the debris and plant growth around the pond
    - trim or remove trees growing over the pond.
  - Discussions were held regarding what is the HOA responsibility since the pond is regulated by and the responsibility of the county. It was stated that we have contracted with our lawn maintenance service to trim the grass and growth twice a year per specific directions and county specifications.
  - It was also discussed that the water could be hazardous and should be tested by the county before anyone makes an attempt to enter the water to remove the trash.

6. Discussed general issues regarding trash in common areas and townhouse areas.
7. Complaints made regarding the couches in the woods near the stormwater management pond. Apparently a previous couch was removed in April and there is now a new couch and chair in the woods. The board will make arrangements again for the removal of the couch and chair.
8. Request made by Daniel Thorpe for the board to reconsider the decision not to allow the Dog Swim and the close of the pool season.
9. Question asked about the possibility of lighting the pathways behind the homes for safety and usability. It was stated that the cost would not be feasible (a) since electric lines would have to be run to facilitate the lighting and (2) solar path lights would be removed, stolen or vandalized regularly.
10. Food Trucks:
  - Question as to if and when the food trucks would be returning to the community.
  - Board informed everyone that the food trucks would not be starting up again after summer due to the amount of work and issues involved in handling the arrangements and doing the required paperwork.
  - It was requested that the Board please **Thank Kathy Zegowitz** for her efforts on handling the food trucks and there were very much enjoyed and appreciated.

**Future HOA Board Meetings:**

September Board Meeting (will be scheduled if needed)

October Board Meeting, date and location TBD (dependent on Woodfield ES space availability)

**Meeting Adjourned**

Attachment: Name Change Research Requirements

Reference Information related to County Stormwater Management Ponds:

MC DEP Sediment Pond Info: <https://www.google.com/search?client=firefox-b-1-d&q=mc+dep+non-structural+maintenance+for+stormwater+ponds>

Duckweed Info: <https://www.thespruce.com/duckweed-plant-profile-5181229>

**Notice:** After adjournment of the July 22, 2021 HOA Board Meeting, the Board of Directors held a short Closed Executive Session to discuss a matter pertaining to a member of the Board. It was decided that the board would compose and send a written notice to the member explaining our concerns and requesting a response.

Plantations Two Community Association, Inc.  
**Board of Directors' Initial Requirements for the  
NAME CHANGE COMMITTEE**

As of July 22, 2021

In regards to the potential corporate name change to the Plantations Two Community Association, Inc. "Doing Business As ...TBD...", the Board requires that the Committee completes the tasks detailed below:

1. Submit Designation of Committee Chair for HOA Board approval & appointment.
2. The Committee will hereby be tasked to Research and Provide to the HOA Board of Directors detailed information and an actual itemized budget of all costs to complete the following tasks:
  - a. State of Maryland required Forms, Documentation & Regulations to be filed with the state in order to create the "Doing Business As" designation for the Community Association & any associated costs. The completed documentation will need to be reviewed by the Board and our legal counsel before being filed. List any associated cost from the state. **(Or, if determined necessary, filed by our legal counsel on our behalf).**
  - b. Other State and/or County Departments that require notification/filing of our name change and what documentation each department requires. Some notifications/filings the Board knows need to be done (but not necessarily a complete list):
    - Maryland State Department of Taxation
    - Montgomery County Department of Taxation
    - Montgomery County Commission on Common Ownership Communities (CCOC)
    - Montgomery County HOA Depository (to be done by the HOA Board or Legal Counsel and includes ~ \$25.00 county filing fee, postage, and possible legal fee.)
  - c. SIGNS: **(Need to add changes to Piranhas equipment too.)**
    - Provide the HOA Board with an Actual Quote (to include materials to be used, removal of old signs, installation of new signs, and clean up and disposal of debris) of the 3 Proposed Sign Replacements. The Quote should also have a detailed design/layout of the new signs.
    - Board of Directors will have to determine cost of all other community signs and banners to be replaced like-for-like (i.e., Townhouse parking signs, pool parking signs, tennis court signs, pool parking lot snow warning signs, pool membership advertisement banners, yard sale banners, signs in the pool building, etc.) that currently have the name Plantations Two on the signs). The detailed information will be provided to the committee.
  - d. Requirements to officially Change our Name for the following **(to be researched and cost provided to the Committee by the HOA Board Officers):**
    - Bank Accounts, CDs, Checks, etc.
    - Accounting Information
    - Insurance Policy Changes
    - Web Page Changes

- Purchase of a New Domain Name and redirect Existing Domain Name
  - Possible cost of a new Proprietary Email addresses & cost to redirect old email to new email
  - Post Office Box Account Change
  - Changes with all Utility Companies, Contractors, vendors, etc.
  - Postage needed to do these tasks notification mailings
  - ..... other items TBD
- e. The Committee will submit to the Board any new name suggestions they would like the Board to consider. However, the Board will not allow the committee to publish any requests, hold any contests, or use any other vehicle to involve the community as a whole regarding new name choices.
- f. The Board believes that we need to include **legal counsel** cost for a (TBD) number of hours at \$\_\_\_\_.00 per hour to the itemized budget. *(Board will provide these numbers to the Committee.)*
- g. Provide cost for mailings (printing, envelopes, and postage) in the budget to cover mailing of Directed Proxies, Resolution, or other potential mailings to all homeowners (total 308 homes) and possible return postage.
- h. Once the HOA Board feels we have all relevant information, potential documentation required and itemized budget of expenses, the HOA Board will review the documentation and (per recommendation from Legal Counsel) submit all necessary information to our legal counsel for review and comment.
- i. The Board or Legal Counsel will develop an official Directed Proxy *(wording TBD)* which will include:
- Our intent to vote on changing our community name,
  - Proposed New Name,
  - List of requirements,
  - Copy of itemized budget,
  - Legal requirements for the vote,
  - Directions for voting, etc.
3. Directed Proxy will be mailed *(by the Board)* to all homeowners for voting purposes. *(All voting DETAILS YET TO BE DETERMINED by the Board of Directors, and will be provided at a later date.)*
4. **Once** the vote has been completed in favor of the name change, an official Resolution to our By-Laws and Declaration of Covenants, Conditions and Restrictions will need to be developed by our legal counsel, distributed to the entire community (not just homeowners), voted on at an HOA Board meeting, signed, dated and filed with the HOA Depository, etc.
5. Now the WORK begins -- Board and Committee can start processing all the required filings, ordering signs, correcting financial info, etc.

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**Note:** *The above document is still a work in progress and is subject to change by the Board of Directors.*