

Plantations Two Community Association

HOA Board Meeting Minutes – September 21, 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	Daniel Thorpe	Judy Stephenson
Drew Lowe	Karen Leicht	

Board Members Not in Attendance:

David Gonzalez

Community Members: (Homeowners & Guests)

Ron Bridge	John Schlee	John Stewart	Beri Kari-Fonge
------------	-------------	--------------	-----------------

Meeting Opened by Aliza Robin.

MINUTES:

1. Cheryl Yost inquired if the Board members had received and reviewed the revised minutes she sent and if there were any questions or comments.
2. Since there were no questions or comments the request was made for a motion to approve the July 22, 2021 HOA Board Meeting Minutes as revised and 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 September 14, 2021 financial statements.
2. Jen Wrona reported that the 2022 proposed budget was mailed to all homeowners for questions and comments at the beginning of the month. The budget was updated the vote to accept the new budget will be held at the October meeting. The vote has to be 30 days after the proposed budget is provided to the homeowners.
3. Jen stated that the new \$5M umbrella insurance policy (discussed at the July meeting) was received, reviewed, and accepted.
4. Jen discussed the possibility of using the ACH transfer process for HOA annual dues payments. She explained that this transfer is an electronic money transfer between banks that allows money to be pulled directly from the homeowners account and moved to the HOA checking account.
 - a. Discussed potential fees involved and the ability to eliminate our need for optional payment invoicing, late payment notices, processing payments, etc.
 - b. General opinion was that homeowners might not wish to have the HOA pulling payments from their checking accounts. Board was surveyed for their opinion and the majority thought ACH was not a good option but were willing to consider other options.

- c. Decision was made to leave our current process as is and continue to make case-by-case considerations as needed.
5. Jen reported that M&T bank suggested that we switch our checking account to an account with fewer fees, but would require a \$6.00 per month fee to receive paper statements (required for audit process). Jen will track and monitor the new account and reevaluate in 6 months.

MISCELLANEOUS GENERAL BUSINESS:

1. Aliza reported on the new community webpage. She also stated that she would be holding virtual training session for interested board members on Monday, September 27th at 7:00 pm.
2. Jen reported on scheduling space at the Woodfield Elementary School to hold HOA Board meetings and that the cancellation policy requires a 10 business day notice and there is a fee for cancellations.
3. Jen also discussed the need to return to our routine of monthly board meetings (except December and August) now that we can hold in-person meetings at the school again. Discussion was held and consensus the board will meet on a monthly basis and if bad weather prevents meeting at the school we can always make a meeting virtual.
4. Cheryl reported on the New State and County Regulations regarding HOA Committee Meetings. All HOA Committee meetings must now be open to all members of the homeowners association, and meeting dates and times must be published at least 72 hours in advance of a meeting.
 - a. Question was asked if the committee meetings require minutes to be taken. Cheryl stated there was no requirement listed in the State document. However, Ron Bridge stated that the county CCOC requires committee minutes and all notices to be mailed to the members.
 - b. Discussion was held between the board members and Ron regarding the State and MC CCOC requirements.
 - c. Ron Bridge stated that feels he the board should not hold any more Committee meetings until they clarify this issue and take appropriate steps to change how we hold committee meetings.
 - d. A decision was made that the Board would do further research into the requirements for Committee meetings—
 - Drew Lowe volunteered to contact the CCOC for further clarification.
 - The Board will also contact our legal counsel regarding legal clarification and his information regarding CCOC regulations.
 - e. The Board also agreed that no Committee meetings will be held until this issue is clarified and discussed at the next HOA Board meeting.

GROUNDS:

1. **Tennis Court Crack Repair:** Susie reported that the crack repair which was going to be done in September has been postponed due to the contractor's difficulty in receiving sufficient materials from his suppliers (possible COVID related problem). At this time our repairs are scheduled for next spring and he will honor our current contract.
2. **Playground Slide & Swing Replacement:** Jen reported that the slide and swing are now scheduled to arrive sometime in October or later due to COVID changes and supply issues.
3. **Concrete Sidewalk Repairs (White Pillar Terrace, Melrose Square Way, & Path Bridge area):** Cheryl reported that the repairs were started, but unfortunately, the schedule has moved up due to the rain. However, work in progress looks good and we hope to have everything completed by the end of next week if there are no more major storms.

4. Daniel Thorpe reported that the proposed committee meeting in August was aborted due to committee members' schedule conflicts. He also stated that he was planning on trying to set up and complete a common area walk-through with our contractor next month.
5. **John Stewart** was asked what the status is for the street trees in the community that he designated for removal. John reported that the county is approximately 8 months behind on the schedule for street tree removal.

ACC REPORT:

Cheryl reported that since the July she has only completed:

- 4 Property Improvement Form reviews & approvals.
- 2 Resale Inspections and Certificates.
- 1 Revised Resale Inspection and Certificate.
- 1 Resale Inspection and Certificate pending.

POOL REPORT:

1. **Pool Facility Closing:** Cheryl reported --
 - a. She and Doug Verdin reviewed the facility and found that there are some items that still need to be winterized. Specifically:
 - ADA Chair Life has not been removed or placed in storage.
 - Wading Pool Canopy has not been taken down and placed in storage.
 - Pools water levels have not been lowered and pumps appear to still be running.
 - b. Cheryl will contact Jeff & Zack regarding these and other issues such as clarification regarding chair re-strapping or repairs, etc.
 - c. Cheryl reported that she discussed a loose shingle on the pool roof with Jen and Drew. Drew contacted the contractor who installed the roof and he fixed the shingle.
2. **Pool Member Forms, Passes & Procedures:** Cheryl reported on the Committee's work toward correcting the COVID-related relaxed accommodations and procedures and the need to streamline and eliminate the many varied issues that occur at the pool reception desk. The committee's recommendations are intended to be consistent, fair, and fiscally responsible in regards to Residential and Outside members.
 - a. **Pool Info Sheets:** Propose to revise both Resident & Outside Pool Member (OPM) Information sheets:
 - Emphasize a Family unit consists of only Full-Time permanent Residents of member's household.
 - Clarifying family membership limits and that all exceptions must be verified by the Board.
 - b. **New Associate Seasonal Pass:** Recommending addition of a new Associate Seasonal Pass for a member's paid Nanny or Caregiver priced at \$75.00 per person per season. Restrictions would include:
 - Used only when accompanying children or person they are caring for.
 - Nanny must be 18 years or older and Caregiver must be 21 years or older.
 - Associate Seasonal Pass holders cannot bring in Guests or bring other member's children.
 - c. **Key Tag & Access Change:** Recommending all members ages 5+ be issued a key tag and all members will be required to scan in. Special red key tags will be issued to children 5-15, nannies and caregivers to distinguish their restricted membership. When children 12-15 pass a swim test and have parental permission to enter the pool unaccompanied they will switch to a standard key tag.
 - d. **Procedural Changes:** The committee is recommending the following changes to our current processes-
 - All forms would be required to be completed and returned to the HOA by May 1st. Forms not received by May 1st could cause a delay in obtaining access to the pool.
 - Forms must be submitted only to the HOA for processing. Forms and payments will no longer be able to be brought to the pool and processed by the desk attendant.

- Forms and payments must be completed and emailed to Accountable Bookkeeping for processing to receive access.
- e. Cheryl made a motion that the Board vote to approve of the Committee's recommendation to add a new Associate Seasonal Pass, and approve the proposed changes to the information forms and processes; motion seconded, motion carried unanimously.

3. General:

- a. The committee will simplify and revise all forms, rules and regulations, financial policy documentation as needed for the 2022 season.
- b. The committee is considering holding special sign-up days in the spring to collect members' information sheets for processing.
- c. The committee will be holding a review meeting with Georgetown Aquatics later in the fall to review potential repairs, changes, problems, etc. to be handled before the 2022 season.

COMMUNITY NAME COMMITTEE:

Note of Clarification: This Committee is a Research Committee only looking into the possibility of creating a "Doing Business As" (DBA) Name for our Community. Our legal name, Plantations Two Community Association, Inc., cannot be changed.

1. Cheryl presented the following:

- a. That the Board received an email with updates/status of information obtained to date regarding the List of Requirements presented to the committee at the July HOA Board meeting.
- b. Explained the Board's intent was to formulate any questions we had in regards to the email report, add some new information obtained by the Board, and present the information to the Committee for further clarification.

2. John Schlee was in attendance representing the Committee and was available to discuss issues stated he agreed with the Board sending their questions and clarifications to Chris Goodrich for further action.

3. The Board had a brief discussion and tasked Cheryl to compile our questions and clarifications, and forward the document to the Committee and to the Board.

4. Cheryl then reported briefly what the next steps in this process includes:

- a. Board will update requirements list and create list of questions and the Committee will provide answers and updates and present their report to the Board at an HOA meeting.
- b. When all information is reviewed and completed a "facilitated" Open Community Meeting to discuss the possibility of creating a DBA name will be scheduled.
- c. After the meeting a directed ballot will be created and mailed to all "homeowners" to vote on DBA issue. Votes will be tallied and results provided to us from an outside service.
- d. If majority vote is received in favor of creating a DBA, the Board will send notifications to the community which will include the next part of the process.

5. Note – this will be a long process.

Meeting Adjourned

Notice: After adjournment of the September 27, 2021 HOA Board Meeting, the Board of Directors held a short Closed Executive Session to (a) talk with and request a board member's response to the notice we sent (as stated in the July minutes Notice), and (b) discussed the future status of some of the Board members. Resolutions were (a) the board member status was clarified and has requested to remain on the Board; (b) no resolution or action needed at this time regarding future status of the other board members in question.

Currently Scheduled HOA Board Meeting Dates:

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

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

October 14, 2021	November 18, 2021	January 13, 2022	February 10, 2022
March 10, 2022	April 21, 2022 (Annual)	May 12, 2022	June 9, 2022