

The Meadows at Perry Hall Farms Home Owners Association
Board Meeting Minutes
July 22, 2008

Minutes taken for the Board Meeting held on July 22, 2008 at 7:00 p.m. at the home of Bob Windsor, 2 Farm Brook Court, Perry Hall, Maryland 21128.

CALL TO ORDER

President Charlie Winterling called the meeting to order at 7:07 p.m.

Attendance

Board Members:

Bob Windsor, Treasurer
Charlie Winterling, President
Jessica Vicks
Kelly Henneman, Secretary
Terry Klima, Vice President
Tim Sellers

Home Owners:

Cindy Davis
Cindy Gardina

Motion: *Approval of June 17, 2008 Board Meeting minutes.*

Motion made by Bob Windsor; seconded by Charlie Winterling. Passed by unanimous vote.

OLD BUSINESS

Treasurer's Report:

Bob Windsor distributed the July 15, 2008 Treasurer's Report and Cash Flow Statement provided by Trenton Property Services, Inc. (The Management Company). Based on recent collections of \$1,560.00 made by Trenton, projected checkbook balance at 12/31/08 is \$1,079.93.

- **MOTION:** Treasurer Windsor recommended reasonable payment be made to Jessica Vicks for time incurred on behalf of the HOA in developing the HOA website. Review of the language contained in *Bylaws Article 4: Directors-Section 7: Compensation* states the following: *"No remuneration shall be paid to any Director for services performed by him for the Association unless approved by a two thirds vote of the members, however, Directors shall be entitled to reimbursement for reasonable expenses incurred by them in the performance of their duties or for authorized expenses paid by them on behalf of the association"*. President Winterling seconded the motion. Unanimously approved.
 - Jessica Vicks will submit invoice to Board at next HOA meeting.

- **MOTION:** Board Member Sellers recommended withholding remaining payment to Clipper Landscaping until recently planted trees that have died or have been classified as the incorrect species are replaced. Seconded by Treasurer Windsor. Unanimously approved.

The Management Company:

Treasurer Windsor distributed copies of the June 2008 *Balance Sheet and Receivable Summary by Tenant* from The Management Company. Although \$1,560.00 was collected by Trenton, \$5,880.00 remains outstanding.

The Management Company has distributed letters to all home owners regarding past due balances. Homeowner Davis noted that some individuals have made payments but continued to receive letters from The Management Company. This issue will be addressed by Jessica Vicks upon her next conversation with the The Management Company. Seconded by Secretary Henneman.

The Management Company distributed two letters to home owners regarding violations as defined in the The Meadows Bylaws. The first letter was regarding a trailer parked in front of a home. The Board unanimously agreed that the next quarterly newsletter and our website would have recommendations regarding trailers, commercial vehicles, boats, etc. and request that homeowner's be respectful of neighbors and remove these vehicles in a timely fashion.

The second letter was addressed regarding an exterior shed erected on the side of a home that does not meet the standards outlined in the Bylaws (i.e., siding, color, etc). The homeowner is required to submit an exterior alteration application in a timely manner. The Board also unanimously agreed that this type of exterior concern will be addressed again in the next quarterly newsletter and on our website.

Vacant Home: 4816 Perry Farms Road:

Architectural Committee Member Vicks confirmed with Baltimore County that they will not cut the grass until it exceeds 12" in height.

- **MOTION:** Board Member Windsor did not recommend using the county but to continue with the current services being provided by Andrew Lacey (Maxalea Landscaping was inappropriately quoted in prior meeting minutes. They have NOT provided services). Vice President Klima seconded the motion. Unanimously approved.

An approval letter was mailed to the Regan family regarding their recent exterior alteration request.

Secretary Henneman has additional follow-up to do regarding the placement of speed bumps within the community. This will be addressed at a future meeting.

Treasurer Windsor contacted the Nottingham post office regarding the placement of two mailbox posts in place of the existing single post to confirm whether or not the recommended mailboxes could be used. The post office responded in writing that this was not an allowable option. However, the Board agreed that the post office may not understand that the placement of two posts will go in the same space of the existing post.

- **MOTION:** Treasurer Windsor to write a follow-up letter to the post office explaining that the postal worker should not have to make any additional stops to their existing route. Seconded by Board Member Vicks. Unanimously approved.

Board Member Vicks contacted homeowner Purvience requesting email distribution list for HOA members. No response has been received.

Board Member Vicks contacted Grandin Road catalogue regarding the mailbox discount. They will extend a bulk discount of 25% with no shipping discounts. This will be evaluated after additional feedback has been received from the Post Office.

NEW BUSINESS

Architectural Committee Updates/Landscaping:

Board Members Vicks provided an update:

1. Clipper Landscaping needs to 1) replace new trees that have died, 2) include “water bags” for all future trees, 3) replace tree that was put in front of Board Member Sellers’ home with the correct species. Board Members went on record agreeing that in the future **only** those trees authorized by the Board for replacement would be replaced as we have a budget to consider.
 - **MOTION:** Treasurer Windsor will contact Clipper to address all of the aforementioned issues with the new trees and explain that payment for services will not be made until all issues / concerns are rectified. Seconded by Board Member Sellers. Unanimously approved.
2. The vacant home continues to have the lawn mowed. Home owner Cindy Davis is waiting for an invoice from Andrew Lacey for services provided to date.
3. Board Member Sellers recommended sending notification to homeowners (via quarterly newsletter or website) regarding other viable options for sheds. For example, it was recommended that an extension (similar to an addition) be placed alongside the garage so that architecture blends with existing structure and home design.
4. Several Board Members volunteered to walk the community and trim all sidewalk trees to ensure that a 6’ canopy above ground is maintained. Additionally, they will contact Andrew Lacey and request a quote to remove all branches and leaves.

MOTION: Board Members Sellers approved. Seconded by President Winterling. Unanimously approved.

5. 4 Perry Manor Court: Dead or dying trees are infested with bag worms on the property behind Forge Road.
6. Dead pine tree at the entrance of Perry Farms Drive off of Forge Road.
7. Overgrown bushes near monument at intersection of Perry Farms Drive and Forge Road. Specifically, 2 bushes on the left when exiting the community. Tree growth blocking traffic sign to the court at the end of Forge Acre Drive.
8. Entrance monument at intersection of Perry Farms Drive and Forge Road has lights out.
 - MOTION: Treasurer Windsor will contact President Lee “lastname unknown” at the Master Association (410-248-2870) regarding items #5-#8 above and request that the trees / shrubs be treated, pruned or replaced and that lights are replaced as deemed necessary. Seconded by Board Member Vicks. Unanimously approved.
9. Home on Forge Acre Drive has recently planted shrubs/bushes along the side walk next to existing trees. An exterior alteration application was not received by the Board.
 - MOTION: Board Member Vicks will review the Bylaws and determine whether or not The Management Company needs to contact the homeowner. Seconded by Treasurer Windsor. Unanimously approved.

Architectural Committee Updates/Community Areas:

1. Fire Hydrants need to be painted. Baltimore County needs to be contacted.
2. Intersection of Gerst Road and Forge Haven Drive is missing a STOP sign. Although not our association, possibly something that can be corrected by Baltimore County.
3. Homeowner violation of Bylaws with placement of trailers, boats and commercial vehicles on streets and driveways. Board agreed that Baltimore County should also be consulted regarding the parking of commercial vehicles within our community.
4. The islands at the intersection of Perry Farms Drive and Forge Acre Drive are missing traffic signs (stay to the right) for driving directions. Signs should be placed at both ends of the islands.

5. Stop sign is missing at the corner of Silver Gate and Forge Acre Drive.
6. 4 Way Stop request has been submitted by the Board for the intersection of Forge Acre Drive and Perry Farms.
7. Storm Water Management runoff located within the community is surrounding by fencing that is rotting and could be unsafe for children playing nearby. This fence was installed by Baltimore County.
 - MOTION: Homeowner Gardina has agreed to contact Baltimore County regarding items #1 - #7 above and report back at the next Board Meeting. Seconded by Treasurer Windsor. Unanimously approved.
8. Board Members requested that “NO Solicitation” signs be purchased and placed through the community at all main entrances. Approximately 4 signs would be needed. Approval by the County is not required for these signs.
 - MOTION: Board Member Sellers will investigate pricing on these signs and report back at next Board meeting. Seconded by Board Member Klima. Unanimously approved.

Social Committee Updates:

None at this time.

Traffic Committee Updates:

None at this time.

Newsletter Committee Updates:

None at this time. Next newsletter is due to be distributed in September.

Web Designer Updates:

Board Member Vicks provided the following updates from our HOA site:

www.TheMeadowsPerryHallFarmsHOA.com:

1. Clarification on community yard sales was requested. Board Unanimously agreed that there are no restrictions listed in the bylaws. As such, it is recommended that regardless of the type of yard sale (i.e., single or community), that all signs be removed within 24 hours following the yard sale. This will be listed as a “website reminder”.
2. Website reminder also required regarding the use of unlicensed motorcycles within the community. Small children have been seen driving in the street and in front of driveways and would be harmed.

3. Satellite placement and basketball hoop related questions will be addressed at a future meeting.
4. Homeowners have inquired about instituting a payment plan with The Management Company for past due HOA dues.
 - MOTION: Treasurer Windsor was concerned that if this was authorized for some homeowners that the downstream effect would warrant other's requesting the same leniency. At which point, we would once again have homeowner's with outstanding balances. Board Member Sellers seconded the motion. Board vote was not unanimous regarding rejection of the payment plan for delinquent homeowners although the motion to reject the payment proposal was carried.

Next Board Meeting

Tuesday, August 19, 2008 at 6:45 p.m. at the home of Bob Windsor, 2 Farm Brook Court, Perry Hall, Maryland 21128.

ADJOURNMENT

MOTION: Secretary Henneman introduced a motion to adjourn the July 22, 2008, Board meeting. Treasurer Windsor seconded the motion. Unanimously approved.

The Board Meeting of The Meadows at Perry Hall Farms Home Owners Association adjourned at 8:25 p.m.

ATTEST:

I hereby attest that the above Minutes accurately reflect the July 22, 2008 Board Meeting of the Meadows at Perry Hall Farms Home Owners Association.

Kelly J. Henneman
Secretary, The Meadows at Perry Hall Farms HOA

Minutes approved on _____ by The Meadows at Perry Hall Farms Board of Directors.