

The Meadows at Perry Hall Farms Home Owners Association
Board Meeting Minutes
May 20, 2008

Minutes taken for the Board Meeting held on May 20, 2008 at 7:00 p.m. at the home of Bob Windsor, 2 Farm Brook Court, Perry Hall, Maryland 21128.

CALL TO ORDER

Treasurer Bob Windsor called the meeting to order at 7:07 p.m.

Attendance

Bob Windsor, Treasurer
Charlie Winterling, President
Jessica Vicks
Kelly Henneman, Secretary
Joe Yurek
Terry Klima, Vice President

Motion: *Approval of April 29, 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 May 20, 2008 Treasurer's Report. Estimated fund balance through the end of December 2008 is \$4,226, assuming that the \$7,440 in past dues will be collected by Trenton Property Services (The Management Company).

- **MOTION:** Treasurer Windsor provided an overview of the report and supporting documentation seeking agreement from the Board that the information could be submitted to The Management Company. President Winterling seconded the motion. Unanimously approved.

Since approval of The Management Company was unanimous at the 4/29/08 Board Meeting, Treasurer Windsor subsequently contacted Cherie Von Haack, Property Manager, and confirmed their official transition date as June 1, 2008. The approved monthly fee to homeowner's will be \$4 per month per household or \$48 annually.

NEW BUSINESS

The Management Company:

Treasurer Windsor outlined the responsibilities of The Management Company:

1. Annual letters to the home owner's regarding HOA dues
2. Payment of bills for reimbursement back to the Board for services already paid (i.e., tree removal, etc.)
3. Management of account (i.e., payment of Master Association dues, collection of dues, etc.)

4. Monthly Treasurer's Report to Treasurer Windsor
5. Active follow-up with home owner's that are in violation of The Meadows By-Laws

The Management Company will be sending introductory letters with gentle reminders (i.e., only for those home owner's with past due balances) as a first step during this official transition.

- **MOTION:** Vice President Klima requested that we submit these Board Meeting Minutes with the letter sent by The Management Company as a way of getting the home owner's notified of the new Board and our need for committee members. It will be expected that the home owner's will access our HOA website going forward. Treasurer Windsor will submit the minutes directly to The Management company. Secretary Henneman seconded the motion. Unanimously approved.

Architectural Committee Updates:

Board Members Joe Yurek and Jessica Vicks co-chaired the first committee meeting on Tuesday May 13, 2008. The committee is seeking future members.

Board Member Yurek and Vicks provided the following update:

1. Visual confirmation of 6 trees within the community that need to be replaced. There are 2 additional trees in question that will need to be assessed by a landscaper.
 - **MOTION:** Board Member Yurek requested approval to obtain quotes from several different landscapers regarding tree replacement / removal and annual maintenance. Board Member Vicks seconded the motion. Unanimously approved.
2. Newsletter / website needs to have "tips" for the home owner's regarding care of their property.
 - **MOTION:** Board Member Yurek recommended that the following information be submitted in the newsletter: responsibility of home owner to a) take care of trees on the "other" side of their sidewalk, b) weed around the trees, c) fertilize the trees, etc. Board Member Vicks seconded the motion. Unanimously approved.
3. 20 Chapel Manor Court – Broken street light with bird's nest was identified. Board Member Vicks agreed to contact BG&E to request that the damaged light be repaired.
4. Damaged trees along Forge Road have been replaced. "What is the responsibility of the Master Association as it relates to deterrents i.e., guard rails, boulders, etc.?" Board members agreed that the question will be raised at the Thursday,

May 22, 2008 Master Association Meeting located at Rosedale Federal Savings & Loan, Belair Road at 7:00 p.m.

5. Treasurer Windsor shared examples of a new mailbox (Grandin Road catalogue) that would cost approximately \$349 each (post \$149, copper mailbox \$169, flower pot) with the expectation that they could be purchased at a lesser cost if bought in bulk. Discussion regarding the need for uniformity with community mailboxes should allow for a few options i.e. brick mailboxes.
 - **MOTION:** Secretary Henneman recommended that copies of the suggested copper mailbox, and possibly others, be scanned and included with the first newsletter soliciting feedback from the home owners. Board Member Vicks seconded the motion. Unanimously approved.

Social Committee Updates:

In the absence of an official social committee, Treasurer Windsor suggested a patriotic activity for the 4th of July that would require purchasing small flags to place along the sidewalks on the evening prior to the 4th. Vice President Klima agreed to purchase the flags and seconded the motion. Unanimously approved.

Traffic Committee Updates:

In the absence of an official traffic committee, Secretary Henneman agreed to review the Traffic Calming Information obtained from Councilmen Gardena's office in preparation for discussion at the next Board Meeting. Treasurer Windsor agreed to contact Councilmen Gardena to request attendance at the next Board Meeting to discuss the traffic calming issue.

Newsletter Committee Updates:

In the absence of an official newsletter committee, President Winterling agreed to contact home owner Cindy Davis at 4822 Forge Acre Drive to determine if she is still interested in chairing this committee.

- **MOTION:** The Board continues to recommend that the following key points be included in the newsletter. Unanimously approved.
 1. Volunteers for Other Committees (Social, etc.)
 2. General *Do's & Don'ts / Tips* for lawn care
 3. Request for email feedback from all homeowners (sent to Board Member Henneman: khenneman@umm.edu)
 4. Feedback regarding community mailbox options
 5. Board Meeting Minutes (link via our website)

Web Designer Updates:

Board Member Vicks agreed to maintain the website.

- **MOTION:** Board Member Vicks requested approval to move forward with obtaining an official website domain. The cost to maintain the website domain would be \$7 per month with a \$10 annual license fee or \$94 annually. Treasurer Windsor seconded the motion. Unanimously approved.

The following domain name was suggested by Treasurer Windsor, seconded by Board Member Vicks and unanimously approved:

www.TheMeadowsPerryHallFarmsHOA.com

Board Member Vicks also created an official email to be used by Board members only: PerryHallFarmsMeadows@yahoo.com. The password is known by all board members and will not be published in these public meeting minutes.

Reminder: Annual Perry Hall Farms Master Association Meeting

Thursday, May 22, 2008 at 7:00 p.m. Rosedale Federal Savings & Loan, Belair Road. All Board Members expressed interest in attending this upcoming meeting.

Next Board Meeting

Tuesday, June 17, 2008 at 7:00 p.m. at the home of Bob Windsor, 2 Farm Brook Court, Perry Hall, Maryland 21128.

Board Members unanimously agreed that future Board meetings would be held on a monthly basis, preferably the 3rd Tuesday of each month.

ADJOURNMENT

MOTION: Secretary Henneman introduced a motion to adjourn the May 20, 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 8:20 p.m.

ATTEST:

I hereby attest that the above Minutes accurately reflect the May 20, 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.