

*Annapolis Preserve  
Homeowners' Association*

**BOARD MINUTES**

**ANNUAL MEETING**

**April 23, 2015**

**CALL TO ORDER:**

The meeting of the Annapolis Preserve Homeowners' Association was called to order by Dave Berkey at 7:02 PM at St. Stephens Church.

**PRESENT:**

The meeting was attended by Dave Berkey, President; Ron Moser, Vice President; Heather Higdon, Treasurer and Secretary; Arch Blocher, Member at Large (Communications); Chris Underwood Member at Large (Landscape and Grounds); Tamyla Abraham, Member at Large (Social Committee); and Jim Biles, representative property management agent from ComSource Management, Inc. Rodney Oddoye, Member at Large did not attend. Rodney has resigned from the Board.

Also attending were residents John Basto, James Bellinger, Patricia Gillis, Joe and Barbara Martz, and Angela Novosel.

**APPROVAL OF AGENDA:**

The agenda was submitted by Dave Berkey and was unanimously approved by the Board.

**APPROVAL OF MINUTES:**

Heather circulated the Minutes via email of the February 2, 2015 meeting. Arch moved to approve the minutes, and Ron seconded the motion. The minutes were unanimously approved.

**AGENDA ITEMS:**

Treasurer's Report

1. Heather reported that we still have 6 delinquent accounts for the 2015 assessment with three seriously delinquent accounts. Jim has sent letters with late fees and maximum interest payments to these residents. Status of the seriously delinquent accounts is as follows: one requires a lien—Jim Biles to confirm with Sara

Arthur, as currently there is a contract/buy offer on this property—Sara Arthur to confirm lien is in place or not needed; one property has gone to foreclosure and acquired by the lender—past dues owed are lost—Jim Biles to discuss with Sara Arthur plan to obtain 2015 dues; and the third has a lien in place and property is expected to go to foreclosure.

2. Heather and Jim discussed invoices from the Arthur Law Group. It was agreed that Heather will receive the invoices from Jim, review them, initial them, and return them to Jim for payment. We are receiving invoices from previous months with no explanation. Heather will review and approve all expenditures that are **not** contractual by nature (e.g., ComSource, and McFall & Berry). She will review any invoices from McFall and Berry that fall outside our contract agreement.

#### Landscaping and Grounds Report

1. Chris discussed the work of McFall and Berry. Dave asked Chris to talk to M&B about fallen trees in woods near 2019 Haverford. Jim will get an estimate from M&B for those trees and the trees near the tot lot.
2. There was a brief discussion about the need to repaint fire tanks. Since we cannot do this, Jim Biles will make a request to Anne Arundel County.
3. There was a discussion about landscaping companies mowing in the early hours of the morning and residents not picking up after their pets. Dave will send out a notice to the community requesting that all mowing activity take place after 8:00 am and remind residents of the “poop scoop” policy. It was also suggested that residents speak to their neighbors directly about these infractions of AP covenants.

#### Architectural Control Report

1. Ron has received several architectural requests where the residents have not completed their paperwork. One resident wanted to paint his door, another wanted to install solar panels, and potentially a resident that wanted to add an addition to his house. Ron and Jim will follow up on these requests.
2. There was a discussion about residents cutting down trees. Dave will send out the tree policy to all residents.

#### Communications Report

1. Arch distributed the 2015 directory to all residents. He discussed his revisions to the information provided for the AP website, the social website, and Important Reminders (e.g., snow removal, lighting, etc.).
2. A resident noted that dog waste bags are being left by trees throughout the neighborhood. An email will be sent out reminding residents to clean up after their pets.

3. Arch reported that he renewed our website for nine years. We can expect a \$750 invoice for development tools for 5 years in the next budget year. Heather asked Jim to make a note of that for our next budget. She also asked Arch remind us in October when we review the 2017 budget.
4. Tamyla suggested that we create a way for residents to vote for board members electronically via the website. Arch will investigate.

#### Social Committee

1. Tamyla will investigate a better sign that will be posted at the entrance to the community reminding residents of board meetings. She will get back to the board with her cost findings.
2. Tamyla suggested contacting the police department and inviting McGruff to the annual picnic for the children. She also recommended having someone visit to discuss wines and beers. A wine tasting was also suggested.
3. There was a discussion about possible dates for the picnic. This is to be determined. Board members will look at potential conflicts and propose candidate dates via e-mail.

#### Property Management Report

1. Jim reported on a fire that was set on Haverford Drive. He indicated that this could have been very serious.
2. Jim sent a letter to the county requesting that our roads be repaired before serious damage occurs.
3. There was a discussion about sewer covers being knocked off by trucks on Coleridge Lane. Jim will contact the county.
4. Jim reported that the current trouble spots in the community are the Comcast box on the corner of Haverford and Cheltenham that needs to be repaired or replaced, the hillside at Haverford and Cheltenham, and the Jersey wall at the end of Haverford. Jim will contact Comcast about their box. Jim was also directed by Dave to tell the owner of the three lots beyond the Jersey wall to contact the county to remove the wall. Jim will also remove and hold in his possession the lock on the gate. However, it will be the responsibility of the lot owner to police that area for congregating kids, vandalism, etc. Should these activities occur, we will request that the County replace the wall. Dave asked Jim to get an opinion from our attorney.

#### Old Business

1. No old business.

New Business

1. No new business

Election of Board Members

1. Jim counted the proxy votes and determined that we had a quorum for election of board members.
2. Tamyla Abraham, John Basto, and Angela Novosel were nominated and elected to the Board.
3. Angela Novosel will replace Heather Higdon as Secretary and John Basto will help with Landscaping and Grounds.
4. James Bellinger volunteered to serve on the Architectural Review and Control Committee.
5. The Board stands as follows:

Dave Berkey, President, (Landscape and Grounds Committee)

Ron Moser, Vice President (Chair, Architectural Review & Control Committee)

Heather Higdon, Treasurer, (Architectural Review & Control Committee)

Angela Novosel, Secretary, (Social Committee)

Arch Blocher, Member at Large (Chair; Communications)

Chris Underwood, Member at Large (Chair, Landscape and Grounds)

Tamyla Abraham, Member at Large (Chair, Social Committee)

John Basto, Member at Large, (Architectural Review & Control, Landscape & Grounds)

Jim Biles, property management agent from ComSource Management, Inc.

**WELCOME AND THANK YOU TO OUR NEW BOARD MEMBERS**

**ADJOURNMENT:**

Arch moved that the meeting be adjourned and was seconded by Ron. The meeting was adjourned at 8:40 PM by Dave Berkey. The next meeting of the Board will be at 7:00PM on Tuesday, June 9 at the Crofton Public Library.

Respectfully submitted by:

Heather Higdon, Secretary