

*HOA of Annapolis Preserve  
Quarterly Meeting Minutes July 6, 2015*

*Present: David Berkey, Angela Novosel, Tamyla Abraham, Chris Underwood, Ron Moser, Arch Blocher,*

*Heather Higdon, John Basto*

*Meeting started at 7:13 pm*

*Meeting adjourned at 8:30 pm*

*Frequency: Quarterly*

*Meeting Agenda: Approved unanimously by the board.*

**Call to Order: St. Stephen's Church Conference Room; 7:00pm(Dave Berkey)**

**Secretary's Report: Consideration of Minutes (Heather Higdon)**

Secretary responsibilities passed to Angela Novosel

**Treasurer's Report (Heather Higdon)**

1. Status on 2015 dues received and outstanding delinquencies. (Heather Higdon)
  - a. 4 total outstanding properties this calendar 2015 year (see Legal section)
  - b. 2 delinquent accounts that Board has asked for liens to be placed (see Legal section)
2. Coordinating invoice payments with ComSource

There has been a lack of coordination on the bills that need to be paid. Therefore the future request is that

- a. All bills should have a copy sent to the entire Board so that the lines of communication are kept open. Example: Accountants sent the bill on June 12, due on June 15, and the bill was not sent to the Annapolis Preserve Treasurer till June 18.
- b. The Board would like to receive an updated Service Level Agreement (SLA) as well as a review of the Roles and responsibilities from ComSource.
  - a) Sends monthly management report
  - b) includes costs, architectural reports, and HOA income
  - c) Sends out the notices for the assessments
  - d) Performs accounting
  - e) Disperse funds and pay bills
  - f) Involved in collections
  - g) Financial reporting and Tax reporting
  - h) Review and publish the Budget

- i) Attend committee meeting

## Legal

\$512.00 total paid to lawyers

1. Discussion on continued legal pursuit of multi-year delinquencies (see Berkley-Arthur email)
2. Discussion on the liens the board would like to have placed
3. The home owner owes us years of dues and the only money that will be spent will be to place liens on the home. No other actions will be taken.
  - a. Jim was supposed to send him a letter to cut his weeds
4. Below are the discussions regarding each of the 4 delinquent properties.
  - a. Delinquent property 1
    - i. Discussion was had about the state of the property with specific concern on the height of the weeds over 4 feet tall
    - ii. Amount owed \$1934.81
    - iii. Home went into foreclosure - all previous liens will be lost
    - iv. 2015 dues will be pro-rated for the new owner (Chris and Dave to follow up)
    - v. Question is - do we want to garnish the previous owners his wages
      1. No decision was made by the board at the time only one open question: What is the cost to find him and then pursue re-payment of the money he owes
    - vi. The bank will pay the 2016 dues
  - b. Delinquent property 2
    - i. Discussion of the legal work that would be required to pursue the repayment of dues.
    - ii. Lawyers would like to pursue the repayment of legal fees.
    - iii. Recommendation to have a follow up conversation with the lawyers to see if, based on the court ruling, the property does owe Annapolis Preserve and if Annapolis Preserve will be able
      1. To be repaid legal fees
      2. To receive owed HOA fees
    - iv. Action Item to find out what the next steps would be and those associated costs.

- c. Delinquent property 3
  - i. Letter will be sent to the property owners (Jim)
- d. E Delinquent property 4
  - i. Letter will be sent to the property owners (Jim Biles)

### **Property Management Report (Dave Berkley for Jim Biles)**

The following discussions were had

- 5. Community Management Report
  - a. 1502 Haverford
    - i. For the overgrown grass being a constant problem. Should the house be therefore put on a twice a month grass cutting plan where the property will be maintained as the house is in foreclosure.
    - ii. We are in contact with the company preservation company and the attorney's that are in charge of the maintenance of the property in its foreclosure state
- 6. Repair of AA County Roads in AP 2036 Haverford Drive
- 7. Removal of Jersey walls by AA County (Dave Berkley)
  - a. The board reviewed the removal of the Jersey walls with no additional action items.
- 8. Lawn maintenance of 2036 Haverford Drive (Dave Berkley)
- 9. Letter to 2006 Haverford
- 10. Discussion and notification on Statues of letter to 2018 Haverford regarding planned addition
- 11. Letter to Comcast removal/repair of damaged stanchion/connection box

### **Landscape and Grounds Committee Report (Chris Underwood)**

- 1. Discussion was had about contractor performance
  - a. No issues were raised

### **Architectural Control Committee Report (Ron Moser)**

- 1. A discussion was had about how ComSource Jim Biles has been having a lack of response in regards to the approvals received to the committee.
- 2. The Architecture Committee needs the response from ComSource in order to file the appropriate paper work for an approved/denied application
- 3. Arch Blocher - approved the cutting down of the dead trees located in the common areas

4. 1500 Brewster Gate Road - has submitted for approval of the enhancement of the front lawn with shrubs.

#### **Communications Committee Report (Dave Berkley for Arch Blocher)**

1. A discussion was had about when and by whom the minutes are posted on the website by Arch/Dave
2. Minutes were approved for the 4/23/2015 session

#### **Social Committee (Tamyla Abraham)**

12. A discussion was had about what kind of signage could be put up to notify residents of upcoming board meetings.
  - a. Sign cost will be \$61.09 - Text to read - "Reminder; HOA Board Meeting Tonight"
  - b. Sign will be water proof and have stakes to put into the ground
  - c. Sign will need to be two sided
13. A discussion was had about ideas for the Annual picnic (candidate dates and menu; 9/26. 27; 10/3,4; 10/24, 25; 10/31, 11/1)
  - a. Picnic needs a date chosen
  - b. Rename it to the HOA Carnival - to have a theme for it with some family fun activities.
  - c. The social committee will provide a selection of 3 fun activities to choose from.
  - d. Picnic date selection will be performed over email.

#### **Old Business**

See legal section

#### **New business**

See Considerations to change from ComSource to self-managed section

#### **Action Items**

1. Talk to Arch to post the agenda and minutes up on the website. (Dave B)
2. Ron is going to send the approvals to Jim Biles of the 2 architecture requests. (Ron)
3. Jim to write letters to the 2 overly delinquent properties to place a lien on those properties for the remainder of the 2015 calendar year of HOA dues that are past due. (Dave B)

4. HOA Sign needs to be defined - Tamyla
5. Send Picnic Themes to the board- Tamyla
6. Send out dates for the Picnic - Tamyla
7. Would like a detailed list of what the overage costs are for the Budget. (Heather)
8. Need to have the budget totals for the annual picnic (Dave B will send)
9. Send a letter to the Reilly property (Dave to call Jim's office to have the letter sent)
10. Follow up with legal firm to find out what the next steps and costs will be for 2020 Haverford - (Dave B)
11. Find out what other legal services are available to deal with Real Estate Laws (Dave B)
12. Bill reconciliation problems
13. Copies of letter sent and completion of action items.
14. McFall and Barry need to review the contract for the upcoming budget year (Chris)