

## HOA of Annapolis Preserve Quarterly Meeting Minutes November 5, 2015

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Present: David Berkey, Angela Novosel, Tamyla Abraham, Chris Underwood, Arch Blocher, Heather Higdon, Jim Biles (ComSource), Ron Moser, John Basto

Residents: Susan Basto

Meeting started at 7:13pm

Meeting adjourned at 8:56pm

Frequency: Quarterly

Meeting Agenda: Approved unanimously by the board

**Call to Order:** Crofton Country Club, 1691 Crofton Parkway, Crofton, Maryland 21114; 7:00PM;  
Room: 19<sup>th</sup> Hole (Dave Berkey)

### Secretary's Report: Consideration of Minutes (Angela Novosel)

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July 6<sup>th</sup> Minutes: remove the last names

Action items

September 1<sup>st</sup>: Voted: to remove all addresses to safeguard privacy

Action items were resolved - Pending JIM to verify his items

Future process change: New procedure during each meeting, the action items will be validated at each meeting start.

### Treasurer's Report (Heather Higdon)

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- ◆ Status on 2015 dues received and outstanding delinquencies. (Heather Higdon)
  - 1) 4 delinquencies still outstanding
    - a) One delinquency has been almost paid in full
      - (i) Leins 2013-2015
    - b) Second delinquency home is being sold
    - c) Third property has had lien filed for the years 2013- current day
    - d) Fourth property 2014 lein was recorded and sold.
      - (i) Bank purchased property and has said that payment should be made on October 8, 2015
      - (ii) Expected payment should cover April 2015 to year end 2015.
- ◆ Discussion on continued legal pursuit of multi-year delinquencies
- ◆ Review of ComSource invoice for 2016 assessments prior to mailing (Dave Berkey)\
- ◆ Balance Sheet
  - 1) Will continue to carry over the delinquent dues owed.
- ◆ 2016 Budget and assessments – see budget
  - 1) Suggestion for the property that is in multi-year arrears to adjust the budget and add the expected amount that the board will not receive into the bad debt.
  - 2) Budget stays the same
- ◆ Assessment notice to community (Dave Berkey)
  - 1) Approved

- ◆ ComSource contract update to be approved by the Board

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

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- ◆ Contractor performance
  - 1) Contractor numbers 3% increase for the upcoming 2016 (\$41,000 approx)
    - a) 2015 bill is \$39,217.71
    - b) Currently the letter from McFall and Berry percent to cost value does not match
  - 2) Fertilization, seeding, and aeration have not been witnessed to date
    - a) Currently the common areas are below what is expected from the HOA
    - b) Would like to have the proof of the dates of when McFall and Berry has performed the work
      - (i) Including free work
  - 3) Monthly cost is \$3,500 a month
  - 4) Three choices
    - a) Go for another bid
      - (i) Will require a spec of everything we currently expect from McFall and Barry
    - b) Push back on the McFall and Berry
    - c) Do nothing
  - 5) Contract with McFall and Barry ends on December 30<sup>th</sup> 2015
- ◆ Replacement of dead tree at Buxton Bridge entrance
  - 1) Report
    - a) 2 new crepe myrtle have been replaced
- ◆ Lightbulb replacement will be bought in bulk

### Property Management Report (Jim Biles)

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- ◆ Community Management Report
  - 1) Jime drove around the property:
    - a) Inspected the barrier at the end of Haverford
    - b) No update on the sale of that property
- ◆ Repair of AA County Roads in AP 2036 Haverford Drive
  - 1) DWP work order 15180109
    - a) Includes a repair of a raised area in front of the property
    - b) Will include a crack fill in the spring
- ◆ Letter to Comcast removal/repair of damaged stanchion/connection box
  - 1) Ticket number 032740887 for the corner of Cheltenham and Haverford East where there is a cable connection that is in disrepair.

### Architectural Control Committee Report (Ron Moser)

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- ◆ Lost Eden request/lessons learned—change to process (Dave Berkey)
  - 1) Application that was mailed to ComSource for Architectural control which got lost
  - 2) New application was sent last week
  - 3) Work has been completed
  - 4) Forms have been updated to include a follow up step for Homeowners to follow up with ComSource and include Architecture Chair
- ◆ Requests approved/disapproved
  - 1) None
- ◆ Revised process to confirm submittal (Dave Berkey)

### Communications Committee Report (Arch Blocher)

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- ◆ Website
- ◆ Minutes on website
- ◆ 91 members have signed up for the site unknown amount of homeowners
  - 1) Some are old homeowners
  - 2) Website does not have the ability to remove old residents

### Social Committee (Tamyla Abraham)

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- ◆ Statistics on October Fall Festival (e.g., cost, number of attendees, lessons learned)
  - 1) Went well, had good attendance
    - a) 50+ attendees
  - 2) Inventory for next year
    - a) Ground stakes
  - 3) Lessons Learned
    - a) Idea: Next year have every one bring their own wine
    - b) More chicken next year
- ◆ Tent company owes AP \$60.00
- ◆ Moon Bounce claim for additional cost
  - a) Moon Bounce – because the bounce was moved by the Board to gain electricity and for using an extension cord
    - (i) No damage was caused to the Moonbounce
- ◆ Next year: Halloween Lane to be an officially sponsored event

### Old Business (Dave Berkey)

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- ◆ TBD

### New Business (All)

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- ◆ Open

### Action Items

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1. John and Chris will create a spec of what is expected for the appearance of the community.
  - a. Jim will send the original spec for the community
2. Chris will tell McFall and Barry that
  - a. We are looking at other options and will request an update on the numbers (if needed)
  - b. Will request proof of work completed to date, including free work performed
  - c. Would like to know what 1/3 of the neighborhood common areas is being worked on
3. John and Chris will reach out to additional vendors – list to be determined
4. Jim to send draft with the updates of the approved budget.
5. Jim will prepare the billing packet – due on 11/13/2015
  - a. Includes letter and coupon
  - b. Jim to include a list of all 83 residents
6. Arch to send out the updated Assessment Notice to the Community
7. Dave will update the Architectural forms to include the head of the Architectural committee.
8. Angela to send Arch minutes for July and Sept
9. Heather to send Arch minutes for February
10. Jim to validate to Arch the list of the households that are on the website are accurate
11. Jim is checking with his office to verify we have a billable entity for 2016
12. Dave needs to get the mailing list from Arch
13. Arch will send an updated sheet to the Directory

14. Dave and Arch to generate the friendly reminder of the upcoming bill that is due
  - a. Arch will send a form to update contact
  - b. As well as distribute both documents
  - c. Tamyla will send to Heather:
    - i. Submit the receipt for the Moonbounce that she was charged
    - ii. Tamyla to send a \$60 receipt
15. Jim needs to reserve the meeting rooms for 2016 quarterly meetings