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HOA of Annapolis Preserve  
Quarterly Meeting Minutes April 17, 2017

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Present: David Berkey, Angela Novosel, Arch Blocher, Heather Higdon, Jim Biles (ComSource), Tamyla Abraham, Bola Fashokun, Ron Moser  
Residents: 2067 Haverford Drive – Fred Steel  
Meeting started at 7:01 pm  
Meeting adjourned at 8:24 pm  
Frequency: Quarterly  
Meeting Agenda: Approved unanimously by the board

**Call to Order:** Crofton Community Library, 1681 Riedel Road, Crofton, Maryland 21114;  
Meeting Room: A; (Ron Moser, VP for Dave Berkey, Pres.)

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

- Outstanding, needs to be loaded to drop box.
  - October 10, 2016
  - January 30, 2017
- Executive Meeting minutes were approved previously (via email vote)

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

- Status on 2016 dues received and outstanding delinquencies. (Heather Higdon)
  - Outstanding HOA dues are 6 delinquents
    - Down from 9 last month
  - Collections will begin in May
- Account balance and surplus after all 2016 expenses
  - \$6,986.00
  - Did well as we did not have expenses out of the ordinary
- Confirm that the Board's decision from July 2015 on the course of action remains the same—to file liens only, as a lawsuit for 2006 Haverford is unlikely to realize any financial success since bankruptcy is likely to be declared by the homeowner. (consistency requires that all delinquencies are addressed with liens)
  - Board agrees that we will no longer spend any more funds in acquiring past dues, meaning that we will not maintain the lien on the property
- Reserve Fund – here are the expenses that came out
  - Made a \$19,211 down payment made for the Tot Lot
  - \$930 for the stump removal
  - \$4000 tree removal spent

**Property Management Report (Jim Biles)**

- Received requests from
  - 2069 Haverford drive to put in flagstone and concrete
    - Jim to go out and look at the fence to evaluate what kind of fence it is

- Jim will send out the packet to distribute out to the Board
- Jim presented Heather with the deposit slip to put the excess from 2016 into the reserve fund
- Jim shared a Annapolis Preserve itemized Guideline Checklist by Month

#### Landscape and Grounds Committee Report (John Basto and Bola Fashokun)

- Status of schedule for makeover to tot lot (Bola)
  - 50% down payment made
  - Specifications complete
  - Order processing
  - Next step is fabrication
  - Completion should be 6 weeks from today, thus for the beginning of June
- Bola is still researching the picnic tables and benches
  - Will look for noncommercial grade as long as they are heavy so they don't blow away in bad weather.

#### Spring makeover to front entrances (John)

- First, engage a vendor to lightly power wash (soft) brick monuments and white concrete caps only (do not power wash signage, this will be repainted by Dave Berkey; assign responsibility to obtain vendor quotes)
- Second, obtain bids and engage vendor for improving landscaping
  - Goal is to have color in the spring and fall
  - McFall and Berry
    - Board approved to do the landscaping of the monuments to add azaleas
      - Motion made by John
      - Board voted unanimously
- Third, obtain bids and engage contractor to replace lighting fixtures and wiring after landscape upgrade is completed in order to avoid damage to fixtures/wiring from landscape digging
  - Note: Landscape lighting is installed after power washing and after placement of new shrubs to avoid damage to underground wiring and fixtures.
  - John's suggestion is that we select McFall and Berry as they have already replaced the lights and it would be the cheapest option to get the optimal lighting for the monuments
  - Arch asked if there is any type of warranty?
    - Most likely it is covered
  - Arch asked if the flood lights will be LED
    - LED is preferable
  - Location of the lights: There would be one flood light on every AP monument sign and 7 up lights that will be spread across the monuments. Along with 2 dawn to dusk timers.
  - Will need to make sure that all the light bulbs that we put in all match – so that the Mc Fall and Berry estimate includes the new LED light bulbs

- McFall and Berry will be voted on electronically based on the answers to the questions
- Quote for \$1,985.00 to create a planning bed of about 1100 sq. ft. where there will be a bed at the bottom to put some grass.
  - Addresses the area on Haverford Rd. turning in to the right of the community
  - Will have mulch, grass, and a border to hold the mulch
  - Table this for now till the next meeting
    - Mr. Steele mentioned that the improvements need to be done almost in conjunction with the Tot Lt as the improvements will not be consistent across the community. Meaning that only the Tot Lot will be nice

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

- One home that has a request in that needs to be reviewed

#### Communications Committee Report (Arch Blocher)

- Minutes on website
  - Minutes can be seen
- New Residents
  - Incoming soon – awaiting names

#### Social Committee (Open)

- Arch's wife will coordinate the Fall Picnic

#### Old Business (All)

- None

#### New Business (All)

- Could not vote on any new positions
  - Call for Candidates (four vacancies; maximum Board size is 9; see below)
    - Board member terms expiring: Tamyla, Angela, and John
    - One vacancy never filled
    - Establish positions for new Board members
    - Vote for Secretary
    - Assign Director-at-Large for Landscape and Grounds Committee
    - Assign Director-at-Large to Chair Welcome Committee or identify non-Board member to volunteer
  - Call for volunteers to join Committees
    - Welcome committee members much needed
- Fred has volunteered to help with the committees [fredh.steel@gmail.com](mailto:fredh.steel@gmail.com)
- Ron notes that we ended early

EFFECTIVE APRIL 1, 2016			
ANNAPOLIS PRESERVE BOARD OF DIRECTORS AND COMMITTEE MEMBERS*			
Position	Name	Term Ending	Other Roles
President	Dave Berkey	April 1, 2018	Member, Grounds and Landscape Committee
Vice President	Ron Moser	April 1, 2018	Chairperson, Architectural Review and Control Committee
Treasurer	Heather Higdon	April 1, 2018	Member, Architectural Review and Control Committee
Secretary	Angela Novosel	April 1, 2017	Member, Social Committee
Director-at -Large	Tamyla Abraham	April 1, 2017	Chairperson, Social Committee
Director-at -Large	Arch Blocher	April 1, 2018	Chairperson, Communications Committee
Director-at -Large	John Basto	April 1, 2017	Chairperson, Grounds and Landscape Committee; Member, Architectural Review and Control Committee
Director-at -Large	Bola Fashokun	April 1, 2018	Member, Grounds and Landscape Committee; Member, Architectural Review and Control Committee
Director-at -Large	Vacant	April 1, 2017	
Position	Name	Term Ending	Role
Committee Member	James Bellinger	Unlimited	Member, Architectural Review and Control Committee
<p>*Per Article 4 of the Declaration of Covenants, Conditions and Restrictions for Annapolis Preserve Community Association, Inc., the Board of Directors shall consist of an uneven number of not less than three (3) nor more than nine (9) Directors who shall be elected by the Members of the Association. Commencing with the first annual meeting of the Association, the terms of office of members of the Board of Directors shall be fixed at three (3) years. In the alternative, the Members may resolve at any annual meeting to establish the term of office for all Directors to be for a period less than three (3) years, or to establish staggered terms of office for the Directors of from one (1) to three (3) years. The Board of Directors may appoint committees as deemed appropriate in carrying out its purposes.</p>			

### Action items

Jim will follow up with the lawyer that AP will not pursue any more action

Arch and Dave to write a note to the community about the upgrade of the community

Arch Need a note that needs to be sent out – Jim will write the note that we need people to come for the quareem and for volunteers to fill in the open spaces.