

**Annapolis Preserve Homeowners Association  
Board Meeting Minutes  
Approved**

---

**Date:** August 21, 2019

**Location:** Crofton Public Library

**Attendees:** Dave Berkey, Ron Moser, Heather Higdon, John Basto, Bola Fashokun, Arch Blocher.

**Absent:** Libbet Field, Susan Toepel, Aimee Lubin and Stephanie Baez-Short of ComSource.

---

**Call to Order: Dave Berkey**

- Meeting called to order at 7:00PM

**COMMITTEE REPORTS**

**Secretary's Report: Libbet Field (Presented by Dave Berkey)**

- Meeting minutes from July 31, 2019 HOA Executive Board Meeting were reviewed and approved

**Treasurer's Report: Heather Higdon**

- Reported that a listing of outstanding 2019 dues payments was requested from ComSource. Following no response, a 2<sup>nd</sup> request was made. Still no response from ComSource as of current date. Estimate was that three (3) homeowner were delinquent for 2019 dues.
- Requested board members submit new budget requirements for 2020 budget development. Draft budget to be presented at next HOA Board meeting (est October). Final budget to be communicated to homeowners/residents by Nov. 1, 2019.
- Reported that there have been late vendor payments by ComSource (pump irrigation).
- Reported that ComSource has not replied to multiple emails to regarding late payments.

**Landscape and Grounds Committee: - John Basto**

- Confirmed existence of outstanding vendor bills payment
- Reported that the existing water treatment system is inoperable and has not been receiving proper maintenance. Repairs and maintenance contract is needed urgently. Recommended Mid-Atlantic to perform repair with maintenance annually.
- Submitted proposal for tree maintenance in community areas. Presented vendor estimate of appx. \$7,950 for Haverford Circle (south) with 30/40 trees impacted and along Haverford. Motion was made to approve proposal was made and Board voted to approve.
- Proposed having landscaper cut grass in non-maintained areas including residences. There was not vote on this proposal.

### **Architectural Control Committee: - Ron Moser**

- Reported that residents need not submit Architectural Control Request for maintenance replacement of roofs if color is consistent with AP community
- Reported that ComSource has been delinquent processing and communicating resident Architectural Change Requests. In one instance, delay in notification was four (4) months but only after resident inquiry.

### **Communications Committee: Arch Blocher**

- Reported addition to 'Announcements' section stating that the HOA Board was considering enforcement methods related to resident pet management (curbing pets).

### **Social Committee: Libbet Field (Absent)**

- No Report

### **Property Management: Stephanie Baez-Short (Absent)**

- No Report

### **Old Business: Dave Berkey, moderated**

- Requested approval of draft letter to residents regarding general non-compliance to AP and County animal control policies. Including proposed enforcement actions being considered by AP. Draft letter was approved by Board vote, Dave Berkey to direct Libbet Field to distribute.
- Following vote, Board approved purchase and placement of 'Curb Your Dog' signage throughout community; not to exceed 18x18 inches
- Dave Berkey presented hypothetical estimates of possible excess reserves that might be available as of end of current budget year. Dave also presented hypothetical inflation adjusted AP budget estimates through 2025 as example of potential spending needs.
- There was a general discussion regarding potential spending ideas to upgrade community. Capital investment ideas are to be submitted by Board members with estimated initial costs and long term maintenance requirements.
- Board will review capital spending proposals and 2020 budget by end of this year and determine action.

### **New Business: All**

- Heather Higdon presented via email a preliminary proposal from Amish Country Gazebos w/construction cost estimates (except foundation, and maintenance costs for a new Tot-Lot pavilion. Board agreed more details and cost estimated are needed.
- Libbett Field presented via email information of potential mail box replacements, community wide. Three designs and costs were included. Libbett was not present to present to Board. There was no discussion on the information submitted.
- Board agreed to finalize a letter of concern/complaint to ComSource regarding service and support failures. Board reviewed draft of letter of complaint and voted in affirmative to send to ComSource.

- There was a general discussion/recognition that AP may have to initiate a search for a new property management firm. If required, it would be preferable for any new firm to start for the upcoming budget year. Dave Berkey asked Board members to begin identifying potential candidate firms to be considered.

**Board Meeting Closer: Dave Berkey**

- Next Board Meeting to be scheduled for early October. 9<sup>th</sup> or 16<sup>th</sup> are potential. Location to be determined.
- Meeting was adjourned at 8:00pm