

CHAPEL GROVE HOMEOWNERS' ASSOCIATION

Minutes of the Board Meeting

April 25, 2007

The Board of Directors of Chapel Grove Homeowner's Association met at the Odenton Library on Wednesday April 25, 2007. Present were:

Nancy Gossard – President
Luella Bressler – Vice President
Jim Frank – Treasurer
Mike Miller – Secretary
Byron Malogrides – Member-at-Large
Doug Zander – Member-at-Large
Kerrie Wilson – ProCom
Gail Kramer – Recording Secretary
Josh Mahoney – Landscape Committee Chair
Officer Henry

Additional Homeowners:

Marjie Decker, 2446 Jostaberry Way
Neil Berger/Sandy Carey, 2394 Jostaberry Way
John Faasen, 2413 Jostaberry Way
Ben Graff, 2409 Killarney
Emily Schultz, 2409 Killarney
Nicole Haslup, 2444 Jostaberry Way
Allison Griffin, 2454 Jostaberry Way
Valerie Songer, Seneca
George Strater, 1548 Star Stella
Betty Strater, 1548 Star Stella
Don Monroe, 1403 Lodi
Scott Meyers, 792 Seneca
Joe Candella, 759 Seneca
Rob & Stacey Nilson, 1610 Winesapp
Irene Sizemore, 1621 Winesapp
Belinda Horstkamp, 1209 Steuben
Ben Eng, 803 Lamoka
Jing Wang, 800 Mericrest Way
Richard Zsakany, 1554 Star Stella
Ellen Miller, 1509 Criterion
Susan Lizzi, Criterion
Joann Simmons, Seneca

CALL TO ORDER

Nancy called the meeting to order at 7:00 p.m. and announced the meeting agenda.

MINUTES APPROVAL

The minutes from the previous meeting were reviewed:

- On page two, under "President's Report", Nancy's last name was noted incorrectly as Bressler.

- On page four, under “Landscape Committee” notes the minutes should have read Josh received a bid to paint the gazebo, not the pool area.

Byron moved to approve the minutes as amended. Jim seconded the motion. There was no additional discussion and the motion was approved with a majority and one member abstaining.

HOMESTEAD GARDENS PRESENTATION

Josh Mahoney introduced Janney Joyce of Homestead Gardens and explained they were contacted for design consultation for the front entrance and secondary entrance. Doug explained the Board received and reviewed bids from Homestead, CS Lawns and one other landscaping company. The Board liked Homestead’s approach and has spent some time discussing costs, etc. Ms. Joyce explained there are different levels of the design’s contract that can be installed in phases and can advise on the best timing for the association to get the biggest impact from the start of the project. Ms. Joyce presented the following information:

- Homestead created a design based on some of the outline Josh had given them, i.e. soften hardscape and make the entrance look more independent from the neighboring communities while utilizing the existing hardscape, brick pathways and gazebo.
- Design presented utilized plantings with four season interest.
- Homestead would like to recycle some of the existing plantings by moving them to the pool house area. The entrance has great bones but their plan would set it off a little more.
- Plants are guaranteed and warranted. The association is only asked to water. Homestead is known for great follow through and is looking to develop a long term relationship with the association.
- Presented the drawings of the design and explained each element. She noted the design includes red crape myrtle that will have 60 – 75 days of bloom in the summer, evergreen, azaleas, perennials with continual bloom. The evergreens will be 12 – 14 feet in height. The design would be fairly maintenance fee with the exception of the annual turnout.
- Would like to reposition some of the existing lights and highlight trees.
- Evergreens would soften the whole look.
- Aerial view was also presented which showed actual layout of annuals, crape myrtles, etc.
- Secondary entrances at LaMocha and Killarney would reflect the main entrance. Kusa dogwoods would be used in this area because they are drought and disease resistant.
- Installation of a small (4 ½ feet in height, 5 – 5 ½ feet in length) trough water feature that would go in the center in front of the gazebo area. Water would spill into a small shallow pond that would be surrounded by small brick landing with annual color around it. The water area would have uplights that would contribute to highlighting the community. It is an ornament that can be an option. In response to a homeowner’s question Ms. Joyce explained the water feature would be a \$5,000 investment with an annual expense.
- Ms. Joyce noted the proposed cost would be \$65,000 but cautioned against letting the number scare homeowners because plenty of items can be moved out of the proposal.
- Homestead grows most of what they sell. What is not grown is brought in.

Homeowners were given the opportunity to discuss the presentation and the following discussion occurred:

- A homeowner asked about the warranty and whether once a plant dies it's only replaced once. Ms. Joyce said yes but Homestead does not nitpick and noted there may be extenuating circumstances. Normally it is a one time deal but with proper bed prep, water situation, etc., everything should be fine. Homeowner cited five large trees Homestead planted, three lived and two died. Ms. Joyce stated Homestead would investigate why plantings died.
- A homeowner asked who would conduct annual maintenance. Josh said it is yet to be determined and could be done by the current landscaping company or with Homestead. Doug noted landscaping is a line item already in the budget.
- A homeowner asked if the electrical situation in the gazebo has been fixed. Josh said no and the repair is contingent upon what the Board decides to do on the landscaping issue. Doug said the lights that exist today are damaged beyond repair. Looking at stabilizing electrical source and will then pick a lighting design.
- A homeowner suggested the Board review the history of the project during the President's report.

PRESIDENT'S REPORT

Nancy provided the following report:

- Publicly thanked Byron for setting up off duty police force and noted there was police presence in the community on the day of the meeting.
- Winchester Homes only has 37 lots left to sell.

SECURITY REPORT

Officer Henry addressed the group and the following discussion occurred:

- A homeowner thanked Officer Henry for his help in the past. She expressed concern some homeowners, possibly those without children are driving 45 miles per hour in the community. She also noted at the corner of Winesapp and Seneca the speed limit sign is 16 feet high and the stop sign is 17 feet in the air. Kerrie said she would call the county to ask them to lower the signs.
- Officer Henry noted he was in the community monitoring traffic speeds and noted most of the drivers were going less than 35. A homeowner explained residents on her street park vehicles strategically on the road to try to slow down traffic. Officer Henry said he will be in the community three more times this month.
- He noted he stopped several vehicles for speeding and all but one driver were residents of the community. He wrote one citation to a homeowner who had not changed her address on her driver's license since moving to Chapel Grove. He also noted he stopped one bus for the most part the bus drivers were traveling at about 28 miles per hour.
- Officer Henry said his goal is to remind people they need to obey the speed limit not to give out citations.
- A homeowner asked if there are any other issues in the community besides speeding. The officer responded that once rush hour was over he patrolled the neighborhoods because there have been incidents of people going into the community trying to car doors to see if they are locked to gain entrance and going into garages. He can identify license tags and know within two seconds if that person lives in the community.

- A resident of Jostaberry asked if there could be police presence in the town home neighborhoods because there have been 20 or so homeowners' cars broken into. Thinks incidents are happening in the evenings. Officer said the police recently incarcerated one individual who they think is the ringleader of the break-ins the homeowner mentioned. He also said most incidents are happening in the middle of the night. Another homeowner said there is a troubled group of kids on Jostaberry and noted there were two unmarked police cars in the community recently. Officer said he has worked Odenton for ten years, patrols the area and appreciates any information homeowners can provide him.
- A resident of Seneca reported he purchased a baseball radar gun and clocked drivers going above the speed limit and the average speed was just less than 35 miles per hour. No one was going less than 25. Extensive discussion ensued.
- Byron explained three traffic readings of the community will be conducted. Once the studies are completed Ernesto Flores, of the Anne Arundel County traffic control department will review the data and provide recommendations to the community on how to slow traffic, suggest additional markings, etc. Byron also acknowledged speeding is a continual problem. Another homeowner said it is sad because it's mostly homeowners speeding. Doug asked Officer Henry if homeowners can report license plate numbers of speeding vehicles, find out who the vehicle belongs to and fine homeowners if they are repeat offenders. Officer Henry said if he picks up anyone for speeding more than once they will get a \$90 ticket. He noted the baseball radar detector can not be used as factual information. Discussion ensued. A homeowner will send Byron the license plate number of a resident who consistently speeds in the community. Kerrie said she wrote a draft letter for the Board's approval to send to homeowners when someone has complained about another resident speeding. Homeowner asked about reducing the speed limit. Doug said it's still an issue that would be the county's call.
- Homeowner cited area in the town home community that is private property and questioned whether speed humps can be installed. Kerrie said yes it can legally be done on private property. Doug said we would want to have traffic survey data in order to make a decision and suggested whatever the county recommends for county owned roads Chapel Grove should do on its privately owned roads.
- Josh asked when the next traffic survey would be conducted. Byron said the boxes will be put installed in May/June for stage two and explained the Board would like to wait until there are more roads under the association's control. The county pays the expense for traffic monitoring in the community on county owned roads. Town home roads are owned by the association so the association picks up the expense for that study.
- Several side conversations ensued. A homeowner suggested residents contact their representatives to complain about traffic issues so they in turn can talk to the county on behalf of their constituents.
- A homeowner complained about visitor designated spots. Jim said the visitor spots were being used by garage town home owners who were parking their vehicles in visitor spots. Jim said if someone is blocking someone's driveway homeowners can get a vehicle towed. Kerrie suggested homeowners contact her with any questions they may have concerning parking issues and she will pass them on to the Board.
- Joe Candella, the gentleman who purchased the radar detector volunteered to help Byron on the traffic committee. He noted he is concerned about creating a riff with homeowners in the community who are speeding. His radar detector cost \$190 and he is going to return it but suggested the HOA could purchase it. He is willing to share data he has collected.
- Another homeowner said street parking is causing problems on Star Stella and questioned whether there are rules for parking on roads. Byron said it's a county road and the only issue would be if a vehicle is

parking in fire lanes, etc. Josh suggested restricting parking on the roads as his mother-in-law's HOA does in Colorado. Byron said it can't be done on a county road.

- Byron reported Tony Mitchell is the new safety committee chair.

TREASURER'S REPORT

Jim Frank reported the association's reserve contribution was made last month. He also noted the association is operating ahead of budget. There is \$126,000 in checking and \$288,000 in savings and capital reserves.

PROCOM REPORT

Kerrie provided the following management report:

1. Transfers of Ownership

- a. 2424 Jostaberry, Shane Welck – sale price unknown
- b. 793 Seneca, Michael & Donna Dodd - \$695,000
- c. 1106 Tolman, Gerrit & Tar Schinkel – sale price unknown
- d. 1611 Winesapp, Brian & Miyoung Banos – sale price unknown

2. Projects Completed/Underway

- a. E-mail from Winchester Homes re: no intention of cover on pool valve
- b. ACC – recommendations and denials

3. General Matters

- a. Dog feces. Discussed installing pet waste stations. Doug suggested adding the issue to the landscape committee's tasks and said the committee will work through the issue and provide a recommendation to the Board.
- b. E-mail regarding a vacant unit accumulating newspaper and kids out late.
- c. E-mail regarding dumping of yard clippings.
- d. Draft letter to 1532 Star Stella regarding speeding (pending conversation on trees)
- e. Letter and e-mail response regarding BGE lighting near 1513 Criterion.
- f. Letter to 1307 Waneta regarding encroaching shed – e-mail response from homeowner.
- g. Letter regarding trash cans to 933 & 941 Arkblack.
- h. Letter regarding basketball hoop.
- i. Homeowner asked if a light has been fixed at the pool. It was noted a light is also out on Jostaberry and Mericrest.
- j. Josh authorized Kerrie to pay an invoice from Birkhead Electric.

COMMITTEE REPORTS

POOL COMMITTEE

Luella reported:

- There have been 136 pool applications received. Homeowners need to e-mail application requests to the committee.
- Trying to get a shed for the pool cover. Nancy said the committee chair ordered a container and does not need an architectural change request because the container will be out of site and she has already discussed it with the ACC committee. Doug noted at the planning meeting the Board decided two or more Board members should be advised of and approve any decision and noted he was not aware of the decision Nancy just addressed. He noted for community issues the rest of the Board should be consulted on these types of issues.
- A homeowner asked if residents could just pick up pool passes at the pool and noted she has been denied access two years in a row. Kerrie said the pool committee handles all passes not ProCom. Luella said this year's committee chair is different from last year. Once all the information is received the committee will hand deliver pool passes and stickers will be distributed. Kerrie noted in order to have residents pick up passes at the pool the association would have to pay for a gatekeeper or to have volunteers sit there.
- There was discussion concerning an e-mail the pool committee sent to homeowners.
- A homeowner asked about a brick structure at the pool. Nancy said it's something Winchester was supposed to put in and it's a decorative sign. The Board was not consulted on the issue and the association did not pay for it.
- A homeowner suggested posting information at the pool on who to contact with pool complaints, etc. There was also a suggestion on creating a rule concerning parties.

COMMUNICATIONS

Mike Miller said the survey is still open. Form is on the website. Byron said there should be a disclaimer on the website that states that when Mike responds to something on the site it is Mike's opinion not the entire Board's. A homeowner suggested adding the information to the list of other disclaimers.

LANDSCAPING

Doug reported that in researching landscape design ideas, one company suggested planting a type of roses in place of fencing but it was hard to conceptualize that. The Board decided to replace the existing fence and looked at various fence styles and it came down to the fact that the style is acceptable but questioned what type of material to use. The Board put out a statement of work to three fencing companies for a white three board vinyl fence and reviewed all aspects of each proposal. In reviewing the products offered and proposals presented Doug said he and Josh liked Fence and Deck Connection's proposal the best and felt they were the best company to work with. Doug moved to accept Fence and Deck Connection's proposal to replace the fence in the front of the community. Jim seconded the motion. There was no additional discussion and the motion was unanimously approved.

A homeowner questioned the action that took place. Doug reiterated the process and explained the community does not get to vote but noted homeowners are able to be involved in the interaction.

Byron said the money is coming out of the capital reserves to pay for the fence and explained the association is encumbered each year based on capital reserve study to put a certain amount of money away to be put into an account that is to be used for repairs, and maintenance of real estate of the community of which the fence is part of. The expense is not coming out of a rainy day fund or anything proposed in the budget for this year's expenditures. Money has been there for five years and it's time to use it. Doug explained a reserve study of common property elements was done outline when each element will need to be replaced, how much it would cost to replace it and how much money needs to be put away to replace it.

A homeowner questioned the cost of the other proposals received for landscape improvements at the entrance. Another homeowner said for any other future big ticket contracts the community should be given a basis for comparison or rationale for choosing a contract. She noted it would be helpful to get additional information in a summary form. Doug said it was a very valid point and assured the community the Board reviewed all of the proposals.

Doug said CS Lawns design was comparable to McHale and Homestead but they were going to buy the plants from Homestead and charge us a markup. A homeowners said as a former HOA treasurer he asked if there was a budget first on what the Board wanted to spend and what is the effect on the reserves then. Doug said the Board was looking at between \$40 – 60,000. McHale had a very limited side entrance build up but a more built up front entrance. Looked at all the designs at the planning meeting and noted with the caliber of Homestead Gardens the Board felt we should go with their design. Nancy said she felt more comfortable with Homestead because it's a good name not necessarily the best design but is close to the community and could give good service and good quality. She noted she hasn't made a decision on the design yet but doesn't think the water feature should be included. Doug said the Board will continue to discuss what magnitude design to go with. The water feature is optional. Lighting will come out of capital reserve but the plants will be paid with some of the surplus money. He noted improved landscaping will increase Chapel Grove's visual calling card and also stated the association needs to decide what impression it wants to create as its statement. He noted with the price of homes in the community an impressive entrance should be expected.

A homeowner questioned whether or not Winchester would contribute to the cost. Doug said it's been asked and they will not. A homeowner questioned whether security will need to be increased as result of the proposed improvements. Doug said the association has a million dollar insurance policy for vandalism. Homeowner suggested improving common elements as well.

Nancy said the association needs a plan that will cover all aspects not just plantings. She further stated there needs to be a scope of work and what the other things are that are involved in the project, i.e. common area trees, etc. Need to look at a budget to make sure there is money for the next couple of years. Fence, lighting, power washing, etc., are all aspects that need to be discussed. The Board discussed possible timeframes. Nancy cautioned against rushing into anything and noted it is important to inform the community of timeframes, costs, etc. and proposed sending homeowners a letter outlining what is being planned. Doug said at the planning meeting everyone except Mike agreed they wanted to go with Homestead's design and noted he and Josh worked diligently on getting bids, eliminating features, etc. Extensive discussion ensued.

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NEW BUSINESS

Nancy said there is a vacancy on the Board and that Donald Monroe and Belinda Horstkamp have both submitted resumes for consideration.

ADJOURNMENT

The meeting adjourned at 8:50 p.m.

Approved by: _____
President

Date: _____

Submitted via e-mail to Kerrie Wilson at ProCom

Gail Kramer

Recording Secretary

gailkramer@comcast.net