

## **CHAPEL GROVE HOMEOWNERS' ASSOCIATION**

Minutes of the Board Meeting

August 23, 2006

The Board of Directors of Chapel Grove Homeowner's Association met at the Crofton Library on Wednesday, August 23, 2006.

Present were:

Doug Zander – President  
Nancy Gossard – Vice President  
Luella Bressler - Secretary  
Byron Malogrides – Treasurer  
Randy Buckley – Member-at-Large  
Mike Miller – Member-at-Large

Jay Duckworth – Social Committee  
Jim Frank – Parking Committee  
John Kilgore – Pool Committee  
Danielle Mahoney – Communications Committee  
Josh Mahoney – Landscape Committee  
Paul Stearns – Architectural Review Committee  
Terry Whitehead – Security Committee

Kerrie Wilson – ProCom  
Gail Kramer – Recording Secretary  
Six additional homeowners

### **CALL TO ORDER**

Doug Zander called the meeting to order at 6:33 p.m. Introductions were made.

### **MINUTES REVIEW**

Nancy Gossard said she would not vote on approval of the minutes due to minor errors and the lack of executive session minutes. She also questioned why all Board members were not e-mailed a copy of the minutes. Doug agreed and suggested the Board discuss the process for which the Board minutes are generated, sent to the Board, tracked and then ultimately provided to homeowners. He noted when the recording secretary was hired she asked that someone review the minutes to ensure the gist of what was being captured was appropriate. He suggested someone from the Board take on the responsibility of getting the minutes from the recording secretary. Kerrie Wilson noted typically the recording secretary sends minutes to her and in turn she disperses them to the Board for their review. The Board agreed to Kerrie's recommendation. Upon further discussion the Board agreed to approve the minutes with the following corrections:

- Delete executive session information from the minutes. It was noted that under “Management Report” there were items listed for discussion during executive session. From this point forward the minutes will not include any executive session information.
- The minutes incorrectly noted Kerrie Wilson as being with Chambers Management instead of ProCom.

Nancy said the recording secretary has done an outstanding job on the minutes and noted the August minutes took her ten hours to complete. Byron asked how much she was being paid. Gail said she originally asked for \$100 which is her minimum fee but it quickly became apparent that because Chapel Grove is a new HOA it would require substantially more time to complete the minutes because of the amount of information that should be recorded for historical purposes. She also explained the meeting length has increased since she bid on the job and coupled with the Board’s desire for an almost transcription type record of the meetings she would be unwilling to carry on in the capacity for less than \$200.

Nancy motioned to raise the recording secretary’s fee to \$200 per meeting. Luella seconded the motion. A homeowner asked where the increase is in the budget. Kerrie said there is a contingency fund in the budget that would be appropriate. Byron said there are some agencies that haven’t used their budgeted money and will not have when the year is over so the increase can be covered. The homeowner said she is concerned that every four or five hundred dollars per year adds up and that she doesn't want to see an increase in dues. Byron said there would not be an increase in dues. Doug said the level of detail the recording secretary puts in the minutes is important so the community has an insight on what is being said concerning outstanding action items and issues so the community knows issues are being dealt with or that they’re being missed if that’s the case. A resident said minutes are not accessible on the website. Doug said the issue is being discussed. Nancy said she doesn’t spend association money easily and has grown accustomed to having a recording secretary because it is difficult for the Board secretary to stay involved in the meeting and take minutes at the same time. She noted without the services of a professional recording secretary the HOA would never have the level of documentation it has now. The homeowner said she did not disagree but thinks the homeowners should be informed during the meetings of where the funds to pay for certain items are coming from. Doug said as the 2007 budget is being prepared the Board will plan for the item. Byron said there will be a line item in next year’s budget. He also noted the recording secretary was hired after the 2006 budget was approved so there wasn’t a line item this year.

Nancy motioned to approve the minutes as amended. Byron seconded the motion. There was no additional discussion. The motion was approved with a vote of five for and one abstention. Mike Miller noted he was not at the July meeting so he abstained from the vote. Nancy made a motion to increase the recording secretary’s fee from \$100 - \$200. Luella seconded the motion. There was no additional discussion and the motion was unanimously approved. The recording secretary will send the amended minutes to ProCom. Kerrie will then forward them to the communications committee for posting.

## **PRESIDENT’S REPORT**

Doug provided the following report:

1. The committees are doing a superb job of taking on issues, providing the Board recommendations and making things happen. He cited the various committees and thanked them for their excellent job. Doug said he wants to make sure the Board understands its roles and responsibilities as Board members as

well as its roles and responsibilities as Board liaisons. Doug said the Board doesn't want to burden the committee chairs by asking them to provide information to the full Board. One of the shortfalls this Board inherited from the previously run Board concerned actions items being raised but never kept tracked of. The current Board has established an action item tracking list to determine items, where the issue stands and what is being done to move forward on the item. Doug went on to state he has spent a significant amount of time working on the list. The Board worked with the communications committee to take the specific action items for each committee that the Board liaison and committee should be aware of. The committee and liaison should then be taking those items and prioritizing the items by number. As items are added to the list the Board liaison should work with the committee chair to make sure anything they want brought to the Board's attention is done so. Planning meetings are for Board members and committee chairs, if they have time, to make sure things are going well. The Board members are taking time at planning meetings to discuss how things are going, what actions are being taken, how the issue will be presented at the next Board meeting, etc.

Doug said he wants to make sure committee chairs are working with their respective Board liaison. As soon as an additional Board member is found to replace Patty King a liaison will be appointed for the landscape committee. He reported Byron has volunteered to act as liaison to the landscape committee until that happens. Doug said committee chairs should be telling their liaison what the key issues are and what should be addressed at the next planning meeting so that by the time the Board meeting rolls around the hard questions have already been asked. In the past the communications committee asked for an outline of duties, roles and responsibilities, etc for the newsletter. The Board has a great general background now but thinks the next level of detail should be addressed, i.e. what are the duties and responsibilities of each Board member. Doug went on to state that with the annual meeting coming up the Board will discuss amongst themselves who wants to act as the president, secretary, etc., for the next year and what do those duties entail so there are no gray areas. All of those duties and responsibilities have to be carried out and if someone in one of those capacities is busy and can't fulfill the requirements of the position the Board will need to look at whom else on the Board will cover the responsibilities. Doug said the Board will talk about what the roles and responsibilities are in its planning meeting so that after the annual meeting the structure is in place for each position. Board members can then make an informed decision when deciding on which position to fill. Doug said many of the Board members have come to him asking if the action items need to be addressed at each meeting. He said the Board owes it to the community to work off action items and now that there is a system in place he feels better about the process. The Board also needs to determine how they are working as a Board, i.e., who is sending notices, agendas, etc. All those things should be outlined by the Board so everyone agrees and understands the roles of fellow Board members.

### **TREASURER'S REPORT**

Byron provided the following treasurer's report:

- The auditor's report for the past year has been provided. He asked the Board to agree to post the auditor's report on the website for community access. Kerrie will scan the report and forward it to the communications committee.
- The next planning committee meeting will be in September and the Board will be thinking about the 2007 budget. He challenged all the committee chairs and Board members to think about any new

projects for new projects, where the money will come from and what can be given up. The Board will be giving the budget a good review so the HOA can stay within the budget and not raise dues. Byron said he doesn't want to see the dues go up any further and doesn't think they have to but noted the Board can still be proactive and get things done. ProCom will send out proposed budget information to homeowners.

- The 2006 budget is currently under budget for the year. Tracking to stay under budget barring any major snow removal expense.
- The fidelity insurance bond paperwork has been received from State Farm. Signatures are needed from the four principals and one member-at-large member. Randy Buckley agreed to be the covered member-at-large.
- Nancy said she was concerned that the financial statement dated July 31<sup>st</sup> from ProCom doesn't show monies were moved to SmithBarney. Kerrie said the only outstanding item is a check ProCom received from BBT which is now in transition to Community Association Bank. MMT is in the process of cutting the check to close the fund to then send to SmithBarney. Nancy said she thought it was done. Kerrie said the reserve contribution has been made. Nancy also asked about the standard treasurer's report which indicated a net loss of \$60,750.00. She said the reserve contribution wasn't spent it was moved and shouldn't show as a loss. Byron said the number really should not be shown because the report indicates what was spent during the month and what was taken in. He said it's a wash, not a loss. Kerrie explained the association's income was just under \$24,000 and when funds were shifted the system reports it as being behind budget. Nancy said the computer should show that it's a budgeted item. Kerrie said it does; it's in all the financials. Kerrie invited Board members to come into ProCom and she would go over the financials with her. Byron said he agreed with Nancy and noted the report is misleading.

Nancy said it shouldn't say a "net loss". The money was moved because it's a good thing to do but the report makes it look like the association is operating in a deficit. Kerrie noted that's why the audit is done. Kerrie said she will only include the number if there actually is a loss. A homeowner asked to have copies of the financial report available at the monthly meeting. Doug asked Kerrie to bring copies of the treasurer's report to the monthly Board meetings. The homeowner suggested mailing the meeting agenda and treasurer's report to the community prior to each Board meeting. Doug said he was against sending a mailing because each mailing cost the association \$240. Kerrie suggested posting the information on the association's website. The homeowner said the community has a right to know specific numbers. The Board agreed that it was a valid point. Kerrie said all homeowners are required to have a copy of the proposed and approved budget. Kerrie also said homeowners are welcome to view documentation at ProCom as a service to the community, however, depending on how much research is being done, i.e. copying, etc., there may be administrative charges. Doug said the request is another example of creating a process where there currently isn't one to provide financial information, other than the budget, to homeowners. The Board wants to figure out how to best communicate with the homeowners. Ideas are always welcome. Homeowners are also welcome to attend planning meetings. Nancy said none of the information the Board has is secret; it's the association's money and it's their community. Nancy also thinks the community would benefit from viewing the action list so they can see how much work is being done on their behalf. Doug said Danielle did a superb job of pulling that information together and would address it during her report.

## **MANAGEMENT REPORT**

Kerrie provided the following report:

1. Transfers of Ownership

1403 Lodi Court, Priscilla & Donald Monroe - \$958,108  
1409 Lodi Court, Matthew & Karen Gunthorpe - \$896,584  
748 Seneca Drive, Anna & Constantine Kersaiotes - \$1,115,589  
1558 Star Stella Drive, Roger & Rosemarie Donnelly - \$844,418

2. Projects Completed/Underway

ACC Committee Recommendations, Minutes & Review Process  
Parking – Three stencil bids and towing company information included in Board packets  
Pool email regarding complaints concerning a lifeguard's behavior

3. General Matters

State Farm – Employee dishonesty policy confirmation  
Audit included – will be on the website and [www.condocerts.com](http://www.condocerts.com)  
American Flag Act signed by President Bush included for informational purposes  
Email from a homeowner regarding a home based business

Kerrie also reported:

- Patty King resigned from the Board on August 8 2006.
- Total of 411 lots in Chapel Grove. A total of 159 town homes which have all settled. 252 singles and 84 that have yet to settle.
- The rip rap was installed at the pond behind Seneca. The buffer trees, and the issues with residents who live along the buffer, will be surveyed to determine what is going on with those trees. Any tree replacement/removal will be installed in the fall. Resident said the area has been surveyed.
- A second estimate was received for the beech tree on Killarney. The tree must be taken down because of ambrosia beetle infestation. Bartlett Tree Experts provided a recommendation on how to save the red maple tree on Artblack. Winchester will follow through with Bartlett's recommendations to try to save the tree. During a walkthrough of the community there was an issue raised concerning trees on Strawberry Lake Way impeding coming out of Killarney. The county has put in a work order for the trees and the work should be done in the coming weeks. The county approved the HOA's request to remove trees in the conservation area behind Tilghman. Kerrie said the Board will need to determine if they want additional bids or accept Bartlett Tree's bid.
- A homeowner asked if there are really only 84 lots left. Kerrie said yes. Paul asked about the nine remaining lots that haven't been annexed yet from Winchester. Kerrie said she wasn't aware of the lots. Doug said it has been in discussion with Winchester and the county. Kerrie will ask Rose Brett. Byron said there is a section near the B&A trail that Winchester is trying to

get the county to approve the development of nine lots which would have an entrance right on to Waugh Chapel. Luella said there have been two – three home sales per month. Terry Whitehead questioned whether the nine homes would be of equal or greater value of what is already in the community to maintain property values.

## **COMMITTEE REPORTS**

### **TRANSITION COMMITTEE**

Doug noted the transition committee is no longer active now that the Board has met with Winchester. Byron was in that role but now landscaping and parking issues will go to its respective committees. The Board received the new list of bonds and Byron was asked as treasurer to make sure the dates are coordinated with Josh.

### **ARCHITECTURAL CONTROL COMMITTEE**

Paul Stearns presented the following issues for discussion:

- The committee met on August 10<sup>th</sup> to review eleven architectural change requests. The Board was asked to accept the committee's recommendations.
- The committee also worked on addressing the architectural review process and action items and submitted a documented titled "Chapel Grove Covenant and Architectural Control Committee Review Process". Doug said it was really well written and questioned whether there is a step where Nancy signs off on the requests and sends them on the Board because he didn't see it spelled out in the process documentation. Paul acknowledged the step and said he would add it to the process. Doug also noted there have been a couple of occasions amplifying letters were written to homeowners including reasons why a request was denied or requesting additional information. Doug questioned whether there was any reason to spell that process out in the documentation. Paul said when a request comes it is either approved, denied or a letter is sent asking for additional information. Doug said he wants to make sure the Board has the right verbiage. Nancy said she didn't understand Doug's point. Doug said he didn't want to get into specifics and asked to defer additional discussion until the executive session. Randy said the communications committee would like to review the letters the ARC committee sends to homeowners to make sure the community is viewed in a positive light. Kerrie said she and Paul have been trying to perfect the process. ProCom has developed its own ARC application checklist; does it have the plat, neighbor's signature, etc. ProCom has missed some of the items on the checklist and incomplete applications have been forwarded to the ARC committee. The committee then had to send a letter to the homeowner requesting additional information. Template letters have been written addressing specific ARC related items, i.e. denial and approval letters. She has not provided the template letters in Board packets up to this point but would be willing to do so. ARC requests are time sensitive and there is a lot of correspondence involved in the process. Nancy noted the committee and the Board liaison have already looked at the template letters and that the process is in place. Randy said the Board has been stung in the past with letters that were sent out that were incorrect. Doug said one of the key shortfalls homeowners had issue with in May was communications. Therefore it is important to step up

above and beyond how the Board and committees are communicating with the committees. Doug said the Board would like to see the letters so they are aware of what is being communicated to the community. He also said he doesn't think the template letters were really addressed at the July meeting because time ran out. He thinks the Board needs to review the letters and make sure the communications committee has input. Randy said the communications committee should be advised of any new letters, formats, etc. Paul said the template letters were discussed at the last meeting. He also said Board members are responsible for looking at the information in their packets prior to the meeting so that any questions are presented at the meeting. Paul said if ARC requests are not approved or denied within 60 days homeowners are entitled to move forward on their project. Doug said if there is an issue committee chairs want to present to the Board it should be done at the planning meeting. The Board needs to have full awareness of any issue and if it's been glossed over the Board has the right to look at it again. He asked Paul if there is anything that should be modified in the "Chapel Grove Covenant and Architectural Control Committee Review Process" document Paul presented to the Board or if the Board is ready to approve the process outlined in the document. Randy motioned to approve the process submitted by the architectural control committee as written. Kerrie asked if it is to be inserted into the governing documents or is it for Board use only. Paul said he thought it was for informational purposes only. Kerrie said the official process for any new rule or regulation is to have the attorney give a blessing and then it is submitted in the county lands records. Paul said the document only represents how the committee operates and thought not. Byron said the document is how it operates and functions and should be a living document and the committee should just do their job. The Board decided a motion was not necessary. Doug emphasized that the Board is in agreement the process submitted by the committee was discussed and approved by the Board. The motion was taken off the table.

- Paul reported that during a committee walkthrough of the community there was some discussion concerning the "Your Winchester, Your Way" program. Homeowners have been cited for items installed through the program that didn't go through the request process. He talked to Rose Brett about the issue and said there was no process to get information from sales to the management company to the committee. Her suggestion was that homeowners should provide their selection sheets if they are cited for an item. He suggested that the next time a community inspection is done items such as slate walkways not on record will be cited. There was discussion on the fairness of that approach. A resident said it's the ARC committee's responsibility to find out that information from Winchester and not the homeowner's responsibility to provide the information. Terry said "Your Winchester, Your Way" items should be on plats that are registered in the county. She thinks it is the HOA's responsibility to determine that information and also thinks certain homes should be grandfathered. Homeowners should not be penalized because Winchester did not do their job in relaying that information to the management company. Doug questioned whether enough information on the problem was known to discuss the issue during a planning meeting to determine an approach. He also said the burden shouldn't be on the homeowners. Paul said he received an e-mail from Winchester and the Board has to do something to address the issue. Doug proposed tabling the issue until a planning meeting so an approach can be crafted.
- Only "For Sale" signs are allowed in front yards, however the Maryland Homeowner's Act allows political signs to be posted 30 days before and up to seven days after an election.

### **COMMUNICATIONS COMMITTEE**

Danielle Mahoney provided the following report:

1. She put together actions item spreadsheet broken up by committee and distributed a draft copy to the Board. She would like the information to be available and updatable on the website. Mike Miller will work with Danielle to make it possible to do so.
2. Working on defining the communication committee's responsibilities. Not writing responsibilities for any other committee.
3. Also working to post Board meeting minutes on website.
4. There have been some post cards that have been mailed to homeowners that weren't very clear. Would like to prevent that in the future.
5. Has not had time to meet with any sign companies to discuss creating message boards to use a communications tool. A homeowner said she thought events would be posted on the website. Danielle said that currently does take place but cautioned that the website is a work in progress. There may be technical difficulties now and then and signage would be helpful. Mike said he can set up an e-mail announcement list as well for announcements. Paul said the website is not user friendly especially the documents portion of the site. Danielle agreed and said the committee is working on it now to make it more user friendly. She noted the homeowner who created it is a volunteer and that perhaps in the future a paid webmaster can be hired.

### **PARKING**

Jim Frank addressed the following issues:

1. Reported the Board has received three bids for re-striping work and recommended accepting American Striping's bid. Winchester is contributing \$350. Randy motioned to approve the American Striping bid. Byron seconded the motion. There was no additional discussion. The motion was unanimously approved.
2. ABC Towing submitted a bid to provide towing services in the community on the day the re-striping is done. Jim said he is dedicated to making sure homeowners know they need to move their cars on the day of the striping. Homeowners will receive notice that if their vehicle has not been moved ABC will tow the vehicle to their lot and charge the homeowner \$50. ABC will take photos of the license plate and run them to find out who the owner of the car is. There was a brief discussion on how to charge homeowners for the fee. Doug said if homeowners are not identified the association will have to absorb the cost. Kerrie said there are usually only one or two that aren't removed the day of towing and that she will be on site knocking on doors to try to find the vehicle owners. Jim said there will be a mailing announcing the striping date and flyers will be put on doors and on cars. Byron motioned to accept ABC Towing's bid for towing services. Mike seconded the motion. There was no additional discussion and the motion was unanimously approved.
3. A letter will be sent to the residents of Killarney to request parking designation input. Randy asked Jim to send the communications committee a draft copy of the letter he intends to send to the community regarding the striping dates.

### **LANDSCAPE COMMITTEE**

Josh Mahoney provided the following information:

- The rip rap was installed around the storm water pond. The grading issues at the town houses have been taken care of by Winchester and Top Soil. Homeowners were asked to contact Josh or ProCom if they are aware of any drainage issues behind Killarney or Jostaberry. Josh said he might walk the area to talk to homeowners to find out if the situation has been resolved. If they are not there he may leave a flyer requesting homeowners contact him with any information they may have on the issue.
- Trees in section four have been marked by Winchester and an arborist for replacement in the fall. Will meet with Winchester's service manager concerning section one, two and three. The town homes are another issue. Doug said the four letters received from Winchester spoke to the fact that sections one, two, three and four have all been turned over and will be under warranty until July 14, 2007 under maintenance. Doug and Josh will meet offline to discuss getting clarification of which trees in one, two and three carry over and for clarification on what maintenance really entails. He said if the agreement does cover the trees until July of next year an arborist needs to look at the trees in the front now. Paul asked if there is a master landscape plan and whether Josh has gone through each section to see where trees are missing. Thinks Winchester has an obligation to protect homeowners from lights, etc., and they should install any trees that aren't there. Josh said there is a master plan from 1998. He got plats from Chambers for sections one, two, three four and maybe section five. Josh said the committee will work on Paul's suggestion.
- Josh said he would like to secure additional bids to remove the trees in the conservation area. Doug said that was fine but to make sure the arborist and the tree company are ensured and bonded. Kerrie asked about common area trees, i.e. on Killarney. Josh said that's the WH guy
- Irrigation system is working well. Dave Woods from Complete Irrigation Systems will replace another box and will install a grounding rod and a surge protector to make sure there are no more surges. Josh said it is an electrical issue blowing out the box in the house. Kerrie asked if she can pay the bill for the pool irrigation system. Josh said no.
- Kerrie asked Josh for a monetary recommendation request to submit to Winchester for help in paying for the irrigation system. Tom Eckhart of Seasonal Changes will provide Josh a quote and then it will be submitted to Byron. Josh suggested asking for repair and the cost of the irrigation system and then go from there. Doug said he doesn't think Winchester Homes will give the association the entire amount but they will be asked to contribute. Terry said the irrigation system in the front didn't work for three years and suggested adding that area into the Winchester Homes request. Doug asked Josh to work with Terry to get historical information on the issue and then submit the information to Byron for discussion during a planning meeting. He cautioned against adding it on the original request to Winchester Homes to help pay for damage done to grass due to the lack of the Winchester run Board's lack of a watering plan. .
- Terry asked if the light will be turned on in the guardhouse. Josh will investigate the request.

### **POOL COMMITTEE**

John Kilgore reported the pool season is winding down and the committee is working on plans for next year. Luella said John has done an excellent job and that she appreciates everything he's doing. Mr.

Kilgore said he is talking to Paul about storage solutions for the pool cover. The pool closes on Labor Day.

### **SOCIAL**

Jay Duckworth reported the following information:

- The meet and greet with Board members and residents was held. He is also planning to hold a chili cook off on September 24<sup>th</sup>. Scott Wallace has volunteered to lead that effort. Jay asked if the Board would authorize the committee to reimburse the winner of the best chili contest one month of HOA dues. Doug said that would come out of the social committee funds. It was noted single family dues are different than town home dues. The issue will be addressed at a planning meeting.
- A yard sale will be held and Halloween functions are being planned.

### **SECURITY**

Byron reported Ricky Kwak, who put on a safety day at the pool has regrettably had to back out of involvement with the safety committee due to work commitments. Byron said he thanked Mr. Kwak for his efforts and kept the door open for his return in the future. Byron reported Terry Whitehead is the new committee chair. Tony Mitchell has also volunteered to assist on the committee. He is a member of the Odenton Volunteer Fire Department and homeowner in the community. He also reported Terry has done a lot of work with the west county division of the Anne Arundel County Police Department. Terry provided the following information:

- Working on making points of contact with the county. She is looking for statistical information on what has happened in the community to find out if there is a problem. She reported the community is known as a part of the Villages of Frances so it has been difficult to obtain community specific information because the information also included portions of Piney Orchard and Waugh Chapel.
- Started contacting the police department to ask how they can help the community. She met with a police officer on Monday who explained an "Operation ID" program which is offered to all citizens. The program has homeowners use engraving pens on high ticket items, i.e. televisions, stereos, etc. If 50% of the community participates in the program the police department will post community watch signs. There is also a neighborhood watch program in which residents are solicited to volunteer and educated to watch over the community. The program includes block captains, etc.
- Would like the Board to consider a security budget so the committee can look at hiring an off duty police officer to patrol the community. She reported the majority of car thefts are in the daytime. The cost for security patrol is \$40 - \$50 an hour and suggested a balance of \$4,000 as a good way to start. She stated it is better to be proactive than reactive. Terry said the \$4,000 would also be used for other training tools.
- HOA representatives meet with the police commander of the western district on the second Wednesday of every month.
- Terry also reported Tony Mitchell, aka "Tony and the Bag" is now certified to respond to issues in the community, i.e. cuts, sprain, etc. Homeowners can call Tony on his cell phone. Tony and the Bag.

Byron said Terry's proposal for having a line item budget is valid and that the Board will discuss it at the next planning meeting for inclusion in the 2007 budget. Danielle will include information in the next newsletter to introduce the safety/safety committee to the homeowners. Doug asked Terry to relay her points to Byron so the issues can be moved forward at the planning meeting.

**NEW BUSINESS**

Doug reported due to Patty King's resignation from the Board there is one vacant position on the Board. Nancy said Patty resigned due to health issues. Nancy she and Mike have two town home candidates for the position but have not had the opportunity to speak to both of them so an appointment recommendation has not been made. Once the decision is made the appointment will be effective immediately. Doug said the two Board members representing the town homes will be the ones to make the appointment and questioned whether it should be done at a formal meeting so the community is aware of the new appointment so they can either ask questions or have them involved or aware of the situation. Nancy said the appointment can be posted on the website, in the newsletter and the person can be introduced at the next Board meeting. She said she doesn't see the need to wait until the next Board meeting. Doug noted as long as Mike and Nancy agree their decision is final. If they can't agree then it goes to the community for vote. Nancy said it doesn't have to be a town house resident but the Board thinks it is important to have town house representation.

Paul said to sit on the Board you have to be a lot owner. Byron said the rules state there has to be a 4/3 split. Nancy said she owns a single family home and a townhouse. She said anyone can represent the town homes or single family homes and that it's only who the Board member decides they are going to represent. Doug said he thinks the lawyer needs to look at the issue. Paul said if there is a seven member board four are from single family homes and three are from town homes. The group debated the interpretation of the rule. Kerrie will ask Gregory Alexandrides to write an opinion letter on the subject. There was significant debate on whether an attorney opinion letter is required and interpretation of the rule amongst those present with several conversations at once.

**ADJOURNMENT**

Nancy motioned to adjourn the open session of the meeting. Luella seconded the motion. There was no additional discussion. The meeting adjourned at 8:46 p.m.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
President

Submitted by Gail Kramer/Recording Secretary on September 21, 2006