

## **CHAPEL GROVE HOMEOWNERS' ASSOCIATION**

Minutes of the Board Meeting

December 13, 2006

The Board of Directors of Chapel Grove Homeowner's Association met at the offices of Champion Realty on Wednesday, December 13, 2006. 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

Jerry Prechniewski – ProCom Supervisor  
Josh Mahoney – Landscape Committee Chair  
Terry Whitehead – Safety and Security Committee Chair  
Eleven additional homeowners

Absent: Randy Buckley – Member-at-Large

### **CALL TO ORDER**

Nancy called the meeting to order at 6:50 p.m. Introductions were made.

### **MINUTES REVIEW**

The minutes from the November 1, 2006 organizational meeting were amended as follows:

- Page three, paragraph two should read: "...by the next meeting, and that, except for the newly elected President and Vice President, individuals would continue to hold their current positions until the remaining positions were decided."
- Page three, paragraph four should read: "Kerrie indicated....and that except for the newly elected President and Vice President, Board members would remain in their current position until the issue is resolved."
- Page four, under adjournment should read: "...with the current Board positions intact except for the newly elected President and Vice President."
- The following motion regarding election of officers at the reconvened organizational meeting on November 8, 2006 was reviewed: "I move that the election of officers completed at the reconvened organizational meeting held on November 8, 2006 be entered into the records of the Chapel Grove Homeowners' Association. Those officers being: President – Nancy Gossard; Vice President – Luella Bressler; Secretary – Mike Miller; Treasurer – Jim Frank; Directors – Doug Zander, Byron Malogrides and Randy Buckley.

Doug moved to approve the minutes as amended. Jim seconded the motion. There was no additional discussion and the motion was unanimously approved.

## **PRESIDENT'S REPORT**

Nancy noted at last month's meeting community members asked for a review of ProCom's services. Nancy and Luella met with Mike Finley, President of ProCom and renegotiated the contract at a lower price for a full year to begin January 2007 and run until December 2007. She noted there have not been any problems with ProCom nor have the phone logs reported any criticisms. The contract will not include a 3% increase in 2007 resulting in a \$1,200 reduction.

## **TREASURER'S REPORT**

Jim Frank stated he is still learning the treasurer position and noted Byron did a great job as the previous treasurer.

## **COMMITTEE REPORTS**

### **LANDSCAPE COMMITTEE**

Josh Mahoney provided the following information:

- Winchester Homes is implementing a re-forestization plan dictated by Anne Arundel County for any new development. He noted homeowners are upset because trees are being planted in common areas behind homes. Homeowners were not informed prior to the trees being planted but were instructed to maintain them. There was discussion as to why the trees couldn't be planted elsewhere, i.e. at the pool. Nancy said a site walk will be conducted with Winchester Homes. There was extensive discussion concerning the placement of the trees and what role the HOA will have from this point forward.
- Anticipates presenting the Board a landscape design for the front entrance at the January meeting.
- Nancy said Winchester made a \$3,000 contribution for grounds maintenance at the pool.

### **SOCIAL COMMITTEE**

Jim Frank reported a social will be held on December 17<sup>th</sup> for all homeowners.

### **POOL COMMITTEE**

- Byron noted the pool furniture is still outside. The pool management company will be instructed to move the furniture inside the pool house.
- Luella reported she negotiated a better contract with the pool management company because of their lifeguards' abuse of the pool telephone system during the summer.

## **UNFINISHED BUSINESS**

1. There was extensive discussion concerning the renegotiated ProCom contract. Discussion points included the following:

- Luella reported the 2006 contract included an automatic 3% increase for 2007 a clause that has been deleted in the new contract.
- ProCom will now be required to conduct a drive through of the community at a minimum of twice a month. A homeowner asked Louella to add something to the contract that documents ProCom was onsite. Nancy said if it's not done ProCom would be in violation of the contract. Jerry will instruct Kerrie to provide the Board onsite reports.
- Also added outline of fees homeowners are responsible for paying.
- Doug noted as a Board member and committee chair he was not asked for input on ProCom's services and suggested the Board do a better job of polling the entire Board, committee chairs and community on the issue. He noted the review of ProCom's services was conducted by two Board members vs. full community and questioned whether the Board exercised due diligence in the matter. Nancy noted ProCom's contract ends at the end of December.

Jim motioned to accept the contract as written. Mike seconded the motion. A vote was called. The following additional discussion ensued:

- Byron Malogrides stated said he did not know the views of the various committee chairs who work directly with ProCom because they were not asked to provide input.
- A homeowner said he and his wife aren't happy with ProCom because their interaction with the former management company was much better and suspected others feel the same. Nancy said she has heard a lot of positive comments.
- A homeowner asked if a poll of the community was conducted and noted because the minutes aren't available on the website homeowners would not have known input was being sought. She also asked what the consequence is if the contract is not ratified. Luella said there is a 30 day exit clause for cause and 90 days for no cause.
- A homeowner said they have contacted Kerrie Wilson at ProCom three times since June concerning an unattached deck their neighbor built and have not heard any follow-up.
- Doug suggested polling the community, committee chairs, etc., perhaps via the website to conduct a comprehensive review of ProCom's services but still move on with business. Luella said the contract dates were not in agreement with the association's documents and ends in December.

Nancy called for a vote on Jim's motion to accept the contract. Doug amended the motion to include a poll of the community. The original motion was to approve the contract as written. Doug said no then.

Doug withdrew the amended motion and moved to approve the contract with the contingency that the Board involves the community and committee chairs to determine their level of satisfaction to determine if the association wants to stay associated with ProCom down the road. Jim seconded the motion. There was no additional discussion. Five members voted in favor of the motion. The motion was unanimously approved with five Board members voting in favor of the motion. (As President Nancy does not vote unless there is a tie.) Luella said she doesn't want to poll the community. Doug suggested the communications committee put together the information for the website.

2. Josh Mahoney reported he met with Seasonal Changes to address snow pushing questions. The association is still under contract with McDonogh Farms until December 31<sup>st</sup>. There was extensive discussion on whether the Board wants to pay \$35 per hour (\$45 per hour on holidays) to shovel snow on the common areas and around the mailboxes in the town home area of the community. Mike Miller said McDonogh never shoveled the sidewalks of the town homes. The Board decided to instruct Seasonal Changes not to shovel in front of town homes because homeowners are responsible for that area. Byron cautioned against hiding fire hydrants. Josh said they will all be marked. Doug said a homeowner asked about snow plowing on Killarney. Josh said he will address the issue with the owner of Seasonal Changes.

A homeowner said plows are unable to clear the street when there are cars parked on the road. She suggested sending a letter to homeowners stating cars should not be parked on the street. Josh said if a car is parked on the street the road will still get plowed. Luella will provide Josh a copy of this year's snow pushing contract with McDonogh Farms. The Board will vote on the issue via e-mail. Josh also asked the Board who Seasonal Changes should contact for authorization to salt or sand the roads in the community. The Board will discuss the issue and report back to Josh.

### **HOMEOWNER FORUM**

- A homeowner questioned whether homeowners who do not cut their grass will be charged by the community to have the work done. Jerry said the contract spells out inspection of the common area but if there is a private home obviously in need of grass cutting Kerrie will notify the Board. Doug said the rewrite of the rules regulations and covenants needs to be completed. The Board noted every issue homeowners have should be funneled through ProCom. They were also encouraged to send a letter to Nancy if they are unhappy with ProCom's services.
- A homeowner asked if ProCom maintains a master list of phone calls, etc. and whether or not it is funneled to the appropriate committee or Board members. Nancy explained ProCom sends the Board a packet of information that includes homeowner issues, financial reports and phone logs every month. The homeowner suggested ProCom inform homeowners when their concerns are forwarded to the Board or appropriate committee chair. Doug noted Board members are also committee liaisons and should be maintaining and tracking issues. The Board acknowledged the homeowner's suggestion and discussed ideas for handling calls and issues, committee assignments, i.e. a spreadsheet. The homeowner suggested including committee action items on the website. Doug asked Josh to pass on the suggestion to Danielle Mahoney the communications committee chair.

### **ADDITIONAL COMMITTEE REPORT**

#### **SAFETY AND SECURITY**

Terry Whitehead provided the following report:

- Received a county report on Seneca and LaMocha traffic patterns. Three different studies will be done to determine traffic patterns. The average speed on Seneca Drive is 30 mph even though the posted speed limit is 25. Once all the traffic studies are completed possible traffic calming devices will be discussed. Terry explained Anne Arundel County can install traffic calming

devices in the community because the association does not own the roads. Doug suggested polling the community to find out where the traffic/speeding trouble areas are within the community.

- Vehicles are being stolen in front of houses and there was also a home inspection. Terry reported the police informed her there was a well organized theft ring that targeted Chapel Grove. Winchester's cameras picked up kids trying to open car door handles in the community. A homeowner suggested the Board send out a letter to homeowners to inform them when there are issues such as car thefts in the community. There was extensive discussion on how to report the information to the homeowners and what to include, i.e. types of cars stolen, time of day, etc.
- Terry proposed hiring an off duty police officer one or two days a week to create police presence in the community. It has been challenging to get community specific information from the police department because Chapel Grove is identified as part of Francis Station. Jim Frank asked Terry to e-mail the Board all the information she has on community crime. Byron asked Jerry Prechniewski to instruct Kerrie Wilson to contact the police department directly for information on community specific crime. The Board wants the information before it makes a decision on hiring security for the community.

### **MISCELLANEOUS**

Nancy conducted a drawing to award a \$20 gift certificate to Four Seasons Restaurant.

### **ADJOURNMENT**

The meeting adjourned at 8:15 pm.

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

Submitted via e-mail to Kerrie Wilson at ProCom on January 5, 2007 via e-mail to ProCom

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