

CHAPEL GROVE HOMEOWNERS' ASSOCIATION

Minutes of the Board Meeting

June 28, 2006

The Board of Directors of Chapel Grove Homeowner's Association met at the Crofton Library on Wednesday, June 28, 2006.

Present were:

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

Jim Frank – Parking Committee Chair
John Kilgore – Pool Committee Chair
Josh Mahoney –Landscape Committee Chair
Danielle Mahoney – Communications Committee Newsletter Editor
Paul Stearns – Covenants Committee Chair

Kerrie Wilson – ProCom Community Manager
Mike Finley – ProCom President/Owner
Jerry Przchniewski – ProCom Supervisor
Gail Kramer – Recording Secretary

Additional Homeowners:

Robert Bayliss	Susan Lizzi
Jay Duckworth	Scott Meyers
Kevin Hinton	Tony Mitchell
Jim Horstkamp	Joann Simmons
Belinda Horstkamp	Benjamin Moore
Ricky Kwok	Veronica Potter
Samuel Kumah	Terry Whitehead

Absent: Patty King – Member-at-Large

CALL TO ORDER

Doug Zander called the meeting to order at 6:35 p.m. Meeting was late starting for quorum.

MINUTES REVIEW

Byron Malogrides motioned to dispense reading of the May Board meeting minutes and approve them as written. Randy Buckley seconded the motion. There was no additional discussion. The motion was unanimously approved. Doug stated the minutes could be posted to the website.

PRESIDENT'S COMMENTS

Doug provided the following information:

- The Board is working hard to increase communication levels.
- The Board is also focusing on rewriting the covenants which is what the Board will be posturing toward over the next several months. There will be extensive discussion concerning enforcing the covenants and how to address violations. Part of the process has already been changed so that the Board reviews all letters prior to being sent to the community. The management company, architectural review committee chair and a Board member participated in a community walk through. The Board looked at the violation issue and has worked to ensure that it is a well informed process so that any notification of violations will come from the Board not the committee.
- The website is the easiest form of communication and the Board and communications committee is working to get information on the site so homeowners are more apt to use it. Doug also noted the bulk of the association's committees are represented on the site. Homeowners were encouraged to volunteer their time on one of the committees. He noted volunteers are working hard to make sure the Board is meeting its goals and homeowner expectations.

TREASURER'S REPORT

Byron provided the following Treasurer's report:

- The transition from Chambers Management to ProCom took place in the last 30 days.
- Accounts were moved to SmithBarney to get a better return on investments sitting in capital reserve and excess money from assessments. SmithBarney has all the funds.
- \$54,000 from the \$156,000 currently in the checking account will be used to pay for capital reserves. Reserve contribution has to be done every year based on the reserve study completed in 2005. Byron explained a reserve study calls out major maintenance issues on a five to ten year schedule, i.e. roads, and reserve contributions are made every year to ensure funds are there to make repairs when due.
- Cash on hand in savings \$177,000 which represents 2/3 of capital reserves that is fenced money that must be held out for maintenance issues. The rest is for nest eggs.
- The draft audit has been completed and everything looks good. Homeowners were offered copies of the draft audit.
- The association owes \$7.00 in income tax which will be paid in a late filing.
- The current fidelity bond is for \$300,000 but the Board is considering raising it to \$500,000 because assets are increasing.

MANAGEMENT REPORT

Kerrie Wilson provided the following report:

1. Transfers of Ownership

- a. 731 Seneca – Samuel and Dora Kumah - \$886,649
- b. 1560 Star Stella – Richard and Sun Avery - \$734,038
- c. 754 Seneca – Cheryl and Eric Brown - \$760,952
- d. 925 Arkblack – Olugbenga Ashimi - \$457,000
- e. 1554 Star Stella – Bonnie and Richard Zsakany - \$828,096
- f. 1615 Winesapp – Kevin and Vanessa Hinton - \$775,728

2. Projects Completed/Underway

- a. Met with various committees and a Winchester Homes representative.
- b. Fidelity Bond – pending quotes from State Farm, Travelers and Pennoyer.
- c. ACC Committee – Minutes, recommendations and list of potential committee members.
- d. Parking – ABC charges \$250 for initial tow, \$25 storage per day and \$50 tow within community. Additional bids to follow.
- e. Pool – Safety inspection report. Approved list of names. Awaiting Board guidance on both issues.
- f. Mosquito control update.

3. General Matters

- a. Email from David Morck of Winchester Homes re: striping, Beach and street trees, tot lot and SWM pond.
- b. Letters/e-mails from:
 - 1513 Criterion re: dead tree
 - 799 Seneca re: pool
 - Complaint re: 2462 Jostaberry; trash
 - Complaint re: 1315 Waneta; basketball hoop
 - 792 Seneca re: exercise equipmentMultiple emails

4. Executive Session

- a. Collection report.
- b. Delinquency list.

COMMITTEE REPORTS

ARCHITECTURAL REVIEW COMMITTEE

Paul Stearns provided the following report:

- 54 applications were reviewed over the last month. Nancy Gossard noted the Board will discuss two of the issues during executive session.
- Doug asked when the committee plans to meet to discuss covenants rewrite and noted he would like to the committee to meet before the next Board meeting. Paul stated he just received the names of homeowners interested in assisting the covenants committee on the rewrite and stated he will contact them via telephone but would prefer e-mail addresses. Doug suggested adding an item to the website to solicit additional homeowners to help with the effort. A homeowner stated residents signed up for the committee a month ago and asked why Paul just received the list of homeowners. Kerrie noted she supplied the information when requested and stated the Board has been trying to get their hands on a lot of issues and she's not sure Board has been trying to get their hands on a lot of issues with the management company change and she's not sure the Board has determined what the jobs will be of the 20 or so people who signed up for the committee. Doug noted in the preparation meeting that was held the issue was discussed and the Board decided the people who signed up would be working on a sub-committee under Paul to pull together and help develop the rewrite. It's also a matter of all volunteers trying to pull the effort together.

PARKING COMMITTEE

Jim Frank provided the following information:

- Information has been received from David Morck at Winchester so now the committee has the information they need in terms of their commitment to assist with the parking issue. The community has been surveyed and now the committee knows what they want in terms of striping. Will meet with Kerrie to provide a final list of what needs to be done so she can secure three bids. She is also securing towing bids. Hoping to get bid by the next Board meeting to review. The fire department walked through the community, pointed out potential problem areas and made suggestions. That information will be incorporated into the bid process.

POOL COMMITTEE

John Kilgore provided the following report:

- The pool committee has been reformed.
- The committee recommended changing rule that would permit a child ten years of age and over to go to the pool unaccompanied provided they pass the swim test. The current rule states 13 and over. John said the pool management company; American Pool Management (APM) is fine with the proposed rule change. There was extensive discussion concerning the issue, including the following:
 - The lifeguards would conduct the swim test.
 - A homeowner stated she was on the original pool committee and at that time the committee was concerned the pool would become a babysitting mechanism and feared what would happen if there was an accident. The same homeowner questioned whether there is emergency contact information on site.
 - Gail Kramer noted Crofton Swim and Tennis Club's insurance company mandates the age requirement for unaccompanied children and suggested checking with the association's

insurance company for their guidelines. Byron said the pool is insured by the pool management company not the association. John said the only question of insurance is when an event takes place after normal pool operating hours. Doug asked John to confirm with APM that the proposed rule change is acceptable within their insurance policy.

- There was extensive discussion on the need to have emergency contact information available at the pool, how best to acquire the information and where to secure it. A homeowner suggested parents sign a paper authorizing their child to go to the pool, stating they know how to swim and provide emergency contact numbers.

There was a motion to lower the unaccompanied child age from 13 to 10 with the caveat that APM verifies insurance coverage. Randy seconded the motion. There was no additional discussion. The motion was unanimously approved with a vote of 6 – 0.

- Contacted 10 – 12 vending machine companies and was told the account would be either too small or too seasonal. APM and ProCom provided the names of additional companies and John was able to secure two bids. The details of each contract were reviewed. John noted the committee recommended K&K vending. They will supply three machines with no long term commitment. The cost will be 60 cents for cans \$1.00 for bottles. Committee recommended going with K&K vending to supply one snack and one drink machine – two drink machines if there is enough space. Doug said the Board received specifics of contracts via e-mail. Mike Miller asked if there is a machine rental and if the commission would pay for the machine. John said there is no cost for the machines. Resident said the association can't make a profit and questioned if vending machine commission would violate non profit status. John said the K&K arrangement would not provide any income. There was a motion to K&K as the vendor for current season. Randy seconded the motion. There was no additional discussion. The motion was unanimously approved with a vote of 6-0.
- Noted many of the community's "tweens" feel the pool is boring and suggested purchasing pool toys that will belong to the HOA. The toys, i.e. water volleyball, basketball, noodles, etc. would be stored in a container and marked as Chapel Grove property. Jay Duckworth suggested scheduling water volleyball times at the pool and perhaps different activities as well. There was extensive discussion concerning various options to make the pool more fun.

John noted he has a budget but is not sure if he is authorized to purchase items without the Board's approval. Doug said the previous committee was empowered to follow their own budget and stated as long as John is within budget he and his committee can make their recommendations to the Board and whether or not it would fall into budget and then move forward. Doug said the Board doesn't want to get into the process of voting for each event. Byron said the committee will end up with expenditures for next year by the end of this year. Said they should look down range for supplies by looking at what will be needed going into next year – as a suggestion, i.e. cleaners, toilet paper, hand towels, etc. A resident stated there are monies set aside for annual operating and maintenance expenses. Byron said some of the products being used at the pool were purchased last year. He suggested the committee merely identify issues for the next year and start planning accordingly. After extensive discussion Doug stated there were two different issues and that Byron's point was that towards the end of the year the committee should think about whether they have spent and done everything they can to maintain and equip and make the pool a good safe happy location for everyone. And if there is money leftover at the end of the year specific projects such as painting, flooring, making

modifications that will be safer and better for the community, it should be done. As each of the committees get towards the end of the year and if they have an overage they should come before the Board and discuss what should be done with it, i.e. save it for future projects or complete items this year.

A homeowner asked the committee to purchase a clock. In regard to a storage container, Doug said shelves could be built in the pump room to store pool toys because a storage unit would have to adhere to covenant guidelines. Nancy asked how the toys will be managed and if it will be another housekeeping chore for the pool management company. She also expressed concern the toys may cause a free for all with the kids. John acknowledged the concern and said the issue will be monitored. He noted the pool is often under populated and doesn't anticipate a problem with the toys. He also noted in general the pool management company is not opposed to the idea.

- Looking at finding an organization that will offer swimming lessons at the pool. The YMCA is not interested in providing instruction at the pool and although APM does offer lesson programs they are booked for the season. However, the committee will meet with representatives of a program called American Kids to discuss the issue. Randy asked John to contact the communications committee if they are able to offer lessons so the information can be communicated to homeowners.
- Louella asked how passes are going. Kerrie said it is agreed upon that members will not be allowed in the pool if they are 60 days in arrears in assessments. There was extensive discussion on how best to provide the lifeguards with a list of homeowners not authorized to use the pool for various reasons, i.e. late assessments, covenant violations, etc. Doug would like to create an access list not a delinquency list. ProCom will send a letter to homeowners asking them to return their pool passes when appropriate. John said the committee is looking at a barcode system. Doug encouraged residents to contact ProCom if they think someone is not eligible for pool privileges and the committee will address it. Josh asked if the pass number can be corresponded to the master list. Doug acknowledged the suggestion and deferred the issue to the pool committee. Doug asked the committee to address the issues and report back to the Board with their recommendations
- Resident asked about rules for pool parties to make sure the pool is not double booked for parties. John said there isn't a process now but noted one homeowner contacted ProCom and the committee to notify them they were planning a party on a certain date. The group discussed establishing guidelines for parties. Doug said the issue has to be addressed. John said the committee will work on the process for next year. He also said after hour pool parties are handled through APM. It was noted after hour parties are insured by Chapel Grove not APM's insurance.

SOCIAL COMMITTEE

Jay Duckworth reported:

- Thanked Danielle Mahoney and two additional residents for ideas they have provided.
- Memorial Day weekend party was held to kick off the summer.

- Working with John Kilgore and APM on holding a pool party July 22nd. It will be an informal meet and greet with Board and committee chairs. He has applied for a county liquor license for one time usage. The event will be for adults only. The county one time liquor license cost a \$10 application fee for beer and wine and \$15 - \$25 for beer and liquor. A homeowner questioned whether or not a paid security officer will need to be at the pool because of the liquor. Jay said everyone is a member and no one from outside the community is being invited so security is not necessary.
- Would like to hold a movie night and chili cook out. Also considering a block party, holiday cookie exchange, Santa visit, progressive dinner and a couple of adult pool parties.
- Well within the budget. Each event will help get better understanding of budget needs for 2007.
- Asked for ideas and noted if anyone wants to sponsor an event he would work with them.
- Ricky Kwok said safety day should be sponsored by the community next year. It was done this year and the turnout wasn't as good as he would have liked. Jay said he would work with John and Ricky with their budgets. Also said someone asked for a grille at the pool and noted it is a social/pool item. Doug said there isn't a safety committee at this point formalized for an active committee.
- Veronica noted the original pool committee said there would be no alcohol allowed at the pool. She also said after hour parties were not allowed because of noise issues. Jay said we could move the social to 7:00 p.m. and perhaps hold it until 10:00 p.m. Doug said the noise issue is an important one and said the covenants may need to be modified to reflect what the community wants.
- Jay noted homeowners can contact him at social@chapelgrovehoa.org

LANDSCAPE COMMITTEE

Josh Mahoney reported:

- Changed mulch in tot lot to thicker chip and a bench was installed.
- Irrigation – will readjust schedule of watering. Will have to go to daily schedule for 7 ½ to 8 hours per day. 27 zone system was being split half and half. Will talk to the irrigation company to come up with a better watering system. There is a rain sensor in the system. Doug said if the watering schedule will be changed to a daily schedule on both zones the committee needs to look at the cost of water because the budget factored in an every other day schedule. He also suggested tracking it for budgeting purposes for 2007.
- There was a transistor that was not working but Crownsville fixed it.
- Discussed landscape budget. Byron said landscape budget is \$70,000. Byron said the Board still needs to discuss the area near the pool with Larry Bergoon of Winchester Homes. Doug said he spoke to Larry about the Winchester run board's decision not to have an effective watering plan and the fact grass around the pool has died. Larry will be at next month's meeting. Perhaps Winchester will help the HOA financially. Not sure at this point. Looking to have Winchester Homes take responsibility. The Board needs to determine if an irrigation system should be pursued for one of the key common areas. Josh will investigate how much is being spent to irrigate the areas. Byron said there is a sewer charge that goes along with water. It's not the same rate as a resident's. Byron noted the ground only soaks up so much and then the water becomes run off. Josh explained soak cycles are an option for an effective watering plan. Byron said there is money in the landscape budget for an irrigation system but would like Winchester to step in. Resident suggested a booster pump and because the water pressure may be too low and a pump may increase efficiency. After extensive discussion concerning different proposals

to install a sprinkler system Josh suggested going with Complete Landscape and then ask Winchester Homes for reimbursement or a settlement price. Resident asked if the committee was anticipating placement of pavilion in consideration of pipes, etc. Josh said the system could be modified and noted any improvement would not be done for at least two years. Josh said the cost would be \$17,500. Byron motioned to allow Josh to proceed with Complete Landscape's proposal to irrigate the common area near the pool. Nancy seconded the motion. There was no additional discussion. The motion was unanimously approved with a vote of 6-0.

- Josh reported trees will be warranted on Criterion only according to Winchester. Resident said Winchester told her all the trees would be replaced once the community is released. Doug said Larry Bergoon told him if the tree dies before it is turned over to the county they will replace it. Once they are turned over they will be replaced up to one year from the date they are turned over. The county will not replace dead trees but they will cut them down. Doug said residents should e-mail the Board with any key points on the issue. Josh will further address the issue. The Board and management company has received a list of all the trees that need replaced.
- Residents were asked to e-mail Josh at: landscape@chapelgrove.org with landscape issues.
- Working with Apex to replace fence in the front of the community with vinyl. Initial cost will be expensive but then band aids won't have to be done. Resident asked about county breaking bottom slat of fence. Josh said he is going to replace the slat. He also noted he is developing a prototype for 800 feet of fencing so he can get apples to apples bids.
- Another resident said the original community sales brochure showed trees on both sides of Seneca but they are only on the outside of the hill not the inside. Josh said he will look at the plats. Asked resident to contact him. Doug said the plat is the official document not the artists' rendition.
- Randy asked if handyman was used. Doug said APM recommended plumber to fix problems.
- A homeowner stated she lives behind the old model and since the area has been fixed (the walkway) it has become a place for kids to race bikes down the hill and through yards. Thinks newsletter should point out parents have responsibility to keep kids monitored. Doesn't want kids going through her yard continually. Doug asked resident to put together paragraph or two on the issue for the newsletter and provide the information to Danielle Mahoney.

COMMUNICATIONS COMMITTEE

Randy Buckley provided the following information:

- The new serve is up and running.
- There are two new members of the communications committee. The committee will meet soon to determine how it will work.
- Looking at changing the website a little. Once all the committees get access it will be updated more frequently. As it exists now it is relatively up to date with e-mail addresses put together by Mike Miller. More work to do. Asked residents to look at the website and provide input. Looking at website as the main avenue for communications within the community.
- The committee does not have an operating budget. The contract for host services is good for three years. Doug asked Randy if he has estimated an operating budget, for a frame stand up signs announcing meetings, socials, etc. Byron suggested allowing committee to have seed money in the event anything arises until a number is established. Randy said only big ticket item they're looking at is an annual

newsletter in color at the cost of \$2,000 – \$5,000 dollars. Danielle noted A frame signs costs \$200 - \$300 a piece. She thinks a rough estimate budget of \$2,000 is a reasonable number to work with. She also noted she researched color newsletters and thinks the idea is cost prohibitive so the committee is going with ProCom printing the newsletters in black and white at this time because \$4,000 could go into something else.

- Randy said input is highly welcome.
- Danielle Mahoney said she purchased a digital voice recorder because she had to take the minutes at the May meeting.
- Randy motioned to grant the communications committee a \$2,000 operating budget. Mike seconded the motion. There was no additional discussion and the motion was unanimously approved with a vote of 6 – 0. Nancy expressed concern about pressuring the committee into agreeing to a baseline budget. Danielle said she is comfortable with that budget based on e-mail communications. Doug said the committee can approach the Board if an increase to their budget is necessary.

ADJOURNMENT

Doug motioned to adjourn the open session of the meeting at 8:12 p.m. Mike seconded the motion. Doug asked residents to raise issues in advance so the Board can be prepared to discuss issues. A resident asked if there will be a security committee formed to discuss short term and long term plans. She noted someone attempted to steal her car and that someone tried to come into her door. She noted Chapel Gate is deteriorating and that the police department is ready and willing to work on the issue. Doug said he asked Kerrie to research security reports and to date there have not been any others. He noted he was not dismissing her concerns but t asked if the resident would like to lead or serve on a security committee to help the community.

Another resident said that all the money being put into new fences and landscaping will be for naught if the landscaping issues continue. She noted bicycles have been stolen, garages have been attempted to be broken into. Doug said perhaps a neighborhood watch can be started but he is maxed out on time. Homeowners need to look within the community to find out if they want to proceed with the issue. A resident said the first step is to talk to law enforcement personnel to find out how to proceed. Doug said the Board will address Board roles.

Resident said speed has been an ongoing issue on Seneca. Randy said he has the same problem on Criterion. She also noted cars on Seneca were egged. Doug asked residents to e-mail the Board with specific issues so they can prioritize what is most important to the community.

The meeting adjourned at 8:19 p.m. with a vote of 6 – 0.

Approved by:


President

Date:

26 July 2006

Submitted by Gail Kramer/Recording Secretary
gailkramer@comcast.net