

CHAPEL GROVE HOMEOWNERS' ASSOCIATION

Minutes of the Board Meeting

May 23, 2007

The Board of Directors of Chapel Grove Homeowner's Association met at the Odenton Library on Wednesday, May 23, 2007. Present were:

Nancy Gossard – President
Luella Bressler – Vice President
Mike Miller – Secretary
Byron Malogrides – Member-at-Large
Doug Zander – Member-at-Large
Kerrie Wilson – ProCom Management Agent
Gail Kramer – Recording Secretary
Brad Seay – Bartlett Tree Experts
John Kilgore – Pool Committee Chair
Josh Mahoney – Landscape Committee
Tony Mitchell – Safety Committee Chair

Additional Homeowners:

Robert Bayliss – 1314 Wanneta Court
Maxine Beiritt – 905 Arkblack Terrace
Christine Bell – 903 Arkblack Terrace
Brian and Rose Donnelly – 1558 Star Stella Drive
Bruce Duray – 762 Seneca Drive
Rose Duray – 762 Seneca Drive
Alexandra Haig – 921 Arkblack Terrace
Belinda Horstkamp – 1209 Steuben Court
Terri and Richard Leeds – 698 Reliance Court
James and Melissa McFadden – 911 Arkblack Terrace
Karen Randes – 1556 Star Stella
Tina Say – 923 Arkblack Terrace
Joann Simmons – 799 Seneca Drive
Betty and George Stratton – 1548 Star Stella Drive
Evelyn Takacs – 927 Arkblack Terrace

Absent: Jim Frank, Treasurer and Scott Wallace, Member-at-Large

CALL TO ORDER

Nancy Gossard called the meeting to order at 7:00 p.m. and reported the Board is made up of four members from single family homes and three from the town homes. She further explained Luella Bressler, is the Vice President, represents single family homes and teamed up with Doug Zander and Byron Malogrides to interview candidates for the vacant Board Member-at-Large position.

Luella explained four candidates were interviewed and Scott Wallace was selected to fill the open position. She noted he had served as a committee member for two years and she, Byron and Doug felt his participation on the committee would make the transition to Board member easier than candidates who had no experience with the community. Luella further explained the Board then approved the group's recommendation and Scott Wallace was appointed to the Board.

MINUTES APPROVAL

The minutes from the April 25, 2007 Board meeting were reviewed. Luella Bressler moved to approve the minutes as written. Byron Malogrides seconded the motion. There was no additional discussion and the motion was unanimously approved.

BARTLETT TREE PRESENTATION

Josh Mahoney introduced Brad Seay of Bartlett Tree Experts and noted he was present to discuss common area trees and his recommendations and proposal for maintaining the association's trees. Included in the presentation were the following points of discussion:

- Brad explained many of the trees in Chapel Grove are stressed because they have too much mulch and soil which causes trees to suffocate and increases likelihood of disease. He proposed removing the mulch and soil from around the base of the trees.
- He also noted there is poor soil fertility in the community with poor clay subsoil and recommended fertilization.
- There are also structural issues with many of the trees branches growing out towards the streets. Branch structure will cause weakness over time as they mature and recommended the trees be pruned properly.
- There are a multitude of insect and disease problems with the Sycamore trees that affects leaves and branches. Some of the Oak trees may have pest problems as well.
- The goal is to keep trees alive to avoid incurring dramatic replacement costs. There are 500 trees in the community and it costs approximately \$300 to replace one tree.
- Bartlett's proposal prioritized the needs of ten types of trees in the community. He explained his recommendations for grouping the trees to treat and prune them.
- Explained fees for treating/controlling insect problems at a cost of \$19 per tree. There are 113 oak trees so it would cost approximately \$1,900.
- Explained Bartlett's proposal is a four year plan.
- Brad said it is important for the community to get involved in caring about the community's trees because proper care will exponentially increase the life of the trees. Bartlett is proposing a four year plan to address the association's various tree issues.
- Homeowners should water trees in front of their homes once or twice a week and explained the proper way to mulch a tree.

- Nancy said the plan will encompass a total cure for the trees, i.e. pruning and bug treatment.
- Brad explained Bartlett's work proposal was identified by species rather than area. He said recommendations were based on the pests of particular trees in the community. His company would also monitor the property to see what kinds of pest activities are present.
- He noted the community's trees include flowering cherries, honey locusts, red maple, pines, etc. The entrance is lined with sycamores and different streets have different types of trees. There are ten types of trees in the community. Josh has trees broken out by street. Red Oak and Linden trees are the two most popular species in the community. There are 113 Red Oak and 113 Linden trees.
- Brad said a very large Beech tree was taken down on Killarney Terrace last year. There has also been a recommendation on an Artblack tree implemented with Winchester Homes.
- Mike asked if there is a guarantee the trees won't die. Brad said no because there is no way of knowing how much damage has been done to the interiors of the trees. Some will be saved, some will not.
- Josh Mahoney noted he is trying to take a proactive approach with the community's trees and landscaping because Winchester Homes has not done much over the years.
- The proposal was reviewed.

PRESIDENT'S REPORT

Nancy Gossard presented the following report:

1. She is appreciative of the good homeowner attendance at meetings and is hopeful attendees will discuss issues presented with their neighbors.
2. Nancy reported the Board has spent a lot of time discussing what the association's priorities should be and trees were a big topic of discussion. The Board is planning how best to take care of the trees in the community. The Board is also starting to prioritize what needs to be done in the community, i.e., 2008 budgeting, safety concerns, tot lots and common areas. There are 360 some homes in the community and the associated maintenance of a community that size is huge. Consequently the Board is working on budgeting, reviewing proposals, including Bartlett's. Nancy noted Bartlett's four year plan falls into line with what the Board is attempting to do with long term planning.

TREASURER'S REPORT

Byron Malogrides provided the following information:

- The health of the community is very good. Funds were deposited into SmithBarney investment accounts last July and as of April 2007 the association has realized \$5,500 in income from that deposit.

- Explained that funds not expended from the previous year's budget are carried over to the operating reserve (rainy day fund) account that can be used for landscaping issues, etc.
- Capital reserve account is the reserve replacement and repair account. It is incumbent upon the Board to fund the account at \$54,000 per year according to the capital reserve study.
- Currently **\$121,000+** in operating reserve account and **\$168,000+** in the repair/replacement fund. The checking account has **\$132,000+**. Number reflects \$50,000 carried over from last year. The association should put \$50,000 into the rainy day fund which would drop the check balance **to around \$82,000 and within FDIC limits**. Byron advised Kerrie to move \$50,000 from the checking account to the operating reserve account. Kerrie asked whether a motion was necessary. Byron explained one was not necessary because the request is just an accounting procedure to **reflect a more accurate account of the check book balance for 2007**.

MANAGEMENT REPORT

Kerrie provided the following management report:

1. Transfers of Ownership
 - a. 1415 Macfree Court, Michael and Trinita Atkins - \$772,000
 - b. 698 Reliance Drive, Dr. and Terri Leeds - \$824,269
2. Projects Completed/Underway
 - a. ACC – recommendations/denials.
3. General Matters
 - a. Speed bump information.
 - b. E-mail and photos regarding the height of stop signs.
 - c. Eight parking violation notices.
 - d. Final letter to homeowner including encroaching shed.

COMMITTEE REPORTS

COMMUNICATIONS –

Mike Miller reported the survey is completed but is still open until the results are compiled. There were 99 participants with a wide range of responses and opinions from diverse members of the community. The responses will take some time go through and compile. The survey doesn't constitute some type of vote it's to be used as a resource for the community.

Mike also noted there is a discussion forum where homeowners can address issues with one another. He is hoping the forum will bring more issues to the forefront.

LANDSCAPING -

Josh provided the following report:

- The fence in the front of the community has been taken down and will be replaced with a white vinyl fence.
- Talked to TLC and Atlantic Lighting and got a hodgepodge of proposals from the two companies' for community lighting issues. Atlantic's proposal was to replace five lights at a cost of \$3980. For another \$200 five additional lights would be added to the guardhouse. The approximately \$4,000 cost would include larger transformers. In response to a question Josh said the lighting problem has nothing to do with irrigation. Doug said it was a grounding problem that was rectified a couple of months ago. Nancy questioned whether the bigger transformers would cause problems. Doug said additional transformers would allow for more flexibility.
- Doug asked if the Board wanted to vote on Bartlett's proposal recommendations. Josh said he wants to move forward with the pest control aspect for sure. Doug moved to authorize expenditure of \$1870 for 2007 budget for pest control treatments. Mike seconded the motion. There was no additional discussion and the motion was unanimously approved.
- There was discussion concerning Bartlett's recommendations, i.e. tree mulching. Byron suggested getting documents from Bartlett explaining how homeowners can best take care of their trees. After discussing the issue Josh said he would send a community wide mailing to address the issue. After extensive discussion the Board decided to wait until the next planning meeting to review Bartlett's recommendation before proceeding.

POOL COMMITTEE -

John Kilgore provided the following information:

- American Pool Management has been on site readying the pool for the season.
- The pool cover has been stored.
- There is a leak in one of the men's restroom stalls. Kerrie said APM advised her the leak would be repaired before the pool opens. John said there will be some drywall issues associated with the leak.
- John and his son attempted to deliver 200 envelopes of pool passes. The guards will receive a spreadsheet with the names of homeowners with pool privileges. Several people reported they did not receive the passes so he is working on rectifying the problems. He acknowledged there

were some problems with the delivery of the passes and noted lessons have been learned for next year. Homeowners who did not get their passes were advised to e-mail John and he will make arrangements to drop off the passes at the pool for distribution by the lifeguards.

- Kerrie reported kids are throwing rocks over the fence so APM has to clean up rocks constantly.
- Posted signs advising pool users who to contact with pool related questions or concerns.
- Belinda Horstkamp is a new committee member.

SAFETY COMMITTEE –

Byron introduced Tony Mitchell as the new safety committee chair. The following report was provided:

- Met with Nestor Flores of Anne Arundel County traffic department to talk about speeding situation. A traffic survey was done in the fall and will be repeated again this fall. The survey noted the back section did not have a lot of traffic going through the area. Another analysis needs to be done once the other houses are completed because the additional homes will bring more traffic. Byron noted there are many options for defining traffic patterns with signage, paint markings, etc. and so raised surfaces, i.e. speed humps will be last resort.
- Tony noted traffic has slowed down in the community and thinks the presence of the police officer has helped.
- Planning on holding safety day on June 23rd. Will meet with pool and social committee chairs to get their input on the event. The committee is hoping to hold safety day at the pool area. The event will hopefully include the fire department, EMS personnel, blood pressure screening, the police department, canine dogs, etc.
- Byron reported the Board sent **homeowners** a letter concerning speeding concerns. Officer Henry will be in the community six times a month instead of four. He also noted 43 out of 44 vehicles pulled over by Officer Henry were homeowners. There have been no repeat offenders.

HOMEOWNER FORUM -

1. A homeowner noted when people buy a house in the community they are told to upkeep their trees and people plant flowers and mulch around them and will be angry if they are told they need to remove the mulch based on the tree expert's recommendations. Nancy asked if she thought educating homeowners on proper mulching techniques would help. The homeowner said yes but thinks it is too late for this year because most people have already been working on getting their lawns in shape by now. Nancy said if the trees along the curb die because they aren't cared for properly the HOA pays for them which means the homeowners are paying for them. Extensive debate concerning the issue ensued and it was

- ultimately agreed that having a tree expert educate homeowners on the proper care of the trees and advising standards homeowners can reference is critical.
2. The owner of 911 Artblack Terrace said he is in favor of additional lighting at the entrance but noted the street lights in his community have been out for months. He also noted there is a lot of dead grass. Kerrie said homeowners should call her when there are lights out so she can report the pole numbers to BGE so the lights can be replaced. She noted there are identifying tags on most light poles but noted the lights around the pool area do not have tags.
 3. A homeowner said he doesn't think it's important to prune young trees because most people won't be here 20 – 30 years from now. Nancy acknowledged the homeowner's comment.
 4. There was extensive discussion concerning visitor parking on Artblack Terrace. A homeowner reported the first set of spaces does not have visitor parking signs but there is another set of spaces that does. Another homeowner reported her vehicle was towed and questioned why. Nancy said a parking survey was mailed to the town homes and subsequent markings were done based on those results but acknowledged if the parking situation is not adequate the issue will need to be looked at. She noted the striping was completed over one year ago.

Mike Miller said owners of town homes without a garage were given two parking spaces. Garage town home owners are to use their driveway and garage to park their vehicles. Parking lots are supposed to be visitor only. When the survey was done the committee determined all the spots should be marked visitor only but determined one lot on Artblack could be used for extra resident parking spots. He said homeowners don't pay for those spots. The committee decided to make the set closest to Maracrest and Jostaberry visitor only. Mike said three or four letters were sent to town home owners prior to the implementation of the plan.

A town home owner complained she was treated like a criminal when she went to retrieve her car when it was towed. Homeowners are not allowed to park in visitor spots said Mike. Another homeowner said there should be more overflow parking and cited plowing problems because of cars parked on the roads. Mike said town home owners are only supposed to have two cars. Mike noted a lot of people are using their garages as storage. Mike corrected himself and said the covenants stipulate two parking spaces are allotted per town home. Nancy said the issue would be reviewed. She noted if more parking is needed the Board would just need to figure out where to put it. Doug said current parking policy says there are two parking locations per home. Notification has been sent out stating if you are a homeowner you can not park in visitor parking. Doug suggested homeowners come before the Board and make suggestions. Doug asked the homeowner whose vehicle was towed if she received notification about the policy. She said yes. Homeowners were encouraged to join the parking committee.

5. Nancy reported a homeowner sent an e-mail to the Board questioning how much money has been spent on the police presence in the community. Byron noted the

officer receives \$40 per hour and \$480 has been spent so far. There is \$2,000 in the **Safety/Security Committee** budget this year.

A homeowner stated she thinks homeowners standing on the side of the road yelling to drivers about their speed is getting out of control and creating ill feelings. Byron agreed. Nancy suggested homeowners join committees and get involved. Doug said there are a lot of issues the Board is working on and there are only so many Board members and there are a lot of issues. He noted the Board is just 2% of the community and more people are needed to help with various issues, committees, ideas, etc. Discussion ensued.

6. Robert Bayliss questioned how best to get in contact with ProCom. The homeowner was advised to contact Kerrie via e-mail or phone.
7. A drawing was held for a gift card donated by Applebee's restaurant and Brian Donnelly was the winner.

ADJOURNMENT

The meeting adjourned at 8:36 pm.

Approved by: _____

Date:

President

Submitted via e-mail to Kerrie Wilson at ProCom by Gail Kramer/Recording Secretary
gailkramer@comcast.net