

15 September 2018

### Board of Directors Meeting

Board members present: Tracy Usry, Dave Fedorchak, Dave Cullin, Michele Robinson, Clark Ackerman, and Sharon Poole. Board members absent: Dale Breer. Non-Board members present: Brian Riley.

1. Open comment
  - a. Brian Riley brought up the deteriorating culvert conditions on Grandview near Lot 77 / 78. We will take a look and see if any maintenance is needed.
2. Meeting minutes from 8 August 2018 meeting approved. All voted in favor. Meeting minutes will be posted to the website.
3. E-mail chain from road maintenance approval will be posted to the website.
4. Treasurer Report (Dave Cullin)
  - a. There are three (3) lots that have not paid the 2018 dues. Letters have been sent to all the delinquent lot owners. The next step is to refer these to a collection agency.
  - b. Dave Cullin will also look at putting a lien on the delinquent lots.
  - c. Tracy Usry is in the process of auditing the books in order to meet the insurance requirements for an annual review.
5. ACC (Michel Robinson)
  - a. Lyons' old property- the new owners cleared some trees and the neighbor next door complained. She wants the HOA to get a survey to determine the property line but she was informed that this is not the HOA's responsibility and if she wants a survey she will have to pay for it herself. Richard Orr (ACC Chair) will go by to take a look and determine if there is anything that applies to the HOA.
  - b. Joe Silber is purchasing lot 112 and looking at moving the property lines and his driveway. Information only; no action for the HOA right now.
  - c. Lot 50 has new owners and has decided not to cut their full lot. The ACC would need to determine if there is any covenant violation but the rules are too vague for any enforcement of lot maintenance.
  - d. Lot 110 ditches have been maintained by other HOA members on a volunteer basis but the owner needs to take responsibility for keeping the ditches clear. The president will send the lot owner a letter informing that ditch maintenance is his responsibility.
6. CAM (Michele Robinson)
  - a. Next CAM meeting on 22 Sep at 1000 at Starbucks
  - b. Dock steps need maintenance with volunteers to replace. There are (28) steps with three boards each (front and 2 sides), (\$15 / RR tie) that may need to be replaced. Brian Riley will generate a document (bill of material) that shows the repairs that are necessary. Tracy Usry will assist generating the document. Include cost of bridge toll to bring the materials back from Maryland.
  - c. Fall cleanup volunteer work planned for the last week in October / first week in November.

- d. Spraying for the grass that has encroached on the road has been delayed for weather. Tracy Usry will spray when the weather clears. Another e-mail will be sent to the Association when the spraying is set to occur.
  - e. Brian Riley said that the hole on Panorama Trail has been repaired by Jim Buckley. The Board / CAM needs to come up with a plan for maintaining the trail. Brian will meet with Jim to work up a maintenance plan and provide this to the Board. This should be part of a larger HOA-wide maintenance plan.
7. Website (Dave Fedorchak)
- a. The 8 August meeting minutes and the e-mail chain will be posted.
8. Road Committee (Tracy Usry)
- a. Potomac Paving has completed the immediate fixes we identified.
  - b. One bill (\$2400) for additional pothole work is still pending to be paid. Tracy Usry motioned that we pay that bill. Dave Cullin seconded. All voted in favor.
  - c. Additional road maintenance issues. We have three (3) estimates:
    - i. Note: the immediate fixes that we did earlier in the summer needed to be done regardless of these additional fixes. That work (previous work) would have been needed no matter what we decided with this additional work.
    - ii. Monte Vista: 755' run/ 20' wide/ 2" cap will cost \$19,500. Tracy will have Potomac Paving mark the section to be repaired.
    - iii. Harry Berry: cut and patch 60' x 66' cul-de-sac was \$12,000. For 400' x 20' section an additional \$11,300. Total fix on Harry Berry would be \$23,300.
    - iv. Tracy Usry motioned that we spend the money to perform the three repairs noted above (\$19,500, \$12,000, \$11,300). Michele seconded. Discussion followed. Board members had questions about exactly where these areas would start / stop (Tracy will have these areas marked). Tracy and Michele voted in favor. Clark, Sharon, Dave C, Dave F voted against until we get answers and more specifics. Motion did not pass. Tracy and the road committee will work on getting the answers regarding the start / stop locations for follow up discussion and another vote at a future Board meeting.
9. Old Business
- a. Dale Breer was working on the policies/ rules document (see 8 August minutes) but has not presented anything yet.
  - b. Five-year maintenance plan is still in work (CAM and Roads Committee are working on this). This will feed the 5-year budget plan.
  - c. Michele created a disk of Association documents: all meeting minutes (1999-2018) consolidated in one document and all covenants consolidated into one document. It also includes the current HOA listing. These are searchable documents but will not be posted to the website.
  - d. Purchase of t-posts for parking marking on Lot 37 is still in work (Tracy Usry is working this).
  - e. The building materials stored on Lot 118 are still there. The Board sent a letter directing the lot owner to remove the material but nothing has been done yet. The President will send another letter.

- f. The RV on lot 107 can be seen from the road. The Board sent a letter previously. The lot owner is taking action so the Board will monitor and if necessary, send another letter.

10. New Business

- a. New bills for 2019 dues are in process for being sent out.
- b. Annual meeting planning – expect February timeframe. Tentatively planned for 9 February. Clark will start making updates and changes based on last year’s presentation.
- c. Dave Fedorchak will head up the nominating committee. Tracy Usry will help.
- d. Snow removal: Tracy talked with Potomac Paving about snow removal and provided an outline of our requirements. Potomac Paving is working up an estimate. Our requirement is for the plow to use skids and wheels. Potomac Paving agrees to use wheels and skids but Grasshopper does not agree to use wheels and skids. Since Grasshopper does not agree to comply with our requirements we are not going to seek a quote from them.
- e. Tracy Usry recommended we put in a bar-b-que pit at the dock. Brian Riley suggested we also put benches at the pavilion as well. Tracy will determine the cost and scope of the work to be presented to the Board for formal motion and approval at a future Board meeting.
- f. Tracy Usry noted that we have a requirement to post an agenda before every Board meeting. We also have a requirement to include a folder with the agenda and budget available at Board meetings. This was just noted for awareness and as a reminder for the Board for future meetings. **As far as Board of Director meetings are concerned, per ARTICLE V of the By-Laws, there is no requirement to post an agenda prior to the meeting nor are there specified documents required to be brought to the meeting. Good ideas but not required. For a meeting of the members of the association (I.e. an annual or a special meeting) according to ARTICLE II of the By-Laws, meeting when called will be announced and the purpose will be specified and the meeting will follow the order of business as listed in the By-Laws. If we are going to state these are requirements, we need to cite the governing document making the requirements. Are there documents outside our Covenants and By-Laws establishing these requirements?**

11. Next Board meeting is scheduled for 26 October (Friday) at 7:00 pm at Michele Robinson’s house

12. Tracy Usry motioned to adjourn. Sharon seconded. All voted in favor. Meeting adjourned at 11:07.