

Spring Breeze Community Association Official Board Meeting Minutes

East Columbia Library
Columbia, MD
Tuesday, September 11, 2018

Call to Order

Ron Vance called the meeting to order at 6:30 p.m.

Quorum

There was a quorum of nine members present.

Attendees

<input checked="" type="checkbox"/> Ron Vance, President	<input checked="" type="checkbox"/> Gigi Arnone
<input checked="" type="checkbox"/> Chuck Clark, Vice President	<input checked="" type="checkbox"/> Robert Colbert
<input checked="" type="checkbox"/> Terry Storms, Treasurer	<input checked="" type="checkbox"/> Anne Johnson
<input checked="" type="checkbox"/> Linda Southworth, Secretary	<input checked="" type="checkbox"/> Liz Klunk
	<input checked="" type="checkbox"/> Gail Riley

Brian Robinson from Tidewater was also present.

Minutes

The minutes from the August 24, 2018 meeting were unanimously approved by the Board.

Treasurer's Report

- Terry reported that the landscaping and snow removal costs may have gone over budget this year. This may be due, in part, to 2017 costs being paid in 2018.
- Taxes – an extension has been filed for 2017 taxes. An extension will need to be filed by the end of September for the 2018 taxes. Ron signed the letter provided by Brian to approve the filing of the extension.
- There was no financial audit done in 2017. The Board discussed requesting an audit for 2018 and unanimously voted to delay the audit until 2019 to capture all of 2018. The estimated cost would be \$1225.00.
- Reserve Study – Tidewater will obtain proposals from three companies to do the study and will forward the information to the Board for consideration. The cost for this will be approximately \$2500.00
- Brian shared copies of the Monthly Financial Statement prepared by Tidewater, and it was discussed at length by Terry and the Board. It was found to be confusing as different parts of the report provided numbers for different time periods. Also, there was no

budget line item on the 12 Month Actual Report to provide information to match expenditures. Terry requested that the statement be updated to include this information.

- Discussion of liens against properties and concern that there is no follow through by current attorneys. Terry asked Brian provide the Board with a list of homes which currently have liens.
- Terry proposed the Board schedule a meeting in September to finalize the budget.

Action Item

Brian will obtain proposals from three companies to do a Reserve Study and will forward them to the Board for review.

Brian will meeting with the Tidewater accounting department to have the requested changes made to the financial statement and provide an updated report to Terry and the Board prior to the next meeting.

Brian will provide the Board with a list of homes which currently have liens.

Old Business

Fees Charged to Residents for Late Payment of Dues

Board followed up on discussion from last meeting with a vote to suspend late fees immediately and to notify Tidewater's accounting department to bring future late fees in line with our bylaws, which allow the imposition of late fees after 30 days, and limits the amount of the fee to 6% of annual dues.

Action Item

Brian will give this information to the accounting department at Tidewater.

Selection of New Law Firm

Action Item

Ron will schedule a meeting with the Executive Committee and our representative at Thomas Shild Law Group.

Subcommittees

At the August meeting, it was suggested that each subcommittee draft a charter which describes the purpose and goals of the subcommittee as well as information on the frequency of meetings, and how they will report back to the Board and how they will make their recommendations to the Board.

Action Item

Due to lengthy discussions about the budget, this item will be delayed until a future meeting.

Community Outreach Committee

Liz distributed information about the new website and email contact to all the homes in the community. She got some responses from homeowners about issues of concern to them and she

passed these concerns on to the Board. She will prepare the next newsletter for distribution and asked Brian if Tidewater could send it electronically, as they have access to most email addresses in the community.

Some of the areas in which homeowners expressed concern were parking issues, including long term parking of cars with expired tags or other issues that made them undriveable, neighbors raking leaves into common areas and leaving them there. These are all issues that the Board is working to address through the new Rules and Regulations.

Liz suggested that we post the draft minutes and agendas on the website so that homeowners have more up-to-date access to information, and then update them if there are any changes to the final minutes or agenda.

Action Item

Liz will create draft newsletter for review by the Board members and once it's approved, will send it to Brian for email distribution. She will continue to forward information about homeowners concerns to the Board to be addressed.

Linda will provide draft minutes and draft agendas for review to Ron and Chuck within 2 weeks of the meeting and if approved by them, Chuck will post on the SB website. If there are changes to the final minutes or agendas, Linda will forward the updated final to Chuck to post.

Landscaping Committee

- **Landscaping and Snow Removal Contract for 2019**

Brian DeVan was unable to attend the meeting, but provided Bob with a proposal for landscaping and snow removal for 2019, which Bob forwarded to Brian at Tidewater for distribution. Brian did not forward it to the Board and Bob told the members he would forward the proposal to the Board for consideration.

Bob gave a brief overview of the contract – the company will no longer use pesticides for weed removal – instead they will re-seed in the Fall; snow removal remains a challenge – they will not provide snow removal until snowfall reaches 2 or more inches,

Action Item

Board members will review the contract and Bob will schedule a meeting with Brian DeVan in the near future to discuss further.

- **Tree Removal**

Columbia Grounds Management provided a list of trees which need to be removed, but it was unclear which of these trees are in common areas and which are the homeowners' responsibility. The Board discussed what measures could be taken if homeowners do not respond to requests to remove trees that pose a hazard to the community. Brian reported that Tidewater has sent two letters to homeowners requesting they remove these trees and said a third letter would go out next week.

Action Item

Ron will contact our representative at Thomas Shild to discuss the options the Board might have.

Properties Committee

The Board discussed concern about the necessity for the repair of the parking lot in the area of the car fire. Liz reported there was still broken glass and debris and nothing has been done.

Action Item

Brian said Howard County has been contacted about this and he would contact them again and report back to the Board.

Rules and Regulations Subcommittee

Gail reported that she has located two local towing companies that are interested in providing towing services to our community. She will send their proposals to the Board to review.

Action Item

Gail will forward the proposals and the Board will review them.

New Business

The Board discussed concerns with the level of services that have been provided by Tidewater. Some of the issues mentioned were poor responses to inquiries, late responses to inquiries, and difficulty reaching our property manager. The Board decided it would need to review the Tidewater contract to determine if they were providing the level of service the contract promised.

Brian Robinson told the Board that Tidewater was proposing a change in managers for Spring Breeze. Because all of his other territories are in southern Maryland, managing our property was more of a challenge. They have proposed assigning a manager from the Baltimore/Owings Mills office so that he/she could be more available to our community. Brian said if the Board was agreeable the transition could take place as early as October. The Board decided to consider this and told Brian they would need to meet with the new proposed manager before a decision could be made.

Action Item

Brian will set up a meeting with the Board and new proposed manager from Tidewater. The Board will undertake a review of the Tidewater contract.

Adjournment

The meeting was adjourned at 8:31 PM