

Spring Breeze Community Association Official Board Meeting Minutes

Early Spring Way
Columbia, MD
Tuesday, August 24, 2018

Call to Order

Chuck Clark called the meeting to order at 7:03 p.m.

Minutes

The minutes from the July 31, 2018 were unanimously approved by the Board.

Attendees

<input 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 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

Quorum

There was a quorum of seven members present.

Fees Charged to Residents for Late Payment of Dues

Following up on the discussion from the August meeting, there was further discussion of the late fees charged by Tidewater to residents who have been late paying their dues. It was determined that it may require an amendment to the Bylaws to change the current policy. The Board decided to discuss this further at the next meeting.

Action Item

Discussion of late fees will be added to the September agenda.

Selection of New Law Firm

Members of the Board asked when the current law firm contract will end and when the contract with the Thomas Shild Law Group, LLC will go into effect. Also, there was some question as to who signs the contract for Spring Breeze.

Action Item

Chuck will discuss this with Tidewater and/or Ron and report back to the Board.

Spring Breeze Website

The website is live and the SB email is also in place. The members discussed how best to notify residents that these services are now available and determined it should be handled by the Community Outreach Committee.

Subcommittees

Members discussed the ways in which the Subcommittees should be organized going forward. It was suggested that each subcommittee should 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

The Board will discuss this further at the next meeting to determine the form and structure of the charters.

Community Outreach Committee

Liz will include the information about the SB website and email in the Newsletter which she is preparing for distribution after the Labor Day holiday. The newsletter will initially be distributed on paper to all the residents, but eventually will only be posted on the SB website.

Action Item

Liz will create draft newsletter for review by the Board members and then make copies of the final version for distribution to homeowners after Labor Day.

Landscaping Committee

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

The current landscaping and snow removal contracts expire December 2018. There was a discussion of proposals that Tidewater has received from landscaping companies, including the current provider, Columbia Grounds Management, Inc., to provide landscaping services for 2019. None of the companies had provided an additional proposal to provide snow removal services. The members discussed the options of tying both types of service into one contract. While members acknowledged there had been some problem with landscaping and snow removal services last year, they were open to renewing this contract if they felt these issues would be addressed. Bob had spoken to Brian DeVan, the representative from Columbia Grounds Management Inc., about the possibility of his attending the next Board meeting and directly responding to questions from the Board, and the Board approved this as an agenda item for the September meeting.

Action Item

Bob will contact Brian DeVan and arrange for him to attend the September Board meeting.

- **Tree Removal**

Tidewater has sent notices to homeowners who have dead trees on their property notifying them that the trees must be removed.

Action Item

Bob will follow up with Tidewater to obtain information on which properties have been identified as having trees that need to be removed and to get confirmation that the homeowners have removed them.

Properties Committee

Discussion concerning how properties that are not in compliance with bylaws will be identified and handled. It was decided that the Properties Committee, or any Board member, who identifies an issue with a particular property, will bring that information to the attention of the Board president or vice president, who will then forward the information to Tidewater for them to address.

- **Tidewater Property Review**

The Board members have not seen the content of the letters sent to property owners by Tidewater notifying them of areas that require attention. It is not known how many days homeowners have been given to make repairs. It was decided that the Board should get a monthly update from Tidewater on the progress of repairs and notification concerning properties which are not being maintained. Members questioned if this information is available on the Tidewater website.

Action Items

Chuck will contact Tidewater to request a sample of the letter that is sent to homeowners requesting compliance with properly maintained properties and will share this information with the Board. He will also request Tidewater provide a monthly update of progress to the Board.

Linda will review the Tidewater website to determine if this information is available on the website (and also to determine what other documentation concerning Spring Breeze is available to the Board on the website) and will report back to the Board.

Rules and Regulations Subcommittee

Subcommittee members reported that the draft of the new Rules and Regulations is not yet complete but that they would review what has been written and work to complete it.

Action Item

The Committee will complete a draft of the Rules and Regulations and submit it to the Board for review. Once there is a final draft, it will be forwarded to the attorney for review.

Schedule of Future Meetings

The Board discussed the meetings schedule and voted to change the schedule from monthly meetings to meeting every other month, with subcommittees meeting as necessary on the months the Board does not meet.

Action Item: The next Board meeting has been scheduled for September 11 at the East Columbia Library, and subsequent meetings will be scheduled for the third Tuesday in October and in December.

Adjournment

The meeting was adjourned at 8:31 PM