

## BOARD MEETING MINUTES

February 28, 2019

Carrolltowne Elementary School

### ATTENDANCE

#### BOARD OF DIRECTORS:

Michele Carroll  
Ken Hollasch  
Jodi Lawrence  
Andrea Kowaleski  
Scott Walthour

#### OFFICERS:

Scott Walthour, president  
Andrea Kowaleski, vice president  
Donna Chaney, secretary  
Jodi Lawrence, treasurer

#### MEMBERS:

Margo Williams  
Jean Woods

### AGENDA

#### 1. Secretary's Report

- The January meeting minutes were reviewed and approved.

#### 2. President's Report

- HOA board meetings have been scheduled for the following dates:
  - March 28, 7:00 pm, Carrolltowne Elementary School media center
  - April 25, 7:00 pm, Carrolltowne Elementary School media center
  - May 23, 7:00 pm, Carrolltowne Elementary School media center

#### 3. Vice-President's Report

- Pond and playground clean-up is scheduled for Saturday, March 30 at 11:00 am. **Volunteers are needed – please send an email to [harvestfarmshoa@gmail.com](mailto:harvestfarmshoa@gmail.com) if you are able to participate. Service learning hours are available for students who help.**
- The Easter egg hunt is scheduled for April 6 with a rain date of April 20. Denise Nellies will coordinate the event again this year.
  - **ACTION: Scott will check to see if he can find the flier that was used last year**
- Block representatives have been identified for each street. Andrea will provide each rep with a card containing neighborhood information to provide to new residents. She will also encourage the reps to serve as liaisons between residents and the board to report issues or concerns and other events of interest to the community.

- **ACTION: Andrea will provide the names of the block reps to Donna so they can be posted on the web site**
- **ACTION: Michele will develop a one-page informational sheet (a “refrigerator page”) for the web site that could also be provided in hard copy to new residents**
- The yard sale is scheduled for May 4, with a rain date of May 5. The bulk trash pick-up is scheduled for May 18.
  - **ACTION: Michele will coordinate on getting reusable yard sale signs from Shannon Baum**
- Stormwater management – Andrea suggested stenciling the storm drains with the words “Don’t Dump – Chesapeake Bay Drainage” as the drains are linked to the Chesapeake Bay. with warnings about what shouldn’t go in the drains. She has contacted the county watershed management coordinator and the county Bureau of Roads and is looking into obtaining a grant from the Chesapeake Bay Foundation to stencil the drains. If we cannot obtain a grant, the board will discuss funding that project later this year.
- Andrea will be starting plans for the new community garden club in the next month and will have suggested plans by the next meeting.
- A committee is needed for the July 4<sup>th</sup> event. Three leaders are needed – one for advance planning, one for coordination on the day of the event, and one to coordinate with vendors.
  - **ACTION: Scott will check on the records and volunteers from previous years**

#### 4. Treasurer’s Report

- Dues collection status – as of today, dues are still outstanding from 7 homes, out of 199. Late notices were sent out to delinquent residents.
- Budget report – the current budget report is attached. The current checking account balance is \$103,782.33.
- The 2018 tax return and 2019 personal property return have been completed.
- Jodi suggested changing the due date for the annual homeowners’ assessment from January 1 to February 15, since the accounting records are done on a cash basis
  - **ACTION: the board voted to move the annual assessment due date from January 1 to February 15**
- Jodi asked about the \$433 monthly fee the HOA pays to Solitude Water Management and whether there is a contract in place.
  - **ACTION: Andrea will check into whether a contract is currently in place with Solitude Water Management**

## 5. Committee Reports

- **Architectural, Ground Maintenance, Contracts – Ken Hollasch**

- Open architectural requests:

Address	Type	Action
6959 Cable Drive	Deck replacement	Approved
1994 Barley Road	Roof addition over deck	Approved

- **ACTION: Mike Whiteford and Melissa Clark are still members of the architectural committee, along with Ken Hollasch, Jean Woods, Mike Morency, and Kevin O'Brien; Ken will confirm whether Mike and Melissa want to remain on the committee**
- The committee is currently working on updating the architectural regulations
- The committee is required by MD Homeowner Association law to hold open meetings with advance public notice. The committee is planning on meeting monthly to review and approve open architectural requests that have been submitted.

- Contracts update

- Ken created a request for proposal for grounds maintenance and landscaping services and has provided it to Element and LaneScapes and is anticipating responses from two additional companies. The proposals are due by March 15.
- Ken has gotten a quote from one company for sealcoating the parking lot and pathway to the basketball court, and repairing the pathway, and will be obtaining additional quotes.
- Runoff from the playground has caused downhill erosion to a home in Melstone Valley. Andrea suggested installing several bags of stone or river rock in a gully that is forming near the playground area to mitigate the erosion.
  - **ACTION: Scott will look into having a civil engineer in the neighborhood look into the runoff**
- Two dead/dying trees will be removed from the pond area in the near future.
- Options are still being examined for repairing or replacing the gazebo. Loose boards will be removed during the pond clean-up.
- Ken will check into prices from storage facilities for HOA equipment.

- **Republic Trash Services Liaison – Scott Walthour**

- The 2019 calendar is posted on the web site. We have a new liaison with Republic who is less communicative.

- Republic uses trash vehicles equipped with side arms to lift the containers. Residents who are in need of containers from Republic should email the HOA at [harvestfarmshoa@gmail.com](mailto:harvestfarmshoa@gmail.com) to request a trash or recycling container (or both).

- **Street Safety – Michele Carroll**

- A representative from the Carroll County Sheriff's Office will be at the March 28 HOA board meeting to discuss neighborhood safety.

## 6. Upcoming Events

- Pond and playground clean-up – March 30, 11:00 am
- Easter Egg hunt – April 6 (rain date April 20)
- Yard sale – Saturday, May 4 (rain date May 5)
- Bulk pick-up – Saturday, May 18
- July 4<sup>th</sup> parade and festival
- Fall block party/bonfire – tentative

## 7. Open Discussion

- Open discussion
  - A question was raised about reporting violations to the neighborhood covenants

## 8. Upcoming Meetings

- March 28 – 7:00 pm, Carrolltowne Elementary media center
- April 25 – 7:00 pm, Carrolltowne Elementary media center
- May 23 – 7:00 pm, Carrolltowne Elementary media center

The meeting was adjourned.

**BOARD ACTIONS**

<b>ITEM</b>	<b>Board Member</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>	<b>Absent</b>
<b>Change the due date for the annual homeowners assessment from January 1 to February 15</b>  Motion: Jodi Second: Scott	Michele Carroll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ken Hollasch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Jodi Lawrence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Andrea Kowaleski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Scott Walthour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>VOTE RESULT</b>	<b>PASS</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>

Updated: 2/28/2019  
199 Units

Harvest Farms HOA Budget
2019

		Budget	Actual to date (2/28/19)	Remaining
	\$/Unit (Budget)			
<b>Revenue</b>				
Dues	\$ 375	\$ 74,625	\$ 71,795	\$ (2,830)
Late Fees	\$ -	\$ -	\$ 47	\$ 47
<b>Total Revenue</b>	<b>\$ 375</b>	<b>\$ 74,625</b>	<b>\$ 71,842</b>	<b>\$ (2,783)</b>
<b>Expenses</b>				
<b>HOA Services</b>				
Waste Collection	\$ 220	\$ 43,848		\$ (43,848)
<b>Subtotal Services</b>	<b>\$ 220</b>	<b>\$ 43,848</b>	<b>\$ -</b>	<b>\$ (43,848)</b>
<b>Admin, Finance &amp; Legal</b>				
Legal Fees	\$ 5	\$ 1,000	\$ 21	\$ (979)
Insurance	\$ 12	\$ 2,420		\$ (2,420)
PO Box	\$ 0	\$ 70	\$ 80	\$ 10
Office Supplies & Mailings	\$ 6	\$ 1,200		\$ (1,200)
State & Federal Taxes	\$ 0	\$ 40	\$ -	\$ (40)
<b>Subtotal AFL</b>	<b>\$ 24</b>	<b>\$ 4,730</b>	<b>\$ 101</b>	<b>\$ (4,629)</b>
<b>Community Resources</b>				
Grounds Maintenance	\$ 52	\$ 10,400		\$ (10,400)
Pond - Maintenance	\$ 32	\$ 6,300	\$ 861	\$ (5,439)
Pond - Electricity	\$ 3	\$ 650	\$ 18	\$ (632)
<b>Subtotal Resources</b>	<b>\$ 87</b>	<b>\$ 17,350</b>	<b>\$ 879</b>	<b>\$ (16,471)</b>
<b>Community &amp; Communications</b>				
Website	\$ 0	\$ 80		\$ (80)
Social - Easter Egg Hunt	\$ 1	\$ 250		\$ (250)
Social - July 4th	\$ 11	\$ 2,100		\$ (2,100)
Social - Miscellaneous	\$ 3	\$ 500		\$ (500)
Social - Yard Sale	\$ 1	\$ 120		\$ (120)
<b>Subtotal Community</b>	<b>\$ 15</b>	<b>\$ 3,050</b>	<b>\$ -</b>	<b>\$ (3,050)</b>
<b>Total Expenses</b>	<b>\$ 347</b>	<b>\$ 68,978</b>	<b>\$ 980</b>	<b>\$ (67,998)</b>
Capital Projects / Reserves	\$ 28	\$ 5,647		\$ (5,647)
<b>Gain/(Loss)</b>		<b>\$ -</b>	<b>\$ 70,862</b>	<b>\$ 70,862</b>