

BOARD MEETING MINUTES

March 28, 2019

Carrolltowne Elementary School

ATTENDANCE

BOARD OF DIRECTORS:

Ken Hollasch
Jodi Lawrence
Andrea Kowaleski
Scott Walthour

OFFICERS:

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

MEMBERS:

Joanne Adamson
Susan Andersson
Jeff Brocius
Sue Bungert
Melissa Clark
Chad Farley

Greg Hiltz
Lauren O'Brien
Shelley Price
Karen Pohl
Mike Whiteford
Margot Williams

AGENDA

1. Presentation from the Carroll County Sheriff's Office

- Lt. Dayton from the Sheriff's Office addressed neighborhood safety issues. He provided the following information and suggestions:
 - Be aware of unfamiliar individuals and/or vehicles in the neighborhood. Note descriptions and license plate numbers of vehicles you aren't familiar with and report that to the Sheriff's Office.
 - Always keep doors locked and outside lights on at night.
 - There are numerous commercial security and camera systems on the market that are relatively inexpensive and easy to install (i.e., Blink, etc.).
 - The police community office on Liberty Road is not staffed full-time but is used primarily as a support location for patrol officers working in the area.
 - The Sheriff's Office is aware of a situation with a homeless individual who has habitually been in the area (near the shopping center and library area) and is working to connect the person with assistance and services.
- Lt. Dayton provided the following contact information for the Sheriff's Office:
 - **For emergencies, always call 911.**
 - For non-life threatening/non-emergency issues, call the Sheriff's Office directly at (410) 386-2900 (follow the prompts to speak to the patrol duty officer).
 - Lt. Dayton's direct contact information (if residents have concerns or questions and would like to speak to him): (443) 375-6297 | wdayton@carrollcountymd.gov

2. President's Report

- Runoff from the playground has caused downhill erosion into Melstone Valley. Scott had a civil engineer look into the issue; he will be developing some potential solutions. Scott has also been in touch with the Melstone Valley HOA and will be meeting with them in the near future.

3. Vice-President's Report

- Pond and playground clean-up is scheduled for Saturday, March 30 at 11:00 am.
- The pond aerators have been serviced and turned on.
- A resident has offered to put up temporary fencing to deter the geese, at a cost of less than \$100. The board agreed that this would be an acceptable temporary solution to try.

— **ACTION: Andrea will work with the resident to purchase and install the fencing**

- The Easter egg hunt is scheduled for April 6 with a rain date of April 20. Fliers were distributed throughout the neighborhood announcing the event.
- Block representatives have been identified for each street and their names will be posted on the website.
- A new community garden club – GROW – is being formed. Additional information will be provided at the April board meeting.
- Additional information on stenciling or painting warnings on the neighborhood storm drains will be provided at the May meeting as a possible summer project.
- A committee is needed for the July 4th event. Three leaders are needed – one for advance planning, one for coordination on the day of the event, and one to coordinate with vendors.

4. Treasurer's Report

- Dues collection status – as of today, dues are still outstanding from 4 homes, out of 199. Late notices were sent out to delinquent residents and late fees are being accrued.
- Budget report – the current budget report is attached. The current checking account balance is \$94,377.28.

5. Committee Reports

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

- **Architectural request actions:**

Address	Type	Action
1940 Blacksmith Drive	Shed	Approved
1988 Alfalfa Court	House addition	Approved
1958 Barley Road	Shed	Approved

- **Contracts update:**

- Ken received proposals from four companies in response to a request for proposal for grounds maintenance and landscaping services – Element Landscaping (current vendor), LaneScapes, Ram Properties, and Kohls Lawn and Landscaping. Based on the quotes received, Ken recommends Ram Properties. Their price was approximately 35% less than Element and they provided a certificate of insurance.
 - **ACTION: The board agreed to move forward with Ram Properties for this year (a board vote was not taken as a contract will not be signed)**
- 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.
- Two dead/dying trees will be removed from the pond area.
- Options are still being examined for repairing or replacing the gazebo. Loose boards will be removed during the pond clean-up.

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 4th parade and festival
- Fall block party/bonfire – tentative

7. Upcoming Meetings

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

The meeting was adjourned.

Updated: 3/27/2019

199 Units

Harvest Farms HOA Budget

2019

		Budget	Actual to date (3/27/19)	Remaining
		\$ /Unit (Budget)		
Revenue				
	Dues	\$ 375	\$ 74,625	\$ 73,070
	Late Fees	\$ -	\$ -	\$ 118
	Total Revenue	\$ 375	\$ 74,625	\$ 73,188
Expenses				
HOA Services				
	Waste Collection	\$ 220	\$ 43,848	\$ 10,286
	Subtotal Services	\$ 220	\$ 43,848	\$ 10,286
Admin, Finance & Legal				
	Legal Fees	\$ 5	\$ 1,000	\$ 21
	Insurance	\$ 12	\$ 2,420	\$ -
	PO Box	\$ 0	\$ 70	\$ 80
	Office Supplies & Mailings	\$ 6	\$ 1,200	\$ -
	State & Federal Taxes	\$ 0	\$ 40	\$ -
	Subtotal AFL	\$ 24	\$ 4,730	\$ 101
Community Resources				
	Grounds Maintenance	\$ 52	\$ 10,400	\$ -
	Pond - Maintenance	\$ 32	\$ 6,300	\$ 1,294
	Pond - Electricity	\$ 3	\$ 650	\$ 49
	Subtotal Resources	\$ 87	\$ 17,350	\$ 1,343
Community & Communications				
	Website	\$ 0	\$ 80	\$ -
	Social - Easter Egg Hunt	\$ 1	\$ 250	\$ -
	Social - July 4th	\$ 11	\$ 2,100	\$ -
	Social - Miscellaneous	\$ 3	\$ 500	\$ -
	Social - Yard Sale	\$ 1	\$ 120	\$ -
	Subtotal Community	\$ 15	\$ 3,050	\$ -
	Total Expenses	\$ 347	\$ 68,978	\$ 11,731
	Capital Projects / Reserves	\$ 28	\$ 5,647	\$ -
	Gain/(Loss)		\$ -	\$ 61,457