

## BOARD/GENERAL MEETING MINUTES

April 25, 2018  
1995 Barley Road

### ATTENDANCE

BOARD OF DIRECTORS:  
Michele Carroll  
Chuck Retaliata  
Scott Walthour

OFFICERS:  
Michele Carroll, president  
Scott Walthour, treasurer

MEMBERS:  
Mike Whiteford

### BOARD MEETING

#### 1. Secretary's report

- The minutes from the March meeting were reviewed.

**ACTION: the board voted to accept the March meeting minutes without changes**

#### 2. Board items

- Playset: Mark Gillies contacted Rockland Woodworks about completing the work on the playset (adding the monkey bars). The manufacturer who originally constructed the set has gone out of business, but Rockland provided several options for finishing the monkey bars, including constructing them as a separate unit to discourage users from climbing on top of the playset. Rockland also suggested a permanent fix for the slide egress issue.

**ACTION: Michele will contact Rockland Woodworks and authorize them to proceed with the monkey bar construction and slide amelioration issue**

- Trash can at the play area: a trash can and recycling container have been placed at the playground area for some time. The concern is that if they are not moved to the roadway on trash pick-up days, Republic will not empty the cans and trash will pile up until it is overflowing.

**ACTION: As we do not know which resident put the trash/recycling cans there, Michele will include a note in the next newsletter explaining why the board would prefer not to have them there**

- Storage shed/fencing: Chuck received the following quotes for chain link fencing for the new shed area:
  - Long Fence: \$2,808
  - Rustic Fence: \$2,950

A quote will also be obtained from Baltimore Rail and Fence, Inc.

**ACTION: the board decided to locate the shed at the left rear corner of the tennis court (facing the entrance to the court). The adjacent residents will be notified of the plans (as required by the architectural rules of the neighborhood) and an announcement of the shed/fence will be put in the next newsletter. A final decision about the shed and fencing company will be made when the final quote is received.**

- Neighborhood contact list: it was suggested that the board consider either printing and disseminating the latest contact list or looking into electronic options.

### 3. Treasurer's report

- The 2017 MD property and federal tax returns have been filed; the HFCA did not owe any money.
- 98% of 2018 dues have been received (194 out of 199 homeowners).
- The 2017 budget has been finalized and is now complete (attached).
- The current budget is attached.

### 4. Committees

- Pond – Andrea Kowaleski:
  - *Correction from last month's minutes:* Andrea is coordinating on the pond with Todd from Solitude, which may be featuring our pond as a good example of this type of wire filament geese deterrent.
  - Andrea has three young volunteers who fish at the pond regularly who have agreed to remind people looking for worms under rocks to return all of the rocks to their original locations.
- Picnic tables
  - David Baker will be coordinating the repair of two picnic tables and removal of one at the pond in the next few weekends.
- Tennis and basketball courts: the HFCA received a proposal from Sports Systems to repair, reseal, and repaint the basketball and tennis courts. The individual prices are provided below but there is a discount of \$630 if both are done at the same time. Neither court has been repaired or resurfaced in approximately 10 years. The company also recommended doing the work in the summer, because of the shade in the area (and the surface will take some time to dry).
  - Basketball court: \$7,900
  - Tennis court: \$9,990

**ACTION: Michele will check with Ken Hollasch to determine if this company did the previous work and will clarify the pricing to replace the net on the tennis court only. Final discussion and a board vote will take place at the May meeting.**

- Bylaws update
  - The lawyer is working on preparing the final version now and should have it back to the board soon.
  - The following next steps were discussed:
    - An article will be written for the upcoming newsletter to let all residents know about why we updated the bylaws, the status of the project, and what to expect on voting for the updated document.
    - A one-page document will be prepared that summarizes the work and changes in the new bylaws. A longer document with more detailed descriptions of the major changes may also be developed, if the committee feels it is needed.
    - The one-page document and ballot will be distributed to all residents in paper copy (placed in mail/newspaper boxes) along with ballots to vote on the new bylaws.
    - The full version of the updated bylaws and a link to an electronic voting page will be available on the HFCA website.
  
- Architectural committee – there was a question about who should respond to homeowners who submit architectural requests and how they should be recorded. The following steps were suggested:
  - One member of the architectural committee should take the lead (act as the chairperson) on responding to homeowners’ requests for approval
  - The approved requests should be recorded in the monthly board meeting minutes so there is a record of the approval
  - Requests that are not approved or that are recommended for a waiver will be brought to the board for discussion and decision
  
- Events:
  - Yard sale: the spring yard sale is scheduled for May 19, from 8am – 12pm. The bulk trash pick-up has been scheduled for June 9.  
**ACTION: Donna will place an ad in the Carroll County Times and send an email to the neighborhood. Michele will update the signs and place them at the neighborhood entrances.**
  
  - July 4<sup>th</sup> plans:
    - Michele will contact the fire department and Rita’s Italian Ice
    - Melissa will arrange for the pony rides and moon bounce

- Scott will set up a sign-up sheet to solicit teen volunteers for water balloons, sack races, three-legged races, face-painting, and other events (service hours will be provided)
- Michele will contact the neighbor who lives adjacent to the tennis court to see if a hose could be connected to his spigot to set up a misting station
- Michele will check with Charles to see if he can be the coordinator on the day of the event
- Michele will check on a grill

5. The next meeting is scheduled for Wednesday, May 23 at 1983 Barley Road.

6. Motion to adjourn the meeting

**BOARD ACTIONS**

ITEM	Board Member	For	Against	Abstain	Absent
Accept the March 2018 minutes with no changes  Motion: Mike Whiteford Second: Scott Walthour	Michele Carroll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Melissa Clark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Charles Lawson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Chuck Retaliata	<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>3</b>	<b>0</b>	<b>0</b>	<b>2</b>

Updated: 4.10.18

199 Units

2017

		\$/Unit (Budget)	Budget	Actual	Remaining
<b>Revenue</b>					
Dues (199 at \$375)	\$	375	\$ 74,625	\$ 73,500	\$ (1,125)
Interest	\$	0	\$ 15	\$ 129	\$ 114
<b>Total Revenue</b>	<b>\$</b>	<b>375</b>	<b>\$ 74,640</b>	<b>\$ 73,629</b>	<b>\$ (1,011)</b>
<b>Expenses</b>					
<b>HOA Services</b>					
Waste Collection	\$	210	\$ 41,875	\$ 41,076	\$ 799
PO Box	\$	1	\$ 100	\$ 73	\$ 27
Storage Unit	\$	1	\$ 100	\$ 99	\$ 1
Office Supplies, Mailings & Banking Fees	\$	2	\$ 300	\$ 698	\$ (398)
<b>Subtotal Services</b>	<b>\$</b>	<b>213</b>	<b>\$ 42,375</b>	<b>\$ 41,946</b>	<b>\$ 429</b>
<b>Admin, Finance &amp; Legal</b>					
Legal Fees	\$	18	\$ 3,500	\$ 5,835	\$ (2,335)
Insurance	\$	10	\$ 2,000	\$ 1,957	\$ 43
State & Federal Taxes	\$	0	\$ 40	\$ 36	\$ 4
<b>Subtotal AFL</b>	<b>\$</b>	<b>28</b>	<b>\$ 5,540</b>	<b>\$ 7,828</b>	<b>\$ (2,288)</b>
<b>Community Resources</b>					
Grounds Maintenance	\$	70	\$ 14,000	\$ 8,789	\$ 5,211
Pond - Maintenance	\$	29	\$ 5,800	\$ 5,311	\$ 489
Pond - Electricity	\$	6	\$ 1,200	\$ 617	\$ 583
<b>Subtotal Resources</b>	<b>\$</b>	<b>106</b>	<b>\$ 21,000</b>	<b>\$ 14,717</b>	<b>\$ 6,283</b>
<b>Community &amp; Communications</b>					
Website	\$	-	\$ -	\$ -	\$ -
Social - Easter Egg Hunt	\$	1	\$ 250	\$ 229	\$ 21
Social - July 4th	\$	11	\$ 2,100	\$ 2,084	\$ 16
Social - Yard Sale	\$	1	\$ 200	\$ 114	\$ 86
Social - Fall Bonfire	\$	3	\$ 600	\$ -	\$ 600
Social - All Ages Basketball	\$	0	\$ 60	\$ 54	\$ 6
<b>Subtotal Community</b>	<b>\$</b>	<b>16</b>	<b>\$ 3,210</b>	<b>\$ 2,481</b>	<b>\$ 729</b>
<b>Total Expenses</b>	<b>\$</b>	<b>362</b>	<b>\$ 72,125</b>	<b>\$ 66,971</b>	<b>\$ 5,154</b>
<b>Reserves</b>					
Basketball/Tennis Court Repair	\$	13	\$ 2,515		
<b>Gain/(Loss)</b>			<b>\$ -</b>		
<b>Special Projects**</b>					
Bylaw Update Completion			\$ 2,500	\$ 2,199	\$ 301
Picnic Table Repair			\$ 1,000	\$ -	\$ 1,000
Playground Replacement			\$ 10,700	\$ 5,200	\$ 5,500
<b>Total Special Projects</b>			<b>\$ 14,200</b>	<b>\$ 7,399</b>	<b>\$ 6,801</b>

Board authorized \$2,500 expense for legal, printing & postage to finish this project at  
 Board authorized \$1,000 expense at July 2017 board meeting  
 Board authorized \$17,000 (\$6,400/set and \$8,400/site work plus buffer) expense at  
 New estimate was obtained for site work which will lower

\*\*Items not included in original 2017 budget. Expenses were authorized by the BoD to be paid out of reserves.

Checking Acct Balance	\$	52,824
Remaining Expenses for Year	\$	11,955
Emergency Funds	\$	10,800 15% of yearly expenses
Reserves (courts resurfacing)	\$	10,000 Tennis courts and basketball courts (should last appx. 5 years). 2018 project?
<b>Buffer/Available</b>	<b>\$</b>	<b>20,068</b>

Updated: 4.24.18

199 Units

Harvest Farms HOA Budget

2018

			Budget	Actual to date (4.24.18)	Delta
		\$/Unit (Budget)			
<b>Revenue</b>					
	Dues	\$ 375	\$ 74,625	\$ 72,820	\$ (1,805)
	<b>Total Revenue</b>	<b>\$ 375</b>	<b>\$ 74,625</b>	<b>\$ 72,820</b>	<b>\$ (1,805)</b>
<b>Expenses</b>					
<b>HOA Services</b>					
	Waste Collection	\$ 217	\$ 43,200	\$ 10,429	\$ (32,771)
	<b>Subtotal Services</b>	<b>\$ 217</b>	<b>\$ 43,200</b>	<b>\$ 10,429</b>	<b>\$ (32,771)</b>
<b>Admin, Finance &amp; Legal</b>					
	Legal Fees	\$ 11	\$ 2,200		\$ (2,200)
	Insurance	\$ 10	\$ 2,000		\$ (2,000)
	PO Box	\$ 0	\$ 70	\$ 70	\$ -
	Office Supplies & Mailings	\$ 3	\$ 600		\$ (600)
	State & Federal Taxes	\$ 0	\$ 40		\$ (40)
	<b>Subtotal AFL</b>	<b>\$ 25</b>	<b>\$ 4,910</b>	<b>\$ 70</b>	<b>\$ (4,840)</b>
<b>Community Resources</b>					
	Grounds Maintenance	\$ 52	\$ 10,400	\$ 3,700	\$ (6,700)
	Pond - Maintenance	\$ 32	\$ 6,300	\$ 1,680	\$ (4,620)
	Pond - Electricity	\$ 3	\$ 650	\$ 47	\$ (603)
	<b>Subtotal Resources</b>	<b>\$ 87</b>	<b>\$ 17,350</b>	<b>\$ 5,427</b>	<b>\$ (11,923)</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>\$ 344</b>	<b>\$ 68,510</b>	<b>\$ 15,926</b>	<b>\$ (52,584)</b>
	Capital Projects	\$ 31	\$ 6,115		\$ (6,115)
<b>Gain/(Loss)</b>			<b>\$ -</b>	<b>\$ 56,894</b>	<b>\$ 56,894</b>