

## BOARD MEETING MINUTES

September 26, 2017  
Carrolltowne Elementary School

### ATTENDANCE

#### BOARD OF DIRECTORS:

Andrea Michael  
Donna Chaney  
Mark Gillies  
Melissa Clark<sup>1</sup>  
Mike Morency  
Ron Kowaleski

#### OFFICERS:

Mike Morency, president  
Mark Gillies, vice president  
Andrea Michael, treasurer  
Donna Chaney, secretary

MEMBERS: *page 7*

### BOARD DISCUSSION

#### 1. Board meeting procedure and protocol

- MD law allows open period at the beginning of a board meeting for member comments. Mike Morency proposed that members be allowed three minutes each for comments and limited to the topics on the meeting agenda.
- Melissa Clark, director, arranged for Michele Carroll, member, to serve as a proxy in her absence. Mike noted that that is a violation of MD corporation standards and the proxy that was allowed at the July meeting was done so in error.
- **ACTION: A motion and board vote to only allow member comments at the beginning of the meeting for 20 minutes total and for three minutes per member passed 3-1 with one abstention.**

#### 2. Member comments

- Charles Lawson – an item on the agenda is the Harvest Farms Facebook page. He is the owner and admin of that page, which is set up as a community group, not an HOA page, so there is nothing for the board to address on this issue.

#### 3. Treasurer's report

- Treasurer Andrea Michael presented an income/expense report (*page 8*) that has been updated through 9/25/17.
- The mailings and postage expenses were removed from the legal fees category and moved to the office supplies category.
- The report includes a general budget plan for the remainder of the year (funds on hand and estimated expenses for several budget categories)
- An estimated expense for picnic table repair is \$3,000. It was noted that at the July meeting, no more than \$1,000 was authorized for this expense.
- There are two expense categories that are over budget (office supplies, mailing, and banking fees is over by \$290; legal fees is over by \$1,325). Since the July meeting, a

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<sup>1</sup> Melissa Clark was present for the second half of the meeting.

final legal bill from the previous attorney was received and paid by the HOA. As noted above, the mailings category now includes postage related to the quorum vote. Mike stated that the board does not have to approve expenses that are over the budgeted amounts within each category, as long as the overall expenses do not exceed the income.

- **ACTION: Andrea Kowaleski will contact Scott Walthour to see if he is still able to do the picnic table repair this year.**

#### 4. Authorize and implement electronic notices to members

- The MD Homeowners Association Act allows electronic notices to members as long as a lot owner gives written authorization to receive the electronic notices.
- There are electronic tools and services that the HOA can use to fulfill the requirements of this section and manage the notices, including Constant Contact. Some services may require a paid subscription while others may be free.
- **ACTION: A motion and board vote to authorize electronic notices to members passed 5-0 with no abstentions.**

#### 5. Authorize and implement electronic voting

- The MD Homeowners Association Act allows electronic voting, in a method that is selected by the secretary, president, and treasurer, if a lot owner has authorized the electronic voting and if the vote or proxy can be verified.
- This can be accomplished through electronic services, similar to the electronic notices.
- The cost for a service ranges from \$150 per vote (on a one-time use basis) to \$600 - \$1,000 for an annual subscription. By comparison, the HOA previously spent approximately \$800 to mail out paper ballots earlier in the year for two votes to lower the quorum.
- The use of a subscription service is not needed, if we can meet the requirements of the law using a free email service, such as Gmail.
- **ACTION: A motion and board vote to authorize electronic voting passed 5-0 with no abstentions.**

#### 6. Results of the 2017 neighborhood survey

- 129 total responses were received. The overwhelming general direction seems to be that the respondents largely prefer the neighborhood to remain as it is, with no major changes to infrastructure.
- **ACTION: The detailed survey results will be emailed to all members with the minutes from this meeting and will also be posted on the website.**

#### 7. Declarations updates project

- The new HOA lawyer provided the board with a template declarations document to use as a starting point. The update committee, comprised of approximately 12 residents, has been meeting weekly since July to revise and update that document. (23 residents originally volunteered for this committee; the 12 residents are the ones who have been able to meet on a regular basis for this effort.)

- The committee finished its revisions to the document on 9/21. The final draft was provided to the board and to all 23 of the original volunteers for their review and feedback.
- The next steps include working with the lawyer to finalize the declarations document, sharing it with the neighborhood, and collecting the votes required to approve amending the current covenants.

## 8. Attorney funding to complete the declarations update

- The HOA attorney provided an estimate for her time to update and finalize the revised declarations document. Based on this estimate, Donna Chaney requested \$2,000 to cover the legal expenses. (Because the funds will be reallocated from other budget categories and will not affect either the reserves or the ending balance for the year, a board vote is not required for this request.)
- Mike stated that he has concerns about whether the neighborhood would tolerate another vote this year on an amendment to the declarations and whether we should be spending the money on this effort.
- Ron Kowaleski stated that the update committee should be willing to be dedicated to finishing the effort and collecting the vote, including reaching out to individual residents as much as needed.
- It was noted that with the new electronic notices and voting provisions, mailing a copy of the updated declarations document and a ballot to all members should not be required, which will drastically reduce printing and mailing expenses.
- **ACTION: The board authorized \$2,500 for the legal, printing, and postage costs to complete the work required on the declarations update.**

## 9. Playground update

- Mark Gillies provided an update on the playground. The playset, picnic tables, and benches are constructed of wood pressure-treated with chromated copper arsenate (CCA), which is common of wooden structures built before 2004.
- Because CCA contains arsenic, Mark tested the playset (the climbing structure, not the free-standing swing set), picnic table, and benches at the tennis/basketball court area. The picnic table and benches were mostly free of arsenic but the playset exceeds the allowable limit for the presence of arsenic. (More information on CCA-pressure treated wood is available [here](#).)
- Mark contacted Rockland Woodworks to obtain quotes on playset options. Rockland recommended a vinyl-wrapped option to replace the current set. The total cost for a new, vinyl-wrapped, fully installed playset is \$6,400.
- That does not include removing the current playset or preparing the ground for the new set.
- Dick's Landscaping provided a quote of \$8,400 to remove the current playset and prepare the ground for the new set (9" of wood chips and a railroad ties border).
- Mark has not yet obtained quotes from other landscapers to compare with Dick's estimate. Melissa Clark will obtain cost estimates for the ground work from landscape contractors she knows and will work with Mark to compile the information.

- Melissa asked how the vinyl-wrapped surface will stand up to wear and tear and possible vandalism, like fires. It was noted that the clean-up work on this material is much easier than with wood.
- Concerns were expressed about the high cost of the estimate from Dick's for the ground work.
- **ACTION: A motion and board vote to authorize the expenditure of \$17,000 from the current reserve fund to pay for the new playset and ground preparation passed 4-1 with 1 abstention. The board member who voted against the motion and the board member who abstained, both noted that they did so because of the high cost of the landscape estimate. Both noted that they support the new playset but would prefer the HOA find a lower-cost landscaping option.**

#### 10. Ownership and maintenance of the Harvest Farms Facebook account

- As Charles Lawson is the administrator of the Harvest Farms Facebook account, and the page neither controlled by the HOA board nor intended solely for HOA use, no action on this is required. The Facebook page will continue to be administered as a community page.

#### 11. Member comments and questions

- Instead of having a landscaper remove the mulch under the current playset, residents should be offered the opportunity to take the mulch for personal use before the new playset is installed.
- When is the next bulk pickup? It is scheduled for November 11.
- When is the fall yard sale? It is scheduled for November 4, before the bulk pickup.
- A mixed message is being sent to the neighborhood if we purchase a new playset when the results of the survey clearly show that a majority of residents did not want to fund this acquisition. The points about the presence of arsenic and the opportunity to purchase a new playset at a much lower price than originally anticipated, should be emphasized when communicating and justifying this acquisition to the neighborhood.
- The proxy for the board member who could not be present was not handled well at the beginning of the meeting and how those situations are handled in the future should be clarified and resolved.
- There is confusion over the responsibility of the board in how meetings are held and why residents are not allowed to provide feedback during the meeting.

#### 12. Motion to adjourn

**BOARD ACTIONS**

ITEM	Board Member	For	Against	Abstain	Absent
Conduct the board meeting following the defined agenda and only allow members to comment on agenda items during the meeting  Motion: Mark Gillies Second: Ron Gillies	Andrea Michael	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Donna Chaney	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lauren O'Brien	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Mark Gillies	<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"/>
	Mike Morency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ron Kowaleski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>VOTE RESULT</b>	<b>PASS</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>2</b>

ITEM	Board Member	For	Against	Abstain	Absent
Authorize the implementation of electronic notices to members  Motion: Donna Chaney Second: Mark Gillies	Andrea Michael	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Donna Chaney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lauren O'Brien	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Mark Gillies	<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"/>
	Mike Morency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ron Kowaleski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>VOTE RESULT</b>	<b>PASS</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>2</b>

ITEM	Board Member	For	Against	Abstain	Absent
Authorize the implementation of electronic voting  Motion: Mark Gillies Second: Ron Kowaleski	Andrea Michael	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Donna Chaney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lauren O'Brien	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Mark Gillies	<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"/>
	Mike Morency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ron Kowaleski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>VOTE RESULT</b>	<b>PASS</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>2</b>

Harvest Farms Community Association

ITEM	Board Member	For	Against	Abstain	Absent
Allocate \$17,000 from the reserve fund for the removal of the current playset, preparation of the ground, and the purchase of a new playset from Rockland.  Motion: Mark Gillies Second: Ron Kowaleski	Andrea Michael	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Donna Chaney	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Lauren O'Brien	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Mark Gillies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Melissa Clark	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mike Morency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ron Kowaleski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>VOTE RESULT</b>	<b>PASS</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>0</b>

**MEMBERS PRESENT**

Jeff Brocious  
Tracey Brocious  
Susan Garde  
Jodi Lawrence  
Becki Lawson  
Charles Lawson  
Macke Kimmett  
Kathleen Newton  
Vicki Gallagher  
Bill Gallagher  
Greg Hiltz  
Andrea Kowaleski  
Michele Carroll  
Tomas Carroll  
Susan Anderson  
Adele Kootz

Updated: 9/25/2017

199 Units

2017

	<i>\$/Unit (Budget)</i>	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>\$ 375</b>	<b>\$ 74,640</b>	<b>\$ 73,629</b>	<b>\$ (1,011)</b>
<b>Expenses</b>				
<b><u>HOA Services</u></b>				
Waste Collection	\$ 210	\$ 41,875	\$ 30,432	\$ 11,443
PO Box	\$ 1	\$ 100	\$ 73	\$ 27
Storage Unit	\$ 1	\$ 100	\$ 99	\$ 1
Office Supplies, Mailings & Banking Fees	\$ 2	\$ 300	\$ 590	\$ (290)
<b>Subtotal Services</b>	<b>\$ 213</b>	<b>\$ 42,375</b>	<b>\$ 31,194</b>	<b>\$ 11,181</b>
<b><u>Admin, Finance &amp; Legal</u></b>				
Legal Fees	\$ 18	\$ 3,500	\$ 4,825	\$ (1,325)
Insurance	\$ 10	\$ 2,000	\$ 1,957	\$ 43
State & Federal Taxes	\$ 0	\$ 40	\$ 36	\$ 4
<b>Subtotal AFL</b>	<b>\$ 28</b>	<b>\$ 5,540</b>	<b>\$ 6,818</b>	<b>\$ (1,278)</b>
<b><u>Community Resources</u></b>				
Grounds Maintenance	\$ 70	\$ 14,000	\$ 6,419	\$ 7,581
Pond - Maintenance	\$ 29	\$ 5,800	\$ 4,471	\$ 1,329
Pond - Electricity	\$ 6	\$ 1,200	\$ 411	\$ 789
<b>Subtotal Resources</b>	<b>\$ 106</b>	<b>\$ 21,000</b>	<b>\$ 11,301</b>	<b>\$ 9,699</b>
<b><u>Community &amp; Communications</u></b>				
Website	\$ -	\$ -		\$ -
Social - Easter Egg Hunt	\$ 1	\$ 250	\$ 229	\$ 21
Social - July 4th	\$ 11	\$ 2,100	\$ 2,084	\$ 16
Social - Yard Sale	\$ 1	\$ 200	\$ 60	\$ 140
Social - Fall Bonfire	\$ 3	\$ 600	\$ -	\$ 600
Social - All Ages Basketball	\$ 0	\$ 60	\$ 54	\$ 6
<b>Subtotal Community</b>	<b>\$ 16</b>	<b>\$ 3,210</b>	<b>\$ 2,427</b>	<b>\$ 783</b>
<b>Total Expenses</b>	<b>\$ 362</b>	<b>\$ 72,125</b>	<b>\$ 51,739</b>	<b>\$ 20,386</b>
<b>Reserves</b>				
Basketball/Tennis Court Repair	\$ 13	\$ 2,515		
<b>Gain/(Loss)</b>		<b>\$ -</b>		

Checking Acct Balance	\$	62,414
Remaining Expenses for Year	\$	20,386
Emergency Funds	\$	10,800 (15% of yearly expenses)
Reserves (courts resurfacing)	\$	10,000 (tennis courts and basketball courts)
Reserves (new playground)	\$	17,000
Reserves (picnic table repair)	\$	3,000
<b>Buffer/Available</b>	<b>\$</b>	<b>1,228</b>