

Hampshire Greens Homeowners Association

Board of Directors Meeting Minutes

Tuesday, January 24, 2023, 7:00 P.M.

The meeting was held via Zoom

DRAFT

Directors Present: Wayne Swann, President; Linda Moore, Vice President; Greg Hymel, Director; Jasbir Chowdhary, Secretary; Donna Georgallas, Director; Ed Schaffer, Director

Directors Absent: Melissa Therrien, Treasurer; Melissa Mariotti, Director

Property Management: Marsha Condliffe, Director of Property Management

Homeowners Present: Boaz Nandwa; Evita James; Gabe Brown; Deb Ghosh; Jesse Brande; Tracy Thoman; Arde Iranshad; Jill Hsu, Social Committee Chair; Ed Meyers; Carolyn Berngartt; Darnell Daisey

Call to Order

The meeting was called to order by Wayne Swann at 7:06 P.M. with a quorum of six Board Members.

Mr. Swann explained the virtual meeting protocols to the group, which included several homeowners.

President's Report

Mr. Swann stated that most of the work done in the Association is done through Committees. Volunteers are always welcome. Mr. Swann reports that Montgomery County is doing a good job keeping on schedule with the repairs to the sidewalks and trimming of the trees so that the streetlights are visible. Montgomery County will resume their work in early April 2023. Mr. Swann apologized for the shape that the tennis courts are in and said that the Board is working on having them repaired.

Committee Reports

- Finance – Dr. Linda Moore, Chair, reported that on December 14, 2022, the Committee delivered recommendations to the Board regarding the management contract and trash removal contract. The Committee voted unanimously to make recommendations to the Board regarding management and trash removal. The Committee recommends accepting the Management Contract for financial services and annual inspections from Abaris Realty. The Committee also recommended to the Board that they accept the proposed trash removal contract from Refuse Removal Results (RRR). These recommendations are based on closed meetings held on November 28, 2022 and December 6, 2022 to review and discuss several proposals for each service. The Committee voted unanimously on the

proposals recommended to the Board. The management contract includes comprehensive inspections and follow-up. The trash removal contract is for three (3) years and does not have an option for a fuel surcharge. The Finance Committee held an open meeting last night (January 23, 2023). The meeting was to focus on the November 2022 and December 2022 financials, delinquencies, and an updated collection policy, obtaining additional proposals for the repair of the tennis courts and paths. Future closed meetings will be held to review the proposals for the tennis courts and paths repairs, as they are received. The following recommendations were made by the Finance Committee to the Board:

1. Accept the November 2022 and December 2022 Financials.
 2. To request clarification and remediation on some of the invoices and accounting entries.
 3. Request copies of the Association's insurance policies.
 4. To discuss the Collection Policy, draft and collection options in March 2023.
- Social – Jill Hsu, Chair, reported that the Committee met at the end of last year. The Committee's activities have been paused for three years due to COVID, but will start back up this year. The Committee used to do in-person visits for residents. So many new residents have moved in during the last three years that the Committee has decided to host quarterly coffees for new residents. The Committee will hold the events at the Club House. Dates have not yet been selected. The Committee will also have the Annual Picnic in the fall. We do not yet have a date set for the event, as it is in progress.
 - Landscape – Greg Hymel, Chair, reported that the Committee was scheduled to meet last week on January 17, 2023, but there was a closed meeting of the Board that ran late and he had to cancel the Landscape Committee meeting at the last minute. He has not yet rescheduled that meeting. Greenskeepers have completed all their winter work – stump grinding, trimming of common area trees and shrubs and the removal of dead branches from common area trees. The Committee is looking to make a spring plan. Greenskeeper also completed the re-grading of common area at Cypress Bay and Calloway for drainage improvements. Montgomery County will be replacing 52 street trees this round. The Committee received a list of all of the trees that the County is replacing, they are being replaced with similar, if not the same type of tree that was removed. Montgomery County is scheduled to have the trees planted by the end of February 2023. Within the next month, Mr. Hymel will be meeting with Shawn of Greenkeeper, to review the contract. He would like to include the Golf Course in the meeting, so they can clarify boundary lines, as Greenskeeper has been mowing on Golf Course property. Mr. Hymel said that he is dispersing the Landscape Committee into mini teams that will have different areas to focus on.
 - Architectural Control – None.
 - Schools – None.
 - Security – None.
 - Website – None.
 - Storm Water Management – Ed Schaffer, Chair, reported that he spoke with Michael Farley with Environmental Quality Resources (EQR). Montgomery County is responsible

for maintaining the “pond” (actual drainage hole). The Association is responsible for maintaining from the lip of the depression outward.

Mr. Swann reminded all in attendance that detailed written reports can be found on the website to keep you informed as to what the Committees are doing.

Open Forum

Jesse Brande - He understands who is responsible for the inside and outside of the SWM pond, but it is the responsibility of the Association to mow all of it. What is the proposed mowing schedule for that area? Mr. Hymel replied that he is hoping to sit down with Shawn of Greenskeeper next week and one of the points to be discussed is to clarify the mowing schedule of the SWM pond in the contract. Mr. Hymel will keep Mr. Brande updated.

Tracy Thoman (407 Firestone Dr.) – She has lived in the neighborhood for 1.5 years. There is a lot of unsafe driving down by her house. Cars travel at very high speeds. Ms. Thoman mentioned that other communities get speed radar display trailers on loan from Montgomery County. Mr. Hymel said that the Security Committee had a speed detecting trailer from the County in the fall. It was well received. He is hoping that the Association can use it again this year.

Dr. Moore stated that she has even witnessed school buses speeding through the community. Dr. Moore suggested looking into having a County Police Officer come and do radar in the community. Mrs. Georgallas said that vehicles do not even stop at the four-way stop signs. Mr. Hymel will refer this to the Security Committee for follow-up. Mrs. Condliffe said that the radar speed detecting trailers should be able to record the date, time, and the speed that the vehicle was traveling at. Mr. Schaffer stated that he was almost involved in a head-on collision. Traffic circles are one-way. It is particularly bad at the traffic circle at Harbour Town and Firestone Dr. Mr. Schaffer said that the offenders are mostly residents, not Golf Course traffic.

Darnell Daisey (603 Mission Hills Ct.) – Suggested a weekly or monthly safety notice/reminder to residents. Maybe install temporary speed bumps. Communication is key. Mrs. Condliffe said that temporary speed bumps would be a great alternative if the Association owned the roads, but the roads are owned by Montgomery County. To install temporary speed bumps, holes would need to be made in the asphalt and are not recommended for areas that get snow. Dr. Moore said that it is something to look research further. Mr. Schaffer suggests checking with the Association’s attorney because the County may not be pleased with the Association for putting anything on their roads. Mr. Hymel said that the Board would not do anything without approval from the County.

Mrs. Condliffe suggested residents call the non-emergency police number to complain about the unsafe driving. If enough residents complain, police may come out and sit in the community to catch some of the offenders.

Darnell Daisey – Said that during the summer months, the landscaping company helps cleanup the loose trash that collects in the swells. During the winter, the trash sits for a long time. Is there

anything that can be done about it? Mr. Hymel said that as the Landscape Committee Chair, he will look into it.

Old Business

Approval of Minutes

Mrs. Condliffe said that she had just received the minutes today. She will email them to the Board for review and they can be approved at the next meeting.

Approval of Financial Statements

Dr. Moore made a motion to approve the November 2022 Financial Statements. Mr. Hymel seconded, and the motion passed unanimously.

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Appointment of New Board Member

Dr. Moore made a motion to appoint Mr. Ed Schaffer to the Board of Directors to complete Melissa Mariotti's current term as Director. Mr. Hymel seconded, and the motion passed unanimously.

Status Report from Executive/Closed Meeting – Contracts

Dr. Moore stated that the Board voted unanimously to accept the contract for financial services and annual inspections from Abaris Realty. The Board also voted unanimously to accept the three-year trash removal contract with Refuse Removal Results (RRR).

Executive/Closed Session – Violations

Mr. Swann said that the Board met and discussed the appeal process. The Board takes violations very seriously, as aesthetics affect property value.

New Business

Tennis Courts

Dr. Moore stated that Mrs. Condliffe is requesting additional proposals for repair of the tennis courts. Once received, the Finance Committee will meet to review the proposals and then make recommendations to the Board.

Discuss Reserve Budget

Mr. Swann explained that the operating fund is used for expenses incurred in the day-to-day operations of a community. These are expenses that happen daily, weekly or monthly, such as trash removal, landscaping, maintenance.

A Reserve Fund is savings set aside for long-term, big-ticket projects, such as replacement of the tennis courts or tot lots.

Speeding on Firestone Drive and Harbour Town Drive

This topic was discussed during the Open Forum.

Discuss Developing a Gifting and Remembrance Policy

Mr. Swann said that the Board will be starting the process of creating a policy for gifting and remembrance. We want there to be consistency in how we apply things. Dr. Moore suggested having an Ad Hoc Committee to create a draft and present it to the Board. Mr. Hymel volunteered to try to get some volunteers for the Ad Hoc Committee.

Update Architectural Control Guidelines

Mr. Swann said that the Architectural Control Guidelines need to be reviewed and updated.

Update Bylaws

Mr. Swann stated that the Board has this on their radar.

GreenVest Stream Restoration Project

Dr. Moore said that the Association received a letter from GreenVest, LLC. The company wants to do an assessment of the streams that run through the Association's 22.29 acres. They are asking for permission to access the Association's property to complete a field study.

Dr. Moore will reach out to PWPA.

Mr. Swann said that the Board will review the two-page agreement letter and research the company. Mr. Swann asked Mrs. Condliffe to forward the agreement to the Association's attorney for their legal opinion and copy the Board.

Mr. Schaffer noted that the GreenVest agreement mentioned a permanent easement.

Adjournment

As there was no further business, Mr. Swann motioned to adjourn the meeting at 8:13 P.M. Mrs. Georgallas seconded, and the motion passed unanimously.

Minutes respectfully submitted by Diane Plummer