

**TANYARD SPRINGS HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
7 P.M. ON DECEMBER 10, 2019**

The Board of Directors of the Tanyard Springs Homeowners Association met on December 10, 2019. The following persons were in attendance:

BOARD OF DIRECTORS

Jayla Walters, President
Jessica Arseneault, Secretary
Michael Brown, Treasurer

Tim Swigert, Vice President (via phone)
David Gurulé, Director

OTHERS

Nancy Puckett, Community Manager, CMC
Amir Ibrahim, Asst. Community Manager, CMC
Sheriff Bah, Portfolio Manager, CMC

Recording Secretary, just a MINUTE!

HOMEOWNERS PRESENT

Refer to sign in sheet.

STATEMENT OF EXECUTIVE SESSION

The Board opened Executive Session at 6:31 p.m. at the November 12, 2019, Board of Directors Meeting to discuss legal matters and accounting issues.

REGULAR SESSION

CALL TO ORDER

Jayla Walters called the Regular Session to order at 7:08 p.m.

AGENDA

Jayla Walters made a motion to approve the Agenda as amended to add CAI Education under Matters for Board Discussion. Michael Brown seconded, motion passed.

	In Favor	Opposed	Abstained	Absent
Jessica Arseneault	X			
Michael Brown	X			
Timothy Swigert	X			
David Gurulé	X			
Jayla Walters	X			

MINUTES

November 12, 2019

Jayla Walters made a motion to approve the Regular Session Minutes as amended. David Gurulé seconded, motion passed.

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	In Favor	Opposed	Abstained	Absent
Jessica Arseneault	X			
Michael Brown	X			
Timothy Swigert				X
David Gurulé	X			
Jayla Walters	X			

November 20, 2019

Jessica Arseneault made a motion to approve the Minutes of the November 20, 2019 Budget Meeting as presented. Michael Brown seconded, motion passed.

	In Favor	Opposed	Abstained	Absent
Jessica Arseneault	X			
Michael Brown	X			
Timothy Swigert	X			
David Gurulé	X			
Jayla Walters	X			

COMMITTEE REPORTS

DESIGN REVIEW COMMITTEE

Jayla Walters reported that to date there have been 89 applications. There will not be a meeting in December and there will be an announcement made if and when there will be a meeting in January.

FINANCE COMMITTEE

Cheryl Brownell reported a meeting was not held this past month and there will not be a meeting for December. Steve Walters has agreed to assist with his accounting expertise and the committee is looking for additional volunteers.

SOCIAL COMMITTEE

Rosie Rivera reported that two events were held: Tree lighting and a holiday party. Upcoming events are a house decorating contest and requests that the Board recognize those owners and present them with a \$25 Amazon gift card. The next meeting will be held on January 2, 2020. Effective January 1, 2020 Rosie Rivera is the new Committee Chair.

PARKING AND TRAFFIC COMMITTEE

No report at this time.

MANAGEMENT REPORT

Nancy Puckett reported and provided a written report:

- Met with AMG to discuss dead trees and their proposal to take care of them so that no home is in danger from them.
- Met with Long Fence regarding repaired damaged fences and latches at Heritage Crossing dog park gates.
- Introduced Amir Ibrahim as the new Assistant Manager.
- Contacted Brightview to address issues with the storm water pond maintenance.

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- Comprehensive checks will be done a couple days a week by Amir throughout the winter beginning January, 2020. Management was directed to begin the search for a part-time team member after January, 2020.
- Pool tile and white coat treatment – Management is directed to obtain costs involved.
- Treadmill belts replacement – Management is directed to obtain costs involved to replace the belts and costs to replace the treadmills altogether.

TREASURER’S REPORT

Michael Brown presented the Treasury Report for October 2019.

Operating Accounts	\$1,737,313.76
Delinquent Accounts (193 total)	\$ 118,652.45
Total accrued reserves	\$1,375,605.06
Unappropriated Owner’s Equity	\$1,631,866.23

The association has a delinquency rate of 8.8%. Delinquencies will result in loss of gym, pool, and use of other amenities.

MATTERS OF BOARD DECISION

ACTION ITEM 1 – Approval of Storm Water Management Pond Maintenance Proposal

Discussion regarding proposals received from Atlantic Maintenance Group, Advantage Landscape and Brightview Landscape. Michael Brown made a motion to approve the proposal from Brightview. Jessica Arseneault seconded, motion passed.

	In Favor	Opposed	Abstained	Absent
Jessica Arseneault	X			
Michael Brown	X			
Timothy Swigert	X			
David Gurulé	X			
Jayla Walters	X			

ACTION ITEM 2 – Revised FY2019 Audit

Michael Brown made a motion to approve the revised FY2019 Audit. David Gurulé seconded, motion passed.

	In Favor	Opposed	Abstained	Absent
Jessica Arseneault	X			
Michael Brown	X			
Timothy Swigert	X			
David Gurulé	X			
Jayla Walters	X			

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ACTION ITEM 3 – Dumpster Waste Removal Proposal

Michael Brown made a motion to approve Waster Management of Maryland for clubhouse dumpster waste removal. David Gurulé seconded, motion passed.

	In Favor	Opposed	Abstained	Absent
Jessica Arseneault	X			
Michael Brown	X			
Timothy Swigert	X			
David Gurulé	X			
Jayla Walters	X			

ACTION ITEM 4 – Draft Investment Policy

Management has not received a response from the financial advisor or the CPA. As soon as a response is received, the Board will be notified. Deferred until the next meeting.

ACTION ITEM 5 – Sidewalk Installation from Bluffton to Solley Elementary

Jessica Arseneault made a motion approve the proposal received from Image Asphalt to install a sidewalk from Bluffton to Solley Elementary, Option 1 for \$3,600. The Board desires to have this work performed when the weather is conducive for proper installation. Jayla Walter seconded, motion passed.

	In Favor	Opposed	Abstained	Absent
Jessica Arseneault	X			
Michael Brown	X			
Timothy Swigert	X			
David Gurulé	X			
Jayla Walters	X			

ACTION ITEM 6 - Gym Door Repair/Replacement Proposal

Jayla Walters made a motion to approve the proposal from Chesapeake Door to repair the doorjamb not to exceed \$1,100. Jessica Arseneault seconded, motion passed. The warranty will be one year.

	In Favor	Opposed	Abstained	Absent
Jessica Arseneault	X			
Michael Brown	X			
Timothy Swigert	X			
David Gurulé	X			
Jayla Walters	X			

ACTION ITEM 7 – Closing Sandy Spring Investment CD

Jayla Walter made a motion that when the CD matures in May, 2020, Management will instruct funds be forwarded to Morgan Stanley for reinvestment. David Gurulé seconded, motion passed.

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	In Favor	Opposed	Abstained	Absent
Jessica Arseneault	X			
Michael Brown	X			
Timothy Swigert	X			
David Gurulé	X			
Jayla Walters	X			

MATTERS FOR BOARD DISCUSSION

RESPONSE TO NOVEMBER 12, 2019 OPEN FORUM QUESTION

Jessica Arseneault provided responses from the Board to the Open Forum questions from November. As previously agreed, all responses will be posted to TownSq.

DISCUSSION ITEM 1 – FY2020 Budget

Michael Brown shared that the Budget was sent to all owners for comment.

DISCUSSION ITEM 2 – Clubhouse Rental Fee

Discussion regarding increasing the rental fee to include a cleaning service after each rental. Management will obtain what these additional costs will be.

DISCUSSION ITEM 3 – Patrol Service

Discussion regarding reducing the hours of the patrol service. Sheriff Bah shared that complaints have been received regarding cars that are not being moved. Owners are requested to send photos and all specific information. Management will reach out regarding why these vehicles are not being addressed.

DISCUSSION ITEM 4 – 2020 Pool Management Contract

Deferred for additional information.

DISCUSSION ITEM 5 – Inter Equity Transfer (decision by December)

Michael Brown shared that the snow budget has not been spent to date and suggested moving \$110K to a snow reserve account. David Gurulé made a motion to transfer all unused snow budgeted funds from the operating expenses to the snow reserve on December 31, 2019. Michael Brown seconded, motion passed.

	In Favor	Opposed	Abstained	Absent
Jessica Arseneault	X			
Michael Brown	X			
Timothy Swigert	X			
David Gurulé	X			
Jayla Walters	X			

DISCUSSION ITEM 6 - CAI EDUCATION

David Gurulé shared the benefits for Board members through the CAI Education website that

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many important topics on community management and recommends that all Board members take the course offered. David Gurulé made a motion for the Board to make a resolution to have each Board member take the course offered and have fees will be reimbursed.

	In Favor	Opposed	Abstained	Absent
Jessica Arseneault	X			
Michael Brown	X			
Timothy Swigert	X			
David Gurulé	X			
Jayla Walters	X			

OPEN FORUM

Jayla Walters explained that the format for open forum will consist of two minutes for homeowner to ask questions and/or share comments. All responses will be provided on TownSq. Items discussed:

- Appreciated the work that the Board has done so far to improve the overall tone of the HOA meeting.
- Requested to purchase a rowing machine and improve the AV equipment.
- Inquired as to the final outcome desired by conducting a comprehensive inspection and what will be the qualifications of the person who will be conducting these inspections.
- Inquired about the delinquent account timelines being sent to the attorney.
- Requested confirmation regarding the modifications to the proposal for the sidewalk and expressed concern about ADA compliance.

- Suggested that a clubhouse rental have an optional cleaning fee rather than making it mandatory.
- Inquiry regarding improved signage for parking on Warfield – RVs, boats, etc. are being parked long term in this area.
- Shared that there are individuals living in the RVs as well.
- Inquired about the status of purchase and installation of Notice Boards.
- Inquired about status of the request for yoga classes.
- Inquired about responsibility of structures that were in place before the property was purchased with or without approval.

NOTICE BOARDS

Jayla Walters made a motion to approve the purchase of six varying sized Notice Boards not to exceed \$1,500 to be installed throughout the community. Michael Brown seconded, motion passed.

	In Favor	Opposed	Abstained	Absent
Jessica Arseneault	X			
Michael Brown	X			
Timothy Swigert	X			
David Gurulé	X			
Jayla Walters	X			

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NEXT MEETING – January 14, 2020

AJOURNMENT

Jayla Walters made a motion to adjourn the Regular Session at 8:58 p.m. Michael Brown seconded; motion passed.



SIGNATURE

14 January 2020

DATE