

**TANYARD SPRINGS HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
7 P.M. ON NOVEMBER 12, 2019**

The Board of Directors of the Tanyard Springs Homeowners Association met on November 12, 2019. The following persons were in attendance:

**BOARD OF DIRECTORS**

Jayla Walters, President

Jessica Arseneault, Secretary

Michael Brown, Treasurer

Tim Swigert, Vice President

David Gurule, Director

Nancy Puckett, Community Manager, CMC

Sheriff Bah, Portfolio Manager, CMC

Mac Staples, Regional Vice President, CMC

Recording Secretary, just a MINUTE!

**HOMEOWNERS PRESENT** - Refer to sign in sheet.

**STATEMENT OF EXECUTIVE SESSION**

The Board opened Executive Session at 6:41 p.m. at the October 8, 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 defer the following items. Michael Brown seconded. No objections, motion passed.

- Sidewalk installation from Bluffton to Solley Elementary
- 2020 Pool Management Contract

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

**TANYARD SPRINGS HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
7 P.M. ON NOVEMBER 12, 2019**

**MINUTES**

September 10, 2019

Jayla Walters made a motion to approve the Minutes of the September 10, 2019 Regular Session as presented. Jessica Arseneault seconded.

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

October 8, 2019

Jayla Walters made a motion to approve the Minutes of the October 8, 2019 Regular Session as presented. Jessica Arseneault seconded.

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

October 14, 2019

Jayla Walters – approval deferred until next meeting

**COMMITTEE REPORTS**

**DESIGN REVIEW COMMITTEE**

Jayla Walters reported and submitted a written report.

- There were 87 applications submitted.
- Starting to work on the DRC Guidelines
- The next meeting is scheduled for November 21, 2019.

**FINANCE COMMITTEE**

Cheryl Brownell reported and submitted a written report

- Meetings are held on the 4th Monday of the month.
- All Board members were in attendance to discuss and review line items and suggestions with the Committee.
- Discussed getting access to invoices and getting ready for the budget for 2020.

**TANYARD SPRINGS HOMEOWNERS ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**7 P.M. ON NOVEMBER 12, 2019**

**SOCIAL COMMITTEE**

Former Chair reported and shared concerns from the committee:

- Discussion regarding submitting the committee Minutes that have been approved by the committee before presenting to the Board and being published to the community.
- Member shared concern that the Board was issuing mandates on the committee without first discussing with the members. Discussion regarding communication between the committee and the Board.
- Next meeting is December 4, 2019 at 7:30 p.m.

**PARKING AND TRAFFIC COMMITTEE**

No report at this time.

**MANAGEMENT REPORT**

Nancy Puckett reported and provided a written report:

- Chesapeake Doors – a proposal was received
- Sidewalk Solley to Bluffton – County suggested that a standard grading plan permit be filed in order to provide protection to the HOA and there is no cost associated with this.
- Gate latches have been ordered for Heritage Crossing Dog Park gate.

**TREASURER'S REPORT**

Michael Brown presented the Treasury Report for September 2019.

Operating Accounts	\$1,684,371.61
Delinquent Accounts (145 total)	\$ 114,787.06
Total accrued reserves	\$1,381,638.99
Unappropriated Owner's Equity	\$1,561,146.30

The association has a delinquency rate of 8.9%. Delinquencies will result in loss of gym, pool, and use of other amenities.

**MATTERS OF BOARD CONCERN**

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

Discussion regarding proposal received and deferred for additional information.

**TANYARD SPRINGS HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
7 P.M. ON NOVEMBER 12, 2019**

**ACTION ITEM 2 – Revised FY2019 Audit**

Jayla Walters made a motion to approve the revised FY2019 Audit and Management Letter from Goldklang & Group conditionally to resubmit the report reflecting the accurate dates of the last review of document revision date submitted to Tanyard Springs. Jessica Arseneault seconded, David Gurule abstained, motion passed.

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

**ACTION ITEM 3 – Dumpster Approval**

Discussion regarding proposal received from Waste Management for \$97 per month and noting that there is a fee for delivery of the dumpster to consider. Management was directed to search for a new vendor and can be voted on electronically once three proposals are received and can be ratified at the next meeting.

**ACTION ITEM 4 – Draft Investment Policy**

Jayla Walters made a motion to approve the Administrative Resolution No: \_\_\_ with regard to the investment of Association funds. Michael Brown seconded, no vote taken. The Resolution should be sent to the financial advisor and Tanyard Springs CPA for opinion. Deferred until the next meeting.

**ACTION ITEM 5 – Gym Door Repair/Replacement Proposal**

Michael Brown made a motion to approve the proposal from Chesapeake Door to repair the doorjam not to exceed \$1,100. Tim Swigert seconded. Discussion regarding warranty information. Michael Brown amended his motion to add the stipulation that warranty information is included with the proposal. Further discussion regarding the verbiage of the warranty. Michael Brown rescinded his motion. Deferred until the next meeting.

**MATTERS FOR BOARD DISCUSSION**

**RESPONSE TO OCTOBER 8, 2019 OPEN FORUM QUESTION**

- Q1. With the change in inches of snow threshold is the goal to save money within the community? Are HOA prices going down?
- A1. The goal of altering the snow threshold is to bring the HOA closer in alignment to the county's threshold. HOA monthly assessments are not being reduced at this time. For more information please attend the 20 November meeting to discuss the finalization of the budget.

**TANYARD SPRINGS HOMEOWNERS ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**7 P.M. ON NOVEMBER 12, 2019**

- Q2. With the recent moped / dirt bike issues within the community could we alter the hours of the police to better address this?
- A2. The current contract with AA County police is to protect common property and enforce loitering, traffic, parking, and towing laws. For reasons related to these issues, the board is trying to schedule a meeting time with the AACo Police to review their scheduled hours.
- Q3. What is the actual process for the DRC to turn around an application when a homeowner has not heard back after the 21 day mark?
- A3. After the 21 day mark has been reached the homeowner may exercise their right to inform (in writing) the DRC that work may be completed due to lack of comment. The DRC has an additional 15 days to respond. If there is no response from the DRC, work may be completed by the homeowner or their agent.
- Q4. What is specified in the pool contract outside of sitting lifeguard? Do they have janitorial duties within the clubhouse and pool grounds?
- A4. Additional duties of the lifeguards are currently under negotiation. Once this has been completed the duties will be provided at month's open forum follow-up.
- Q5. Does the maintenance crew handle tot lot repairs?
- A5. Tot lot repairs require specialized parts and labor. They are outside the scope of maintenance personnel and need to be handed by outside personnel with the proper qualifications.
- Q6. Are the townhouse mailboxes actually considered federal property in a private community such as ours? Can they be posted on legally?
- A6. Based on USPS guidance, we are not permitted to post anything on any parts of the townhouse mailboxes regardless of whether or not they interfere with mail delivery. This is handled at the sole discretion of the mail delivery persons.
- Q7. There are a couple vehicles on Hidden Oak with expired tags that have been continually tagged by police. How is this being addressed?
- A7. Nancy has spoken to this requesting homeowner about this issue. We highly suggest homeowners repeatedly take photos of HOA violations and submit them as TownSq Requests especially while we only have one CMC person currently on staff.
- Q8. Was the Self-Help Clause followed up on? If so, when do follow-ups occur and who pays for them?
- A8. Yes this was followed up on with an approximate two week turnaround for the entire neighborhood. When the follow-ups occur any cost incurred is passed to the homeowner. With only one person on staff at the moment, this timeline is up in the air.

**TANYARD SPRINGS HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
7 P.M. ON NOVEMBER 12, 2019**

- Q9. Now that Tamru no longer works within our community, are we still paying CMC the budgeted rate?  
 A9. With Nancy being the only in-house CMC employee, we are only paying for her salary. The Finance Committee has noted that CMC is charging us for both her rate and an increased overhead cost rate to cover work that cannot be completed in office due to time constraints.
- Q10. Does the Anne Arundel County Sign Ordinance require a sign permit for our community to post bulletin boards?  
 A10. Confirmed through a phone call with AACo Office of Permits. Due it being a bulletin board and not an actual stand-alone sign, it DOES NOT fall under the sign ordinance that requires permitting. Since the signage that will be posted on the bulletin board will be continually altered / non-permanent no permits are needed.
- Q11. Does a contractor need DRC approval to handle work on a resident's property?  
 A11. Homeowners are the only party responsible for DRC applications. The homeowner assumes all risk for any work completed by a contractor before the final DRC approval has been made.

Discussion regarding posting Open Forum responses on TownSq. and agreed to post written answers to Open Forum Inquiries on TownSq.

**DISCUSSION ITEM 1 – Review of TownSq.**

Jayla Walters made a motion that the Board of Directors are no longer administrative privileges on TownSq. Michael Brown seconded. Discussion regarding reasons for this action until the Board can develop a resolution of governance regarding this action. Motion passed. Management was directed to remove all permissions in TownSq. from the Board members and committees.

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

**TANYARD SPRINGS HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
7 P.M. ON NOVEMBER 12, 2019**

**DISCUSSION ITEM 2 – Patrol Service**

David Gurule made a motion to end the Patrol Service contract that will end in March, 2020. Jessica Arseneault seconded. Discussion regarding the reasons that the patrol service was originally put in place due to vandalism activities. It is believed that the funds spent on this service is far greater than the value currently being received. Jayla Walters called the vote, motion failed.

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

**DISCUSSION ITEM 3 – Paid Email Service**

Discussion regarding having the HOA pay for Board members email service so that all Board business within email will be separate and secure for Board business only. A spreadsheet was provided with providers/fee options and best service options. The Board agreed to abandon further discussion.

**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:

- The garden area still has trash and debris and hopefully can be cleaned up before snow arrives. Management will be doing a full sweep of that area to make sure that it is presentable before snow.
- Shared that as a member of the social committee who was in attendance at the committee meeting that Jessica Arseneault attended, the perception of the majority of the group disagrees with Sally’s assessments and agrees with a report due to the Board including a breakdown of funds spent.
- Request a hardcopy of how the assessments are being used for HOA maintenance and amenities.
- Suggested that the wooden signs at Oak Cove may also be good for this community
- Requested an explanation on how owners can vote Board members off the Board.
- Commended the Board as volunteers and requests that more respect be afforded to each other going forward.
- Suggested that additional funds be set aside for the Board to participate in team building so that a more cohesive team can be developed.
- Shared that the big dog park water has needed to be repaired since August and requests this be completed.
- Suggested the Board learn PC and de-escalation skills.

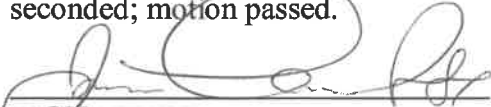
**TANYARD SPRINGS HOMEOWNERS ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**7 P.M. ON NOVEMBER 12, 2019**

- Suggested attention to personal conduct and respect be adhered to among the Board.

**NEXT MEETING** – January 14, 2019

**AJOURNMENT**

Jayla Walters made a motion to adjourn the Regular Session at 8:18 p.m. Michael Brown seconded; motion passed.

  
**SIGNATURE**

28 JAN 2020  
**DATE**