

**TANYARD SPRINGS HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
7 P.M. ON OCTOBER 8, 2019**

The Board of Directors of the Tanyard Springs Homeowners Association met on October 8, 2019. The following persons were in attendance:

BOARD OF DIRECTORS

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

Tim Swigert, Vice President
David Gurulé, Director (left early)

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 7:02 p.m.

AGENDA

Jayla Walters made a motion to approve the Agenda as amended. Tim Swigert seconded. No objections, motion passed.

MINUTES

Jayla Walters made a motion to approve the Minutes of the August 13, 2019 Regular Session as written for content excepting for formatting changes. 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			

Jayla Walters made a motion to approve the Minutes of the September 10, 2019 Regular Session as presented. Michael Brown seconded. David Gurulé requests that the language for Discussion Item 3 – TownSq be amended. Amendments will be forwarded to Management. Jayla Walters rescinded the motion.

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COMMITTEE REPORTS

DESIGN REVIEW COMMITTEE

Jayla Walters reported:

- The committee consists of Chairperson Michael Flack and members Brian Kwesiga, Gerald Bright, and Antonio Alaimo.
- Jessica Arseneault and Michael Brown were in attendance.
- The next meeting is scheduled for October 16, 2019.

FINANCE COMMITTEE

Cheryl Brownell reported:

- 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.

SOCIAL COMMITTEE

Pat Warner reported:

- Most recent meeting discussed and reviewed past events.
- Movie night had approximately 100 attendees.
- Several of the upcoming events will be held off community property and liability issues are being reviewed.
- The community did not respond well to the handwritten notices that were posted. Michael Brown suggested using material that will be easily legible and not fade.

PARKING AND TRAFFIC COMMITTEE

No report at this time.

MANAGEMENT REPORT

Nancy Puckett reported:

- The pathway between Bluffton and Solley Elementary is being bid out for proposals.
- The police patrol reports have been obtained and will be compiled for the Board.
- Some clubhouse lights were not lighting properly and have been adjusted. Some of the bulbs still need to be replaced.
- Tamru Demsash has been assisting Nancy Puckett with the transition of responsibilities.
- Michael Brown inquired when Nancy Puckett will be approved for invoice approval. Mac Staples explained that the change should be completed within 48-72 hours.

TREASURER'S REPORT

Michael Brown presented the Treasury Report for August 2019.

Operating Accounts	\$1,636,186.01
Delinquent Accounts (125)	\$ 109,845.62
Total accrued reserves	\$1,362,345.99
Unappropriated Owner's Equity	\$1,518,700.96

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The association has a delinquency rate of 7.4%. In a 12-month budget, the delinquency rate would be 6.2%. Delinquencies will result in loss of gym, pool, and use of other amenities.

Michael Brown explained that Anne Arundel County has a pool credit that can be requested and needs to be submitted within 30 days of the pool being filled. It appears that this credit had been requested in past years but not in 2019. The form is called the “Pool Verification Form”.

MATTERS OF BOARD CONCERN

ACTION ITEM 1 – Snow Removal Contract

Jayla Walters made a motion to approve the snow removal contract presented by Atlantic Maintenance Group dated October 8, 2019. Michael Brown seconded.

After extensive discussion regarding the accumulation amount of snow that triggers the services of Atlantic Maintenance Group Michael Brown amended the motion to increase the contract level from two inches to three inches. Jayla Walters seconded. David Gurulé further amended the motion to increase the contract level from two inches to four inches. Jessica Arseneault seconded. Two approved, three opposed, motion failed.

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

Michael Brown made a motion to approve the contract with Atlantic Maintenance Group, amending the snow height from two inches to three inches. Jayla Walters seconded. Three approved, two abstentions, 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 – Pool Management Contract

Jayla Walters explained that the pool contract will be tabled at this time.

ACTION ITEM 3 – Tot Lot Repair and Maintenance Proposal

Jayla Walters made a motion to approve Atlantic Maintenance Group’s proposal for repair and maintenance to the tot lot off of Bracey Drive. Cost is not to exceed \$4,686 and will be expensed to GL# 6530 – Common Areas Repair and Maintenance. Michael Brown seconded. Michael Brown amended the motion to expense the cost to the GL# 9928 – Tot Lot Repair. Four approved, 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			

ACTION ITEM 4 – Storm Water Management Pond Maintenance Proposal

Nancy Puckett will get more clarification on the location of the storm water management ponds on Mockingbird Circle and Heritage Crossing and the vote will be tabled until November.

ACTION ITEM 5 – Social Committee Member

Jayla Walters made a motion to approve Rosie Rivera to the Social Committee on the basis it is understood that Board and Committee business shall not be discussed on the unofficial Facebook group. Michael Brown seconded. Four approved, motion passed.

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

FUTURE AGENDA ITEMS

- Landscaping Contract for Townhomes

MATTERS FOR BOARD DISCUSSION

DISCUSSION ITEM 1 – FY20 Budget

Jayla Walters explained that the proposed budget needs to be discussed in another meeting with the Finance Committee. The proposed budget will be mailed to homeowners once it is finalized.

DISCUSSION ITEM 2 – Patrol Service

Nancy Puckett explained that there are no additional updates.

DISCUSSION ITEM 3 – Committee Rebranding

Michael Brown made a motion to rename the Recreational Committee to the Amenities Committee. Tim Swigert seconded. Four approved, 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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DISCUSSION ITEM 4 – Social Committee Request

Jessica Arseneault explained that the Social Committee has suggested the installation of community message boards to provide awareness of information throughout the community. The cost is estimated to be between \$500-\$1,500 depending on the size and style of the message boards. Nancy Puckett stated that this will prevent the potential posting of notices on mailboxes.

DISCUSSION ITEM 5 – Board Vendor Meetings

Jessica Arseneault stated that this matter should be discussed administratively.

DISCUSSION ITEM 4 – Inter Equity Transfer

Michael Brown explained that these types of transfers are used to move excess funds from GLs that have a surplus to offset the snow removal budget amount. Jayla Walters stated that the transfers may occur when necessary and will remain on the agenda through the snow season. Jayla Walters suggested that a snow removal savings account may also be necessary.

DISCUSSION ITEM 5 – Committee Minutes

Jayla Walters stated that committees should be providing meeting minutes to the Board.

DISCUSSION ITEM 6 – TownSq

Jayla Walters explained that several communication issues have arisen through TownSq. Sheriff Bah stated that TownSq was not intended for Board member communication. Michael Brown said that CMC should be consulted on this issue. There have been instances when messages are not available to other Board members once one Board member replies. Jessica Arseneault stated that having administrator permissions removed may present other problems and would potentially give the Board members the same access as the Committee members. Jessica Arseneault stated that David Gurulé has additional information regarding TownSq. Jayla Walters explained that this matter will be tabled until David Gurulé is available.

HOMEOWNER QUESTIONS

Jessica Arseneault provided the Board's responses to questions that were previously submitted by homeowners.

- Homeowner submitted a question about the Board's opinion of the installation of additional homes nearby. Jessica Arseneault explained that the Board is aware of the construction plan but has no official opinion as its not on HOA property.
- Homeowner submitted a question about the enforcement of "no soliciting" signs. Jessica Arseneault responded that soliciting signage cannot be enforced, and more research is being made regarding the removal of the signs. Sheriff Bah explained that soliciting is not enforced, however it may be considered trespassing.
- Homeowner inquired how to submit a committee proposal. Jessica Arseneault explained that proposals can be submitted through the committee liaison or as a request through TownSq.
- Homeowner submitted suggestions to rename the Recreation Committee to the Amenities Committee and the Parking and Traffic Committee to the Safety Committee. Jessica Arseneault stated that the Board voted on the change to the Amenity Committee however the Safety Committee was determined to be too broad of a title.

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- Homeowner commented that did not appreciate that on the spot responses were not allowed as the responses often spur further discussions and additional questions. Jessica Arseneault stated that this method allows for research and discussion among the Board members in order to provide the homeowners will more complete and official responses.

OPEN FORUM

Jayla Walters explained that the format for open forum will consist of two minutes for discussion and comments, and responses will come from the Board at a later time.

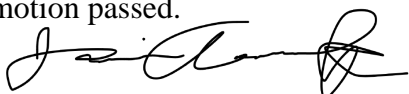
Items Discussed:

- Homeowner stated that the new format seems to be beneficial. He suggested the change to the Roads and Signs committee.
- Homeowner inquired about the snow removal policy. He explained that most accidents occur in small amounts of snow and ice and that a higher threshold may not be beneficial to the community and that if the threshold adjustment is based on cost then the homeowners should see a reduction in their dues. Jayla Walters stated that the snow contract is the standard that Atlantic Maintenance Group will use in the rare occasion when no Board member is available to approve immediate plowing.
- Homeowner inquired about the process for Design Review. Michael Brown stated that the recent applications have been approved within the 21-day threshold, however if the application is not approved within the 21 days, a letter must be formally submitted to management. The committee will then have 15 days to respond to the formal letter.
- Homeowner explained consistent issues with a vehicle and parking problems. The problems have been reported to management and the car has been tickets at various times. Nancy Puckett explained that evidence needs to be collected in order to pursue further action. The homeowner will install cameras to collect evidence of the situation.
- Homeowner inquired about the status of yard maintenance in various areas of the community. Jayla Walters explained that under the Self-Help Clause, several homes were given notice and were mowed by Atlantic Maintenance Group at the homeowner's expense. Nancy Puckett stated that there is a schedule in place to monitor the status of lawns.
- Homeowner inquired about the management fee and why there has been no adjustment to the dues since Tamru Demsash left the position. Jayla Walters explained that the CMC staff salaries are not paid through the Homeowner's dues.
- Homeowner explained that Anne Arundel County regulations on signage is changing and permits may need to be obtained to signage in the community.

NEXT MEETING – November 15, 2019

AJOURNMENT

Jayla Walters made a motion to adjourn the Regular Session at 8:48 p.m. Tim Swigert seconded; motion passed.



SIGNATURE

12 November 2019

DATE