

TANYARD SPRINGS HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
7 P.M. ON AUGUST 13, 2019

The Board of Directors of the Tanyard Springs Homeowners Association met on August 13, 2019. The following persons were in attendance:

BOARD OF DIRECTORS

Jayla Walters, President

Michael Brown, Treasurer

David Gurule, Director

Tim Swigert, Vice President

Jessica Arseneault, Secretary

Tamru Demsash, Community Manager, CMC

Nancy Puckett, Assistant Manager, CMC

Sheriff Bah, Portfolio Manager, CMC

Recording Secretary, just a MINUTE!

HOMEOWNERS PRESENT- Refer to sign in sheet.

REGULAR SESSION

CALL TO ORDER

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

AGENDA

Jayla Walters made a motion to approve the Agenda as amended. Michael Brown seconded, all in favor. No objections, motion passed.

MINUTES

Jessica Arseneault made a motion to approve Minutes of the Regular Session on July 9, 2019 as amended. David Gurule seconded, motion passed.

COMMITTEE REPORTS

DESIGN REVIEW COMMITTEE

Michael Brown reported:

- There have been 58 applications filed, with three incomplete modification applications. The average response time is 3.6 days.
- There has been a decrease in applications since 2014.

FINANCE COMMITTEE

Cheryl Brownell reported:

- Recent meeting had quorum and several options for use of the extra mailer money were discussed.
- The committee recommended to spend the extra money on new copier for Management.

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- Several line items were discussed as to why the numbers were over budget.
- Several items that were under budget were also analyzed.
- David Gurule inquired about experience with CDs. Currently there is a CD through Morgan Stanley and other options should be discussed in an upcoming committee meeting.

SOCIAL COMMITTEE

Jessica Arseneault reported:

Meeting had several new volunteers.

- New leads for some events were selected.
- Jayla Walters commented that the new members participated well and presented many new ideas.

PARKING AND TRAFFIC COMMITTEE

Tim Swigert stated that the Board should consider installation of approximately 4-5 speed humps. David Gurule suggested more stop signs in the high traffic areas.

MANAGEMENT REPORT

Nancy Puckett reported:

- The Self-Help Clause resulted in eight properties having their yards mowed. These properties were identified through canvassing the neighborhood. Around 50-70 homes can be completed in a 15-day canvas rotation.
- Anne Arundel County Public Schools has responded that the bus stop will not be moved as the location is utilized by several schools.
- Tot lot repairs were quoted for proposals and when all three are received, Management will present them to the board.
- Pool meetings with the lifeguard team have been held. Bathroom cleanliness has increased.
- Michael Brown inquired if CMC corporate now is clear on the GL numbers that the community is using for specific accounts. Sheriff Bah explained that this has been clarified.
- David Gurule inquired about the sidewalks from Section D. Tamru Demsash stated the sidewalk on Mockingbird Circle is completed. Bluffton Drive is still not owned by the county as there is no easement agreement in that area, so the sidewalk cost would need to be incurred by the HOA. Tamru Demsash will obtain proposals for the walking path from AMG.
- Tamru Demsash explained there has been community interest in having the pool opened in the mornings for lap swimming time. Jayla Walters explained that a lifeguard would be required and can be discussed.

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- David Gurule inquired about issuing AMG a fine when the dog waste stations are not being maintained according to the contract. Tamru Demsash explained that fines are not an option, however, requests for change of personnel or complaints can be made with AMG.

TREASURER’S REPORT

Michael Brown presented the Treasury report for June 2019.

Operating Accounts	\$1,613,571.26
Delinquent Accounts (140)	\$ 115,532.59
Total accrued reserves	\$1,323,763.99
Unappropriated Owner’s Equity	\$1,509,119.73

The association has a delinquency rate of 7.2%. Delinquencies will result in loss of gym, pool, and use of other amenities.

MATTERS OF BOARD CONCERN

DISCUSSION ITEM 1 – Snow Removal Contract

David Gurule inquired about the process of contract approval, as only one contract bid was submitted to the Board. Jayla Walters explained that Management obtains a proposal from the current company and compares it the previous year. The proposal is also compared to other companies in a price comparison matrix. If there are no significant issues with the existing company, the contracts are not bid out yearly. Tamru Demsash explained that in this instance, the pricing has not changed, and the company has been flexible with snow removal times and extensions of the contracts when snow season lasted longer than prior years. Jessica Arseneault inquired about if the contract could be separated by townhome sections and single-family home sections. Tamru Demsash explained that for this upcoming season, the GLs will be separate on each invoice to provide more detail. David Gurule asked for Management to bid out this contract. Michael Brown explained that requesting frequent bids may cause companies apprehension for signing contracts with the community. Jayla Walters recommended that Management collect past snow removal bids to review and that all proposals consider using brining.

ACTION ITEM 1 – Committee Member Resignations

The Board acknowledges the resignation of Michael Brown from the Design Review Committee effective immediately. The Board acknowledges the resignation of Jessica Arseneault from the Design Review Committee effective immediately. Michael Brown explained that there have always been multiple members of the Board on the Design Review Committee and the Board was always transparent with the community about Board liaison involvement.

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Michael Brown made a motion stating that DRC application work comes through the Board, therefore members of the Board would not need to resign from the committee. Without a second, the motion died on the floor.

ACTION ITEM 2 – Committee Membership Requests

Jayla Walters made a motion to approve Michael Flack, Brian Kwesiga, and Gerald Bright to the Design Review Committee on the basis it is understood that Board and Committee business shall not be discussed on the unofficial Facebook group, effective immediately. Michael Brown seconded, motion passed.

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

Gerald Bright also submitted his name for consideration for the Traffic and Parking, Neighborhood Watch, Communications, and the Rules and Regulations Committees. Jayla Walters asked Mr. Bright to consider being a member of just the DRC, with the understanding that he would volunteer for the other committees when there is need. Mr. Bright agreed.

Jayla Walters made a motion to approve Pat Warner to the Social Committee on the basis it is understood that Board and Committee business shall not be discussed on the unofficial Facebook group, effective immediately. Michael Brown seconded, 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 – Tree Removal on Heritage Crossing

Jayla Walters made a motion to approve AMG’s proposal to remove dead trees from the park off Heritage Crossing near the Clubhouse. Total cost shall not exceed \$4,206 and shall be expensed to GL# 6165 – Tree removal. David Gurule seconded, motion passed. Jayla Walters expressed concern with the cost associated with the removal. Tamru Demsash recommended that the trees/plants be removed as the maintenance has been a consistent issue since the builder planted

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them. Michael Brown explained that the HOA is already over budget for tree removal and the cost should be expensed to another GL. Michael Brown made a motion to amend Jayla Walter’s motion to read “shall be expensed to GL# 6160 – Tree Maintenance”. Jayla Walters seconded, motion passed.

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

ACTION ITEM 4 – TownSq/Voting Sites

David Gurule expressed concern that the updates to the voting site are being solely maintained by one person, Michael Brown. David Gurule inquired how the HOA would continue to use the site in the future should Michael Brown not remain a member of the community. Michael Brown explained that another director would need to take over the maintenance. Michael Brown will provide the Board with the information needed to maintain the sites and the requirements for a director and for the system.

FUTURE AGENDA ITEMS

- DRC SOP – Jayla Walters suggested to have the committee meet and provide the Board with their own suggested SOP. Jessica Arseneault suggested that the format of the existing document be cleaned up prior to providing it to the DRC.
- Pool and Facilities Rules - Jayla Walters suggests the Board have a working meeting to discuss this matter. David Gurule proposed the Board read the existing rules and submit comments to Management for editing.

MATTERS FOR BOARD DISCUSSION

DISCUSSION ITEM 2 – Parking

Jayla Walters explained that there is no new information to discuss at this time. This topic will be removed from agenda for next month.

DISCUSSION ITEM 3 – FY20 Budget

Sheriff Bah explained Management is working on the FY20 Budget projection numbers. The projections will be updated with the July actuals and will be submitted to the Board prior to the next meeting. David Gurule inquired how the process is typically done. Sheriff Bah stated that the financial system provides the YTD actuals and then projections can be made based on past

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months. The projection numbers will be provided to the Board by September 6, 2019, prior to the next scheduled Board meeting.

DISCUSSION ITEM 4 – Tot Lot Maintenance

Tamru Demsash explained that proposals are being obtained for the maintenance of the tot lot equipment. According to liability standards, the maintenance must be performed through a certified company.

DISCUSSION ITEM 5 – Google Docs/Sheets and G-Suite for Non-Profits

David Gurule expressed that all Board/community documents should be in a general area for any current or future Board members to access and edit. All documents should be stored as soft copies. David Gurule explained that the documents could be placed in a Board artifact folder within TownSq and pulled out for editing by Board members as needed. Michael Brown stated that the documents should be edited using a format that would list the specific persons who collaborate on a document, thus providing accountability. G-Suite for non-profits could be used for the collaboration and the HOA may qualify. Tamru Demsash explained that the HOA is “not for profit”, not a “non-profit”. David Gurule will take point on this matter and will gather more information to provide to the Board.

DISCUSSION ITEM 6 – Poll/Annual/Finance Recommendation Results

Jayla Walters explained that Cheryl Brownell previously provided the recommendations of the Finance Committee to the Board. The committee recommended using the money toward a new printer. David Gurule reminded the Board that the suggestions received should be given back to the community as an additional poll. Jayla Walters suggested placing the sidewalk for area near Bluffton Drive on the poll, along with the suggestion for the printer.

DISCUSSION ITEM 7 – Committee Charters/Code of Conduct

Jayla Walters said these documents conflict with each other and need to be discussed. Jessica Arseneault explained that the Board should hold an administrative/working meeting to review and discuss these documents.

DISCUSSION ITEM 8 – Covenants Committee

David Gurule stated that there are multiple homes that do not maintain the standard in the community and curb appeal/home values may drop as a result. David Gurule suggested reaching out the community for volunteers for a covenants committee. Tim Swigert explained that the Board has previously investigated hiring an outside company for covenant review and the approximate cost was \$8K. Jayla Walters expressed concern that many homeowners may not want to be held responsible for reporting their neighbors for violations. Management typically issues letters for covenants violations. Sheriff Bah explained that there are additional liabilities with having homeowners inspecting and reporting other community members. Michael Brown

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stated that other communities have a full time, paid inspector. Tamru Demsash explained that with all the duties that Management currently does, additional office personnel could be hired to perform this task. Jayla Walters stated that Management will collect information and pricing for hiring additional personnel versus outsourcing.

OPEN FORUM

Items Discussed:

- Homeowner stated that if the FY20 budget includes a plan for a third office/management staff member, that the new person should possibly work nights and weekends to avoid overlap in the schedule and meet the needs of more residents.
- Homeowner expressed concern over the climbing delinquency rate. Tamru Demsash explained that the rate is listed as 7.2% because the budget is based on a 10-month budget and not a 12-month budget. When the 12-month budget is analyzed, the delinquency rate is closer to 5%.
- Homeowner stated that several homeowners in their area have been placing flags to deter the landscapers from mowing on parts of their lawn. The flags have been removed by the landscapers on several occasions and the grass is now requiring reseeding in several spots. Tamru Demsash will contact AMG to discuss this issue.
- Homeowner inquired if the pool is being used as much as in prior years. Nancy Puckett explained that data can be collected and analyzed, however they would need to sort the data manually since Cell Badge was not active prior to this season. The pool staff is being more stringent with the rules and this may be a reason why the pool appears less busy.
- Homeowner reiterated the importance that a sidewalk be placed on the walking path on Bluffton Drive.
- Homeowner expressed concern with parking in the Pointe and stated that the Board is not doing enough to rectify the parking issue. Jessica Arseneault explained that these parking issues are due to the developer not providing enough spaces for the homes in that section and directed any homeowner with parking concerns to join the parking committee and to attend council meetings in Annapolis.
- Homeowner inquired about the program we use for elections and how we knew of its integrity. Michael Brown explained that the program was created by him for the specific use within the community.
- Homeowner suggested comparing the delinquency rate between the 10-month budget and 12-month budget in the future financial reports.
- Homeowner inquired about the installation of No Parking signs. Michael Brown explained that the signs have been installed and anyone parking in that zone should be reported to the non-emergency police number.
- Homeowner inquired about the ticketing process that has been in place since the private police person was hired. Michael Brown explained that the Board cannot deter the police

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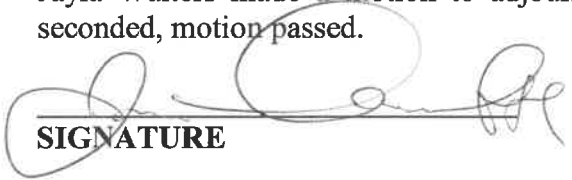
officer from ticketing in a specific area, as it would be considered selective enforcement. Jessica Arseneault explained that it was decided at a previous meeting that every section be treated the same. The police officer determined it was best to issue tickets rather than warnings.

- Homeowner inquired about the nicknames for each section within Tanyard Springs. David Gurule explained that the Tanyard Springs Site Map is on TownSq and has the names for all the sections. As a point of reference, Oak Pointe is currently referred to as the Pointe.

NEXT MEETING: September 10, 2019

AJOURNMENT

Jayla Walters made a motion to adjourn the Regular Session at 9:26 p.m. Michael Brown seconded, motion passed.



SIGNATURE

28 JAN 2020
DATE