

**TANYARD SPRINGS HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
7:00 P.M. ON FEBRUARY 9, 2016**

The Board of Directors of & the Tanyard Springs Homeowners Association met on Tuesday, February 9, 2016 at Tanyard Springs Clubhouse. The following persons were in attendance:

**BOARD OF DIRECTORS**

Lance Konig, President  
Scott Brownstein, Vice President  
William Ward, Secretary  
Jayla Walters, Treasurer  
David Harthman, Director

**OTHER ATTENDEES**

Randy Summers, On-site Community Manager, CMC  
Tamru Demsash, Assistant Manager, CMC  
Dee Singleton, Portfolio Manager, CMC  
Ray Via, Esq. Whitford, Taylor & Preston, LLP  
Recording Secretary, just a MINUTE!

**HOMEOWNERS & GUESTS - 16**

**REGULAR SESSION**

**STATEMENT OF EXECUTIVE SESSION**

On January 12, 2016, the Board met in executive session to discuss legal recommendations, an Ad Hoc Committee to be formed to discuss needs and wants for management companies, possible security camera additions, Board awareness of two existing resident trash can r&r banning petitions, and various legal matters.

**PRE-MEETING DISCUSSION – RAY VIA, ESQ., WHITEFORD, TAYLOR, & PRESTON, LLP**

General discussion regarding review of Board operations, monitoring violations and fines of homeowners, control of official Facebook page, Survey Monkey, rotation of liaisons, towing, resignations of committee members and other matters, after Board Orientation and refresher course.

**CALL TO ORDER**

This meeting was called to order at 7:03 p.m. by Lance Konig. All Board Members were present and the Board quorum was met.

**AGENDA**

Lance Konig made a motion to approve Agenda. No objections, motion passed

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**MINUTES APPROVED**

Lance Konig made a motion to approve Minutes of the Regular Session on January 12, 2016 as presented. William Ward seconded, motion passed. Lance Konig made a motion to approve Minutes of the Executive Session on January 12, 2016. William Ward seconded, motion passed unanimously.

Lance Konig made a motion to approve Minutes of the Special Session on January 18, 2016. William Ward seconded, motion passed unanimously. Lance Konig made a motion to approve the Executive Session Minutes on January 18, 2016. William Ward seconded, motion passed unanimously.

Lance Konig made a motion to approve Minutes of the Special Session on January 26, 2016. William Ward seconded, motion passed unanimously.

Lance Konig made a motion to approve Minutes of the Executive Session on January 26, 2016. William Ward seconded, motion passed unanimously.

**BOARD DISCUSSIONS**

Board discussion included: coupon books, Board scope and limits of responsibilities, towing, late fees, infractions, storage, trashcans, and resignations from Committees.

**OPEN FORUM DISCUSSIONS**

- Enforcement of trash can Rules and Regulations - Homeowner spoke to the Board about trash cans Rules and Regulations enforcement. A claim was made that enforcement is not taking place. Trash can should be placed in the back of the house. Lids should be on and lids closed down. She said she was in violation but did not receive anything. Management has records of resident offenders' and repeat offenders with supporting documentation and weekly reports to the Board. Management has and will submit proof of multiple inspections to the Board regarding the entire HOA, in addition to, the weekly management reports the Board already has, which includes this residence.
- Pet Owner Responsibilities - Homeowner mentioned pet ownership responsibilities: homeowners are reminded to pick up after their pets.
- Budget update – Homeowner requested more information about the \$7 increase in monthly assessment. Another open meeting scheduled for the 29<sup>th</sup> will be held, before it goes into effect. The budget is still in 30-day comment period. It will be effective as of March 1, 2016.
- Reserve funding – Reserves are critically underfunded. Homeowner inquired about the assessment funds paid at the time of purchase. That was a one-time assessment at time of sale that goes into the general fund. Reserve funds are needed to protect the investments of the community in which repair/replacement costs increase yearly. Landscaping cost is fairly

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predictable, however snow/weather is unpredictable. There have been large amounts of snowfall and ice treatments in the last five years causing substantial winterization funding.

- Update request on homeowner grievance request. Homeowner inquired about the status of the complaint to the Board. Lance Konig stated to the homeowner that a Board verbal response was already given to the homeowner at the last meeting, in addition to the email response and letter mailing. The Homeowner said he only received the initial email, but did not respond to the verbal response from the Board. Lance Konig gave a second verbal response, explaining that the Board position went to the candidate with the majority of votes and informed him that he will get a certified letter from HOA legal counsel, stating the same.

**COMMITTEE REPORTS FROM BOARD LIAISONS/BOARD COMMUNICATIONS COMMITTEE DISCUSSION & UPDATES**

- Communication flow and Survey Monkey comments
- Finalized Rules and Regulations
- 2016 Pool Rules and adding a chaperone pass option
- Enforcement responsibility
- No abatement timeframe
- Committee suggestion regarding site-management staff
- Meeting hot topic: towing and signature requirement on all tows
- The Board received an email regarding resignation of Michael Brown from the Communication Committee effective, January 24, 2016.

**DESIGN REVIEW COMMITTEE**

- David Grebowsky reported that seven applications were received in December: Five from on-site management and two from Chantilly.

**NEIGHBORHOOD WATCH COMMITTEE** – No report at this time.

**COMMITTEE UPDATE**

- The Board received a resignation email from a member of the Neighborhood Watch Committee effective, January 24, 2016.
- Neighborhood Watch is not active at this time, but the committee will remain open, per the Board's direction.

**RULES AND REGULATIONS COMMITTEE**

- The Rules and Regulations document revisions were made following community feedback. Discussion was held to determine if the revised copy needs to be sent out to the community. The Board agreed that the revisions were grammatical changes and word revisions and did not need to be sent out again at this time.
- Gunnar Lindberg stated the committee has had approximately 18 meetings. They are proactive

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with research and obtaining information from other HOA's. There are some slow periods but they meet every two weeks. The Committee had five members.

- Enforcement of Rules and Regulations
- 2016 pool chaperone passes were discussed. Tamru Demsash requested the decision on pool chaperone passes be made soon so the passes can be prepared and ready for the 2016 season.

**SOCIAL COMMITTEE** – No report at this time.

- Volunteers and suggestions are needed
- A summer event will be planned
- Homeowners have expressed interest in a Yard Sale
- Mots & Tots may be using Facebook to create events

**MANAGEMENT REPORT**

- Community Garden – actively engaged with homeowners for the renewal process.
- Gym equipment - Researched motion detector for fitness room and television for proposals. The Board discussed some options including remote programming to turn off the TV.
- Pool passes - researched security stickers and did test printing for 2016 pool pass requests
- Snow removal - Management staff worked with landscape contractor regarding snow removal following the blizzard
- Website calendar - the calendar is updated as event information is received.
- Design applications were checked for completeness and forwarded to the DRC.
- Rules & Regulations - violation letters were sent out to residents. Communicated with residents receiving violations and provided solution for compliance.
- Clock tower - maintenance repairs were scheduled and completed.
- Towing company - met with current towing company. Negotiations with another potential contractor for towing services is currently pending.
- AA County Traffic & Engineering Division - worked on problem solving various items.
- Legal - worked with legal counsel on delinquencies and other legal matters.
- Insurance - scheduled HOA insurance cost matrix for Board review.
- Cameras - additional proposals for camera installation are pending receipt and Board review.

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**UNFINISHED BUSINESS**

**TREASURER’S REPORT**

Management presented the treasury report for December 2015 was presented as follows:

Cash & Investments Operating Accounts	\$ 266,383.14
Delinquent Accounts (173)	\$ 60,098.55
Total accrued reserves	\$ 578,939.78
Unappropriated Owner’s Equity (Negative)	(\$ 19,251.34)
Income & Expense Statement	
Operating Balance	\$ 39,055.83

**FINANCIALS**

Jayla Walters, made a motion to approve Max Staples recommendation to move to one brokerage firm with FDIC compliance four CDs totaling about \$300K, Lance Konig seconded, all were in favor, motion passed.

<b>Board Member</b>	<b>In Favor</b>	<b>Opposed</b>	<b>Abstain</b>	<b>Absent</b>
Lance Konig	X			
Scott Brownstein	X			
Jayla Walters	X			
David Harthman	X			
William Ward	X			

**MATTERS FOR BOARD DECISION**

**ACTION ITEM 1 – HOA TOWING CONTRACTOR DISMISSAL**

Lance Konig made a motion to dismiss the BB&T & Recovery LLC, from their services with Tanyard Springs, to cease and desist towing and recovery operations within the confines of the Association by BB&T, and dissolve any contract obligations between the Association and BB&T, effective immediately. William Ward seconded, all were in favor, motion passed.

<b>Board Member</b>	<b>In Favor</b>	<b>Opposed</b>	<b>Abstain</b>	<b>Absent</b>
Lance Konig	X			
Scott Brownstein	X			
Jayla Walters	X			
David Harthman	X			
William Ward	X			

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**BOARD AWARENESS/DISCUSSION ITEMS**

**DISCUSSION ITEMS 1-3: COMMITTEES**

1. The Board received an email from a Communications and Neighborhood Watch committee member, announcing his resignation from both committees on January 24, 2016 due to personal reasons. Committee member resignation from both committees acknowledged. Committee did not have enough members at the time of his resignation.
2. The Board received an email from a second Communications committee member on January 24, 2016. Committee member resignation was acknowledged.
3. The Board previously received a letter of resignation from the Chairperson of the Social Committee. An interested homeowner expressed interest in chairing the Committee. Official appointment to the Committee was unanimously approved by the Board and follow up with her on committee expectations and upcoming Community activities were suggested by Board Member William Ward. William volunteered for the follow up. Management will perform the HOA record keeping portion of this decision. Acknowledgement of interest in serving as volunteer on Social Committee.
4. Other Committees: – Lance Konig stated that there is currently no longer a Social Committee or Watch Committee, but the committees will remain open, per the Board’s direction.

William Ward made a motion to remove Jayla Walters as a standing voting member of Rules and Regulations Committee effective immediately. The motion passed.

<b>Board Member</b>	<b>In Favor</b>	<b>Opposed</b>	<b>Abstain</b>	<b>Absent</b>
Lance Konig		X		
Scott Brownstein	X			
Jayla Walters		X		
David Harthman	X			
William Ward	X			

**DISCUSSION ITEM 4: – FITNESS CENTER RECOMMENDATIONS**

Signs, motion detectors, or analog timers for the fitness center were recommended by Management. Lance Konig explained the suggested signs be posted to the television in the fitness center to encourage homeowners to turn the televisions off when exiting the fitness center. Two homeowners offered a different solution to the Board. Until these solutions have been presented, the Board asked Management to postpone ordering the television signage. If the lights and television are not turned off, it may cause a reduction in the expected lifespan of the television, and increase electricity costs. As of January 28, a solution is pending. Lange Konig favors fitness room signage. Currently proposals are pending from certified electrician.

**DISCUSSION ITEM 5: INSURANCE**

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The current HOA insurance policy expires April 1, 2016. A renewal quote was requested from Nationwide Mutual, AIAI Philadelphia and HMS Insurance. Action is pending quotes.

**DISCUSSION ITEM 6: RULES & REGULATIONS: MARCH 2016 FOR BOARD VOTE**

Scott Brownstein requested the Board review the revised document to take effect on 3/1/2016.

A summary of revisions follows:

- 1) Expungement time-frame reduced from 15 months to 12 months
- 2) "Offense" was replaced with "Violation" under the schedule of notices and fines
- 3) An enforcement rule (#2) was prioritized and moved higher up on the list
- 4) Police/emergency vehicle change under section II (A)
- 5) Mold and algae growth added to section II (B)
- 6) Miscellaneous grammatical changes

The Revised Rules and Regulations document will be reviewed by Legal Counsel. Board Members were in favor of holding off the vote on the revised Rules and Regulations documents pending a review by legal counsel. The official vote is pending feedback and/or recommendations. Scott Brownstein seconded, all were in favor, motion passed.

Board Member	In Favor	Opposed	Abstain	Absent
Lance Konig	X			
Scott Brownstein	X			
Jayla Walters	X			
David Harthman	X			
William Ward	X			

**NEXT MEETING - March 8, 2016**

**ADJOURNMENT**

The Regular Session meeting adjourned at 8:17 p.m. Executive Session followed.

  
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**SIGNATURE**

3/8/16  
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**DATE**