

HILLANTRAE HOMEOWNERS ASSOCIATION, INC.
Minutes of the Regularly Scheduled Board of Directors Meeting
Online - 6:30PM
Monday, July 18, 2022

The meeting was called to order at 6:30 pm. Jeryce Sims, Richard Brown and Stephanie Bobo were present representing the Board of Directors and thereby establishing a quorum. Robyn Williams arrived at 6:35 pm. There were twenty-three (23) homeowners present. Inspectors Hyatt and Proctor were present, representing the Department of Permitting, Inspections and Enforcement. Officer Jacob Cooke was present representing PG County Animal Control. Marshall E. Hunter, CMCA, AMS represented Meredith Management, AAMC. Introductions were made.

ADDITIONS/CHANGES TO THE AGENDA: On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; ***the board accepted the agenda as presented with the addition of the Department of Permitting Inspections and Enforcement Report and the Ratification of the Election of Officers.***

ANIMAL CONTROL REPORT: Officer Jacob Cooke provided an overview of the responsibilities of animal control. Officer Cooke discussed current legislation and new legislation pertaining to pets. He reviewed laws and enforcement mechanisms his department has at their disposal. He provided the numbers to contact Animal Control (301-780-7241, 301-780-7242, 301-780-7243). Officer Cooke answered homeowner questions.

DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT REPORT: Inspector Hyatt and Proctor addressed the membership in attendance. They reported unlicensed vehicles, high grass and open storage were the most frequently occurring violations in the community. They also reminded the membership that if an HOA's governing documents don't allow short-term rentals, the county will not allow them in the neighborhood either. A permit is necessary for anyone renting their home. The inspectors addressed the box truck that continues to rotate around the community. The inspectors reminded the membership that if the commercial vehicle parks on private property, DPIE can issue a violation. However, if the vehicle parks on the roadway, the Department of Revenue would have to address it. DPIE requested that the Department of Revenue Authority is invited to the next meeting to discuss the box truck that continues to rotate around the community. Inspectors Proctor and Hyatt answered homeowner questions who were in attendance.

ELECTION OF OFFICERS: On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; ***the board ratified their election of the following officer positions for the 2022-2023 term.***

President – Jeryce Sims
Vice President – Richard Brown
Secretary – Stephanie Bobo
Treasurer – Robyn Williams
Member at Large – Margaret Rose

MINUTES: On motion duly made by Mr. Brown, seconded by Ms. Bobo, and unanimously carried; ***the February 28, 2022 Board of Directors meeting minutes were approved as written.***

FINANCIALS: On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; ***the board accepted the February 2022 – June 2022 financials as being received.***

COLLECTION STATUS: The most recent collections report from Helfrich and deLozier was shared with the board via email prior to the convening of the meeting.

A. Bad Debt Write Offs (0) – None

OLD BUSINESS:

- A. Traffic Study –** The traffic study was completed, and the Association's roads did not qualify for traffic calming measures based on the results of the county's study.
- B. Security Cameras Proposal –** On motion duly made by Mr. Brown, seconded by Ms. Bobo, and unanimously carried; ***the board declined the proposals submitted for security cameras.***
- C. Ratification - Fencing Repair and Replacement Options - Pressure Treated Replacement -** On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; ***the board ratified the contract with Long Fence in the amount of \$21,747.00.***
- D. Ratification - 3201 Benjamin Ct Fallen Tree Removal –** On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; ***the board ratified the contract with Stoney Creek in the amount of \$1,195.00.***

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NEW BUSINESS:

- A. Ratification – Community Wide Tree Removal and Trimming** - On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; *the board ratified the contract with Stoney Creek in the amount of \$4,745.00.*
- B. Ratification – Kidder Road and Hillantrae Drive Tree Removal** - On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; *the board ratified the contract with Redwood in the amount of \$700.00.*
- C. Ratification – Kidder Road and Hillantrae Drive Tree Stump Removal** - On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; *the board ratified the contract with Stoney Creek in the amount of \$1,550.00.*
- D. Ratification – Piscataway Road and Hillantrae Drive Entrance Tree Removal and Trimming** - On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; *the board ratified the contract with Stoney Creek in the amount of \$4,755.00.*
- E. Ratification – Hospitality Expense** - On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; *the board ratified the reimbursement to Ms. Tawanda Williams in the amount of \$41.32.*

COMMITTEE REPORTS:

- A. Architectural Review (AECC) – Mr. Al Pate** – Mr. Pate reported the committee has reviewed 6 applications since May. Mr. Pate reported a homeowner on Kidder erected a fence above the rear corner of the lot and did not submit an exterior alteration application.
- B. Community Day – Ms. Robyn Williams** – The board is still determining if Community Day will happen. The procedures to rent the park have changed drastically since the Association's last rental. Ms. Williams concluded her report by stating the Community Day will likely happen.
- C. Hospitality Committee – Ms. Tawanda Williams** – No Report
- D. Christmas – Ms. Vanessa Bowie** – In Ms. Bowie's absence, Ms. Bobo reported that judging for the 2022 Holiday Decorating Contest would take place on Monday, December 19 at 7:00 pm.
- E. Information Technology Committee – Mr. Mike Toussaint** – No Report
- F. Hearings & Fines – Ms. Vanessa Bowie** – No Report.
- G. Community Liaison – Ms. Venetia Brown** – Ms. Brown reported the cut and patch work that is needed on Kidder has been contracted for by the county. The county is just waiting for the funds to be released for the work which should happen in the next 4 weeks. The work is still on schedule to be completed in the summer. She reminded the membership that mail-in ballots are due for the primary elections. She informed the membership of upcoming events. She reminded the membership to call 311 if there is an issue or problem.
- H. Yard Sale Committee – Mr. Edward Deshields** – There was no community yard sale in 2022 due to lack of homeowner participation/interest. The committee will check homeowner interest again next year to see if this is something they would like to do.
- I. Neighborhood Watch Committee – Mr. Brandon Harris** – Mr. Harris reminded the membership if you see something to say something. He reminded the membership if they are taking vacations over the summer to inform their neighbors so any mail/packages can be brought in and their trash toter can be brought up to the house so it does not appear that the homeowner is out of town. He reminded the membership to lock their car doors.

OUTSTANDING ISSUES FOR MANAGEMENT ATTENTION: None

CAA (Council on Architecture & Aesthetics) VIOLATIONS: The current Covenant and Architectural reports are available to the board by logging on to the Smartwebs portal.

HOMEOWNER FORUM: In accordance with Article 11B-111 of the Maryland HOA Act, a homeowner's forum was conducted. Topics of discussion included:

- Fence near park
- Fireworks over July 4th
- Violation enforcement

EXECUTIVE SESSION: None.

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GIFT CARD RAFFLE. Ms. Webb of 12710 Buckhardt Court won the Association's gift card raffle and received a \$25.00 gift card to Darden restaurants.

ADJOURNMENT: On motion duly made by Mr. Brown, seconded by Ms. Bobo and unanimously carried, the meeting adjourned at 8:18 pm.

Respectfully Submitted:

Approved at a Regularly
Scheduled Board Meeting:

DocuSigned by:

Marshall Hunter

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Marshall Hunter

Association Management Specialist (AMS)

Maredith Management, AAMC

Managing Agent for Hillantrae Homeowners Assn., Inc.

DocuSigned by:

Stephanie Bobo

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Secretary

Board of Directors