

HILLANTRAE HOMEOWNERS ASSOCIATION, INC.
Minutes of the Regularly Scheduled Board of Directors Meeting
Online - 6:30PM
Monday, October 16, 2023

The meeting was called to order at 6:31 pm. Jeryce Sims, Richard Brown, Josette Beverly, Margaret Rose and Stephanie Bobo were present representing the Board of Directors and thereby establishing a quorum. There were thirty-one (31) homeowners present. Supervisor Hyatt and Inspector Bennett were present, representing the Department of Permitting, Inspections and Enforcement. Cpl. Blackwell was present representing the PG County Police Department. Marieta Medrano and Marshall E. Hunter, CMCA, AMS represented Meredith Management, AAMC. Introductions were made.

ADDITIONS/CHANGES TO THE AGENDA: On motion duly made by Ms. Beverly seconded by Ms. Bobo, and unanimously carried; ***the board accepted the agenda as presented.***

PG COUNTY POLICE DEPARTMENT REPORT: Cpl Blackwell reported minimal crime since the last meeting. Crimes reported included a package theft, two vehicle thefts and 1st degree assault. She informed residents about upcoming events that include a food drive, a toiletry drive, trunk or treat event, and coffee with a cop. She notified residents of steering lock giveaways at Landover Station for Kia and Hyundai owners.

DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT REPORT: Supervisor Hyatt introduced the new community inspector, Inspector Bennett. He reported on the 30 violations cited in the community, post the neighborhood picnic held in September. Most violations consisted of tall grass, weeds, and unauthorized vehicles. He reminded the membership to download the 311 app which allows residents to submit a violation report for his investigation.

MINUTES: On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; ***the July 10, 2023 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 June 2023 – September 2023 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)

OLD BUSINESS:

- A. Ratification – Entrance Sign Electrical Repairs** - On motion duly made by Mr. Brown, seconded by Ms. Bobo, and unanimously carried; ***the board ratified the contract with Ethridge Electric in the amount of \$1,200.00.***

NEW BUSINESS:

- A. 2024 Budget and Billing Packet Approval** - On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; ***the board approved the 2024 budget and billing packet contents as presented.***
- B. 2023 Audit and Tax Engagement** - On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; ***the board tabled the proposals for further review and consideration.***
- C. Deferred Assessment Resolution** - On motion duly made by Ms. Bobo, seconded by Ms. Rose, and unanimously carried; ***the board approved the deferred assessment resolution as recommended by the Association's auditor. The Association elects to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the board's discretion.***
- D. Ratification – Entrance Fence Power Wash** - 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 \$885.00.***
- E. Ratification – Community Sign Boards** - On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; ***the board ratified the reimbursement to Ms. Bobo in the amount of \$239.49.***
- F. Ratification – Community Day** - On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; ***the board ratified the below expenses:***
- 1. \$600.00 – DJ (DJ Supaman)***
 - 2. \$350.00 – Jump Rope Workshop (S.I.T.Y Stars)***
 - 3. \$1,444.20 – Tables and Chair Rentals (Oxon Hill Rentals)***
 - 4. \$675.00 – Moon Bounce, Face Painter, Moon Bounce (A Clown 4 U)***
 - 5. \$2,000.00 – Food Purchase (Robyn Williams)***

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COMMITTEE REPORTS:

- A. Architectural Review (AECC) – Mr. Al Pate** – Reported eleven (11) applications submitted, nine (9) have been approved and two (2) require additional information. Mr. Pate would like to review the Vantaca reporting features with management.
- B. Community Day – Ms. Robyn Williams** – No Report.
- C. Hospitality Committee – Ms. Tawanda Williams** – No Report.
- D. Christmas – Ms. Sakina Kingwood** – Judging for the 2023 Holiday Decorating Contest will take place on Saturday, December 16th 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 thanked the board for all their hard work. She informed the membership about upcoming events to include the shred event information that will take place on November 4th at the Clinton Baptist Church. She reminded residents to use PG 311 to submit any community concerns. She reported on the sidewalk repairs that are currently underway and notified residents of the recent tree trimming that took place.
- H. Yard Sale Committee – Mr. Edward Deshields** – No Report
- I. Neighborhood Watch Committee – Mr. Brandon Harris** – Mr. Harris is currently looking into hiring off duty police officers to police the community. He will report costs back to the Board.

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 Vantaca portal.

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

- Sidewalk repairs

EXECUTIVE SESSION: None.

GIFT CARD RAFFLE. Mr. Ellis Beverly of 3605 Strawberry Hill Dr. 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 7:30 pm.

Respectfully Submitted:

Approved at a Regularly
Scheduled Board Meeting:

Marieta Medrano
Community Manager
Maredith Management, AAMC
Managing Agent for Hillantrae HOA, Inc.

Secretary
Board of Directors