

HILLANTRAE HOMEOWNERS ASSOCIATION, INC.
Minutes of the Regularly Scheduled Board of Directors Meeting
Online - 6:30PM
Monday, October 17, 2022

The meeting was called to order at 6:31 pm. Jeryce Sims, Richard Brown, Robyn Williams, Margaret Rose and Stephanie Bobo were present representing the Board of Directors and thereby establishing a quorum. There were twenty-three (23) homeowners present. Inspector Hyatt was present, representing the Department of Permitting, Inspections and Enforcement. Cpl. Blackwell was present representing the PG County Sheriff's Office. Mr. Poteat was present representing Revenue Authority. 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.***

REVENUE AUTHORITY REPORT: Mr. Poteat discussed parking issues in the community and how they may be addressed. Mr. Poteat answered homeowner questions in attendance.

PG COUNTY SHERIFF'S OFFICE REPORT: Cpl Blackwell reported no crimes have been reported in the community recently. She reminded homeowners about the possibility of package theft this time of year and provided recommendations to the membership on how to cut down on the possibility of this happening to them. She reminded homeowners not to leave their vehicles running unattended. She provided details on upcoming police department events. She answered questions of homeowners in attendance to include providing information on the Move Over law and youth curfew.

DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT REPORT: Inspector Hyatt reminded the membership of what the DPIE does. She answered homeowner questions, including one regarding a property that is having multiple families rent it out. She reported this property is already under investigation. She also answered questions about trash left out.

MINUTES: On motion duly made by Mr. Brown, seconded by Ms. Bobo, and unanimously carried; ***the July 18, 2022 Board of Directors meeting minutes were approved as written.***

FINANCIALS: On motion duly made by Ms. Rose, seconded by Mr. Brown, and unanimously carried; ***the board accepted the July 2022 – September 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 (1)** – On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; ***the board approved the bad debt write-off of one account in the amount of \$223.00 as recommended by the Association's attorney.***

OLD BUSINESS: None

NEW BUSINESS:

- A. 2023 Budget and Billing Packet Approval** - On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; ***the board approved the 2023 budget and billing packet contents as presented.***
- B. 2023 Landscaping** - On motion duly made by Ms. Sims, seconded by Mr. Brown, and unanimously carried; ***the board tabled the proposals for further review and consideration.***
- C. Common Area Boundary Survey** - On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; ***the board declined the proposal submitted. The board does not wish to proceed with this work at the current time.***
- D. Deferred Assessment Resolution** - On motion duly made by Ms. Bobo, seconded by Mr. Brown, 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.***
- E. Ratification – Hospitality Expense** - On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; ***the board ratified the reimbursement to Mr. Rodney Rose in the amount of \$77.79.***
- F. Ratification – Hospitality Expense** - On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; ***the board ratified the reimbursement to Ms. Cecilia Ward in the amount of \$50.00.***

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- G. 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 \$50.00.*
- H. Ratification – National Night Out Donation** - On motion duly made by Ms. Bobo, seconded by Mr. Brown, and unanimously carried; *the board ratified the \$100.00 donation they made to the District VII CAC.*

COMMITTEE REPORTS:

- A. Architectural Review (AECC) – Mr. Al Pate** – No Report. Mr and Mrs. Garner have requested an update on the exterior alteration application they have submitted.
- B. Community Day – Ms. Robyn Williams** – A Community Day will not be held in 2022. Community Day will return in 2023.
- C. Hospitality Committee – Ms. Tawanda Williams** – All gifts are up to date except for the September 2022 settlements. The Garners thanked the committee for their gift.
- D. Christmas – Ms. Vanessa Bowie** – Judging for the 2022 Holiday Decorating Contest will 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 thanked the board for all their hard work. Ms. Brown thanked homeowners for participating in the county Growing Green with Pride event. Ms. Brown confirmed the patch work on Kidder has been completed. She reminded the membership to submit requests to 311. She stated they sometimes take awhile to be completed (such as in the case of the Kidder Rd patch work where the request was originally submitted in September of 2021), but the work will be completed or the county will give you a reason why the work will not be completed. She encouraged homeowners to submit pictures with their request and reported it sometimes is necessary to follow-up with the county on the request. She reminded the membership general elections are on November 8, early voting begins on October 27. She informed the membership about upcoming events. She informed the membership that experts predict it will be a strong flu season and encouraged the membership to get vaccinated. She reminded homeowners to submit all of the necessary supporting collateral with their exterior alteration applications. She also reminded homeowners to submit a report for sidewalks that are in a state of disrepair to the county via 311. She will try to provide the county with locations and pictures of sidewalk slabs that need to be repaired as well.
- 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. The tentative date for the 2023 community yard sale is June 3, 2023 health conditions permitting.
- I. Neighborhood Watch Committee – Mr. Brandon Harris** – Mr. Harris reminded the membership if you see something to say something. He briefed the membership on county laws affecting parking in their community and went over several different parking violation types. He reminded homeowners the holidays are coming up and to be on the lookout for package theft. He also reminded homeowners to lock their 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:

- Dogs barking
- Basketball hoops
- Multiple renters/families in one home

EXECUTIVE SESSION: None.

GIFT CARD RAFFLE. Ms. Ebony Ashton of 3501 Jervis Court won the Association's gift card raffle and received a \$25.00 gift card to Panera.

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ADJOURNMENT: On motion duly made by Ms. Bobo, seconded by Mr. Brown and unanimously carried, the meeting adjourned at 7:57 pm.

Respectfully Submitted:

Approved at a Regularly
Scheduled Board Meeting:

Marshall Hunter
Association Management Specialist (AMS)
Maredith Management, AAMC
Managing Agent for Hillantrae Homeowners Assn., Inc.

Secretary
Board of Directors