

PHEASANT RUN HOMEOWNERS' ASSOCIATION
MINUTES FOR December 15, 2014

- 1) Meeting called to order by Garry at 7:05. A quorum was established with Garry Cardinal, President; Jeffery Harris, Vice-President; Brad Whitfield; Lindsey Baker; Rikki Woodall; Jamar Staples; Brenda Desormeaux; and Patty Perkinson, Board members. Additional attendees are listed on the attached sign-in sheet.
- 2) November minutes needed several corrections. Brenda motioned to approve November minutes with corrections and Jeff seconded. Motion passed.
- 3) Maintenance Committee.
 - A. The pavement repairs have been made. Jeff went with the second company, John Parker, and stated that they did a very good job and their proposal ended up being \$7,000.
 - B. There is another area on Dove Circle where the asphalt is alligating but the base layer seems intact. Jeff wants to address this with John Parker.
- 4) Common Ground. Chesapeake Bay Trust approved \$11,700 of the \$13,000 grant request Lindsey submitted. They did not approve the benches in our original proposal. Ideas for grant include five rain barrels, a rain garden in the back area and signage describing trees in Fort Pheasant Park. Lindsey pointed out participation will require at least three work days to implement our part of the grant. Ninety percent of the funding will be given up front for the project. When we have completed our plans, the Trust will review our efforts and it is at this time that we will receive the final funding. Lindsey suggested that there should be a press release. Garry agreed to take on this job.
- 5) At this time, Patricia Valentine arrived for the presentation on Right Tree, Right Place Program. Ms. Valentine gave a detailed presentation explaining the program (see attached). Through the efforts of Ms. Valentine's program, we are on the scoping map for this year. She asked the Board to keep in mind that the residents need to be informed in advance of trees to be removed and replaced. She also suggested that we look into the MWCFC grant for further funding for some of our projects. One of the requirements for the Right Tree, Right Place Program is that we take a vote with a letter of request for participation from the HOA. Lindsey motioned that we ask to be included in the program; Brenda seconded. Motion Passed.
- 6) Architectural Committee. A notice was included in the newsletter regarding common problems with homes in the neighborhood. Letters will be going out shortly regarding specific issues to be repaired to the individual home owner. Brenda suggested that Board members be given generic notices to address issues in that person's neighborhood that might arise between neighborhood reviews.
- 7) Patricia Valentine spoke about the Rain Check Rebate Program. She believes it will help pay for landscaping to redesign storm drainage.
- 8) Activities. Holiday Light Contest will take place on December 20, 2014, at 7:00 p.m. Gift cards will be purchased in the amount of \$50 and \$25. Alex Dea offered to pick up the cards.
- 9) Update on the Pilot Parking Program. Stacy has been in touch with Garry and will provide a written response to him in the very near future regarding the parking proposal. A freightliner parked in the neighborhood almost immediately replied to Garry's note about illegal parking and has moved his vehicle. There is a van that Garry has cited twice for parking violations. The owner will be given a forty-eight notice to repair, move or face towing.
- 10) Communications. Terri Wolfe has not been receiving e-mails. Her e-mail information was on the Sign-In sheet and will be given to Garry.
- 11) Finance Committee. Garry summed up the meeting of the Finance Committee since Dave was held up and unable to attend. ACM is still holding our money. They had been asked not to process anything in October but elected to disregard that information. However, by the first of the year we should be managing all of our own money. There was \$5,000 received from ACM. \$11,000 was received in assessments but an additional \$1200 was later received. The only large bill anticipated is for landscaping. On that note, Brenda inquired when to turn over delinquent accounts to the attorneys. She explained that there were several accounts where she cannot reach the owner, Garry suggested to turn those accounts over to the attorneys but that the Finance Committee will make individual decisions for other accounts. This Committee will meet the second Monday of the month.

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- 12) Snow Policy. Brenda explained the proposed snow policy (see attached) she and Jeff drafted. Lindsey motioned this policy to be accepted and Brenda seconded. Motion passed.
- 13) Additional Issues. We have received the final version of The Reserve Study and Garry pointed out some areas where it contradicted what we were told, but he'd like to study it more. There was a discussion about commercial vehicles as there are more appearing in the parking lot. This needs to be addressed in the parking policy. Jeff is going to meet with contractor to attempt to make at least temporary fixes to problematic paving areas and to help determine which issues belong to WSSC.
- 14) Other Business. Terry brought up an question about the proxy votes but was assured that her concerns were not a problem.
- 15) Adjournment. Brenda motioned. Garry seconded. Motion passed.