

The board Pheasant Run HOA meeting was held on July 27, 2018 at the home of acting president Patty Perkinson at 9844 Mallard Drive Laurel, MD 20708.

The meeting was called to order at 7:12 pm after it was determined by acting HOA President Ms. Perkinson that a quorum had been established. Board and community members present are listed at the close of the minutes.

Of note, Jamar Staples resigned as president of the Pheasant Run HOA effective July 20th, 2018. As a result, Ms. Perkinson is serving as acting HOA president.

1. Dave Desormeaux volunteered to serve as board treasurer, approved unanimously by all board members present. Tyra Estwick agreed to serve as board secretary, approved unanimously by all board members present.
2. Review of Budget-Treasurer's report submitted for review with actual versus projected expenditures. Community account with Synchrony Bank was closed and the information as to where it should be mailed was received from Tidewater. The process to have the signing authority transferred is reported to involve many steps long with associated paperwork. The account balance is approximately thirty-one thousand dollars. Synchrony has been requested to issue the check to Mr. Desormeaux who will then forward the unopened check to Tidewater. Mr. Desormeaux verbalized concerns with Tidewater's accounting in that it is lacking in detail (i.e. snow removal is included with maintenance), items are being miscoded. The community does not have access to the October 2017-January 2018 financials. Mr. Desormeaux indicated that he would consider accessing Quickbooks until the year is over. It was stated that Tidewater placed approximately fifty thousand dollars of reserves money into the operating account and now there is approximately ninety thousand dollars in the operating account. Monies need to be moved from the operating account into the reserves account, so we know what is accessible for expenditures. We should have approximately eighty thousand dollars in the reserves account (a combination of savings and the Synchrony bank account), but Tidewater shows \$35,572 in the reserves account. There may have been an issue when we transitioned to the management company. Projected versus actual budget presented for review. The community should be moving approximately twenty five percent of our income to the reserves account. In addition, at the end of the year any monies in excess of the projected versus actual budget should be placed in the reserves account. Mr. Desormeaux indicated that he'd e-mailed JoAnne Robbins of Tidewater for clarification of the process by which checks are deposited for HOA assessments. Mr. Desormeaux stated that the date the correspondence is postmarked is when it legally has been submitted for payment. All late fees were waived for the third quarter due to the transition of the PO Box being closed. Ms. Estwick to

contact Ms. Robbins at Tidewater to inform her and the accounting department that all third quarter late fees are to be waived.

3. Board Nominations-Mark Jones voted on as a board member unanimously by all board members present.
4. Communications-One person needs to be designated to send electronic blasts to the community. Jamie Smolen to help keep the community website up to date and assist in sending electronic communications to homeowners. Issues with the website as the original sales brochure presents as a slide versus something you can look through. Mr. Staples needs to turn over access to the president's email.
5. Budget-The 2018/2019 needs to be worked on. We must maintain fifty percent of our reserves account funded, the total of which was approximately one million at the last study which would equate to approximately three thousand three hundred dollars per home. Special assessments must be for specific projects, not general needs. Historically, there was a lot of money in the reserves account when the community was first established. The HOA fee was not raised to address inflation costs and anticipated repairs so now we are underfunded. Goal is to establish a five-year plan to get to the five hundred-thousand-dollar goal. Concerns raised that having fifty percent of the reserves is inadequate and poor planning.
6. Management Company-Consider identifying another management company that is local to Laurel to replace Tidewater. When does the contract with Tidewater end? Would we incur early termination fees? Are we getting our money's worth? Jeff Harris indicated that it is difficult to obtain checks from Tidewater for payment to vendors and feels that they are imposing their processes on us. Mr. Desormeaux stated by law, Tidewater is required to have specific documentation (i.e. W9, proof of license and insurance) and we did not provide that information to them. Motion to pursue identifying a local management/bookkeeping/accounting firm to take over. In favor-Desormeaux, Perkinson, Harris, Jones, Estwick. Opposed-Smolen. Option that we should allow Tidewater more time so we may further assess their performance. Alternate would be to identify someone within the community who would do bookkeeping for a fee.
7. Committee Updates-Mr. Harris indicated that he is still waiting for the write-p from the June walkthrough from Mr. Staples. Mr. Harris would like to meet with those who volunteered to serve on the architectural committee. He would also like to develop a spreadsheet that lists the property address, the violations, the responses from the homeowner and any actions taken. No records were kept from the violation letters that were sent out last year. The community is awaiting a check to be issued from Tidewater for tree removal services. With the current budget, eleven thousand dollars was allotted for tree removal. The current estimate from H&H Tree Services is less than that. With the chronic rainfall, the services may need to be pushed out to August. Emergency paving repairs were made on Dove Circle and revealed that the area is in worse shape than was originally thought. Paving needs to be done throughout the community (there

are holes in the street on Boise), there are storm drain issues that need to be assessed and addressed. The storm drain system needs to be opened/scoped to identify the problem and determine what repairs can be done. Curbs and sidewalks are sinking. It will be an expensive project.

8. Reserves Study-ETC did the community's last reserves study five years ago with results issued in 2014. We need a current reserves study to assess the problems/repairs needed critically. It will help us to prioritize the issues and assist us in establishing the budget necessary. Estimates were requested by Mr. Harris from three vendors to perform the reserves study. ETC, based out of Columbia MD gave an estimate of \$2500 to perform the reserves study and \$3500 to perform the engineering and drainage component. They will also include a safety assessment of the Boise Wall for a final say if any additional work is necessary. Miller and Dodson gave an estimate of a little less than \$2500 for the reserves study, but was unresponsive for an estimate for the engineering and drainage component, so if we went with them we would need to identify a separate company. Becht Building Technology gave an estimate of \$2500 for the reserves study, \$3800 for the engineering and drainage component and \$2800 to scope the wall on Boise. Motion moved to accept the estimate from ETC for reserves study, engineering and drainage study, scoping of wall on Boise Road in the amount of \$6000-approved unanimously by all board members present. In previously approved budget, there was a ten-thousand-dollar line item to have been utilized toward gas lamp refurbish that went unused. These monies will be reallocated toward the cost of the reserves study will be Ms. Estwick to communicate board decision to Ms. Robbins.
9. Tree Removal-Motion moved to accept the estimate from H and H Tree Services for the removal of twenty-two trees and to grind twelve stumps located on community property. (additional stump located behind 12163 Dove Circle was added after review) in the amount of \$7175-approved unanimously by all board members present. Ms. Estwick to communicate board decision to Ms. Robbins.
10. HOA Fees-Appeal low in comparison with other similarly sized communities. Plan to research to determine the HOA fees of similarly sized communities within the area for accuracy. Community education is important toward understanding how things are done and why assessments increases are necessary. Assessment increases will not be enough to meet the costs to repair the community. Our HOA fees must address the community needs. Can the assessment be increased by more than ten percent? Clarification made that an increase in the assessments greater than ten percent requires a community vote at the annual meeting. Plan to present the numbers from the previous reserves study, outlines the problems specified and the associated/anticipated costs to fix them.
11. Vendor Policy-Send out a request for specific work to be performed to at least three vendors. Consider establishing a preferred vendors policy wherein we can retain a vendor for a period of three years.

Pheasant Run HOA Meeting
July 27, 2018

12. Trash Policy-Homeowners are placing trash in the recyclables bin and vice versa. Community needs to be informed that the county does not accept plastic bags or Styrofoam. We need to increase electronic communications to the community to re-educate. Consider a "Restoring Pride" campaign. Compliance issues with trash cans being placed in the rear of property/backyard. Consider a formal trash policy with associated fines. Consider numbering trash cans so that they are more easily identified to the correlating house. Include trash collection issues and reminders as a running column in the newsletter. Mr. Smolen to write up trash guidelines to encompass county and HOA community standards for distribution at the annual meeting in September.
13. Gas Lamps-Washington Gas has abandoned the lines that fuel the gas lamps. Question raised as to who owns the lines? Washington Gas will cap the lines, but will not repair them. Consider converting the lights to solar light so that homeowners may repair and maintain independently.
14. Community Website-Mr. Smolen volunteered to be the webmaster as we need to ensure that the website is up to date. Consider an app for the HOA wherein homeowners could also pay fees. Website is currently hosted by GoDaddy.
15. Annual Meeting-Proposal to change the annual meeting date from September 17th to September 24th to increase attendance by all board members. Ms. Estwick to confirm that New Life Church can accommodate the change in date.
16. Ms. Perkinson and Lindsey Baker are planning to meet soon to determine if our community qualifies for grant monies.
17. List of items needed from Mr. Staples-Access to president's email, access to the community website, the outcome from the walkthrough.
18. New Business-Community walkthrough is needed to assess for sidewalk repairs, damaged wrought iron railings. Concrete work information to be presented by Mr. Harris at the next meeting as we are considering vendors John Parker Paving or Green Future. Several repairs are needed to include sidewalks and retention walls. Stone pavers are more expensive, but last longer. Materials drive the cost up, not the labor. Dead trees in people's yards must be addressed. If the county is notified, they will enforce removal/pruning. Plan for notifications of violations of dead trees too come from the HOA. Plan to contact H and H Tree Services to determine if they would offer a group rate to homeowners for tree removal and if so, provide company information as an option within violation letters.

The meeting was adjourned at 9:07 pm.

Next HOA meeting to be held on August 20, 2018 at 7pm. Location: 12105 Dove Circle.

Respectfully Submitted,
Tyra Estwick
PRHOA Secretary

Pheasant Run HOA Meeting
July 27, 2018

Community Members Present

Patty Perkinson

Dave Desormeaux

Jeff Harris

Jamie Smolen

Mark Jones

Tyra Estwick