

## **Pheasant Run Homeowner's Association Annual Meeting Minutes September 24, 2018**

### **I. Call to order**

The Pheasant Run HOA annual meeting was called to order on September 24<sup>th</sup> at 7:20pm by Mark Jones. The meeting was held at the New Life Christian Center located at 9844 Mallard Drive Laurel, MD 20708.

### **II. Welcome**

A welcome address was delivered to all community members present by Mark Jones.

### **III. Roll Call**

A roll call was conducted of the board members and all board members were present as follows: Mark Jones, Jeff Harris, Jamie Smolen, Mark "Brad" Whitfield and Tyra Estwick.

### **IV. Quorum Roll Call**

Tyra Estwick announced that we did meet the requirements for a quorum with twenty-nine homes present of the required twenty-six (twenty-six lots physically represented; three lots submitted proxy ballots for a quorum).

### **V. Proof of Notice of the Meeting**

Mark Jones presented the meeting packet as received from the US Postal service as proof of notice of the meeting.

### **VI. Call for Candidates**

A description for the need for volunteers was given by Mark Jones and endorsed by current board. The following persons nominated themselves to serve on the board: Nathalia Drew (3 year term), Sandra Mejia (1 year term), Jeanine Taylor (3 year term), Cheryl Lee (3 year term) and Theodore Kouassi (2 year term).

### **VII. Election of Board Members**

A motion to accept the slate by acclamation was made by Brenda Desormeaux. Seconded by Jeff Harris. Vote No opposition was voiced by any homeowners present.

### **VIII. Reserves Study**

Reserve study is currently under way by ETC. Mr. Jeff Harris explained what a reserve study is and presented the findings of the study findings thus far to the community in detail. The drainage system needs repair as it is causing damage and sinking to the roadways. (i.e. drainage system with specific locations, etc.). Current priority is to address the sidewalks and street on Boise, followed by the drainage

## **Pheasant Run Homeowner's Association Annual Meeting Minutes September 24, 2018**

issues. The previous reserve study indicated that we needed approximately five hundred thousand dollars in the account. Mr. Harris emphasized that we are currently underfunded. Final reserve study report to be shared with the community upon completion.

### **IX. Budget Vote**

Budget options with a ten percent increase to assessments and twenty-five percent increase were presented. Four members of the 2017-2018 board recommended an assessment increase of twenty-five percent. Since the proposed budget was more than the ten percent permissible without a community vote, a vote by acclamation from eligible homeowners was taken regarding a twenty-five percent increase. Ten lots voted for the twenty-five percent increase. Motion denied. Homeowners requested that budget be revised as the one submitted had a deficit of three thousand dollars and did not provide enough detail in line items. Homeowners requested that budget be amended to reflect a balanced budget with more details for planned expenditures. Budget not approved. Board to reconvene to address homeowner requests and then present a new budget.

### **X. Surplus from 2017-2018 Operating Budget**

In accordance with state regulations, any money remaining unspent from the budget must either be refunded to homeowners or moved to the reserve fund account. One homeowner inquired as to the approximate amount that would be refunded and was told that it would be approximately three dollars per homeowner. A vote was taken and it was unanimous to move all remaining money to the reserve account.

### **XI. Committee Reports**

Jeff Harris, maintenance committee chair, provided updates to the community regarding tree work that was performed in the community resulting in the removal of twenty-four dead trees and stump grinding. Asphalt patch work performed to the road on Dove Circle was also presented. Committee members are needed. Sign-up sheets provided for parking, maintenance, finance, architectural, welcome/social committees. Confirmation received from Mr. Jamar Staples that he has stepped down as the parking committee chair.

### **XII. New Business**

- A homeowner inquired if there are other ways to generate money for the community other than increasing assessments as concern was raised that some residents on fixed incomes will no longer be able to afford to live there and maintain their homes. Brenda Desormeaux indicated that we are unable to fundraise as then we lose our non-profit status and must pay taxes. Tyra

## **Pheasant Run Homeowner's Association Annual Meeting Minutes September 24, 2018**

Estwick stated that she is investigating grants and monies available on a county and state-wide level for which the community might be eligible. Homeowner indicated that homes that are in arrears on their assessments hurt the community as they decrease our funding. Jeff Harris confirmed this to be true, but clarified that thanks to the community's attorney, the number of homes in arrears is at a very low rate.

- Several community members indicated that while they would not serve on the board, they would volunteer in other areas of need (clean up, flyer distribution, etc.)
- Community requested that previous minutes be posted to the website for access. One homeowner suggested that minutes be printed for distribution like the newsletter. Tyra Estwick responded that this poses a cost issue due to copying expenses incurred and that it saves the community money with electronic posting and distribution. Community members who are not currently receiving electronic communications from the board encouraged to see Tyra Estwick at the close of meeting to provide their preferred e-mail address.

### **XIII. Adjournment**

Mark Jones adjourned the meeting at 9:24pm.

Terms for all board members as follows:

Nathalia Drew-Three Year Term

Jeanine Taylor-Three Year Term

Cheryl Lee-Three Year Term

Theodore Kouassi-Two Year Term

Jamie Smolen-Two Year Term

Jeffrey Harris-Two Year Team

Sandra Mejia-One Year Team

Mark Jones-One Year Term

Tyra Estwick-One Year Term

The following units were physically represented at the annual meeting:

12007 Dove Circle

9925 Boise Road

12105 Dove Circle

9936 Mallard Drive

## **Pheasant Run Homeowner's Association Annual Meeting Minutes September 24, 2018**

12140 Dove Circle  
12013 Dove Circle  
12108 Dove Circle  
9930 Mallard Drive  
12117 Dove Circle  
12139 Dove Circle  
12145 Dove Circle  
12141 Dove Circle  
12015 Dove Circle  
12133 Dove Circle  
12021 Dove Circle  
12125 Dove Circle  
12107 Dove Circle  
12163 Dove Circle  
9915 Mallard Drive  
12104 Dove Circle  
12017 Dove Circle  
12205 Pheasant Run Drive  
12109 Pheasant Run Drive  
12209 Pheasant Run Drive  
12011 Dove Circle  
9931 Boise Road  
9927 Boise Road (Not counted toward quorum due to arrival post check-in)  
12179 Dove Circle

The following units submitted proxy ballots for establishing a quorum only:

12106 Dove Circle  
9911 Mallard Drive  
9913 Mallard Drive