

# PRHOA Board of Directors Meeting

## 12/1/2013

The meeting was called to order at 2:04pm by Board President, Brenda Desormeaux. Jeffery Harris, Patty Perkinson, Lindsey Baker, Garry Cardinal, Brenda Desormeaux, Vicki Collins, Miguel Urena (Board Members) were present. There were 8 Homeowners present.

### 1. Introduction of Board Members

### 2. Review of Minutes from 11/18/2013 meeting.

Minutes were read by secretary, unanimously approved and 2nd.

### 3 & 4 Announcement of Association Officers and Determination of Terms

The following is the result of the term votes:

3 Years	Jeffery Harris	Mike Urena	Tony Thibodeaux
2 Years	Brenda Desormeaux	Garry Cardinal	Vicki Collins
1 Year	Donna Lecointe	Lindsey Baker	Patty Perkinson

### 5. Old Business

a. Towing Company: Brenda has met with the current towing company, Fast Lane Towing, and has asked the towing company to stop towing unless called. Current Board is discussing the contract and ways to handle towing policies. A Small Task Force will get together and look at handling of towing. Mike Urena, Patti Perkinson, Lindsey Baker and Vicki Collins are on the Task Force.

b. Parking regulations: Reserved parking regulations that were to take effect in November 2013 have been rescinded. Board may address at a later time.

c. Repair of Retaining Wall @ 12100 Dove Circle: Brenda has spoken with the company, MainScapes, who was contracted to repair the retaining wall @ 12100 Dove Circle. She has asked for a detailed plan for proposed new retaining wall. Until detailed plan has been received, the contractor has been asked to stop previously contracted repair. Board wants to make sure homeowner, contractor and Board understand all details involved with this repair.

### 6. New Business

a. Recording of Meetings: It was brought up by the Secretary, so as not to miss anything in the meetings, if anyone objects to recording of the meetings. No one objected. One homeowner stated we have to state that meetings are being recorded and they are not to be kept as the minutes. Minutes will be typed out for all meetings after the meeting is adjourned. Patti Perkinson motioned to allow recording of meetings. Vicki Collins 2nd. All in favor, none opposed.

b. Management Company/Bookkeeping Company: Termination of ProCom, as the management company for PRHOA, was announced after the new board was in place at the 11/18/2013 meeting. This was discussed and decided by ProCom and the then current board. ProCom had closed the escrow account. The check from the escrow account, homeowners checks, that had been submitted to ProCom, and an accounting of monies was given to Brenda. Brenda called American Management Company, ACM, and scheduled a meeting with

Delphine Matthews and June Jackson both of ACM. PRHOA can continue with ACM with full service management or just financial management.

Full service = bookkeeping, financial reminders to homeowners, issues involving the lawyer, working with real estate companies in regards to re-sales, find PRHOA contractors/contracts, onsite visits from account manager, architectural control walk thru, an ACM representative at 3 meetings per year and website.

Financials = We (as homeowners) can get contracts ourselves, work with real estate companies in regards to re-sales, do architectural control walk thru. As a Board we don't want to handle financials of PRHOA, ACM would take care of financials. ACM contract price for financials is approximately \$8,000 per year.

\*Homeowner brought up looking for other management companies. Board will look for bids in the future.

\*Board Member brought up the cash that was paid to ProCom, was it recorded correctly? Yes

\*Homeowner was concerned about the financial information, phone numbers and addresses on [www.pheasantrunhoa.info](http://www.pheasantrunhoa.info), being available to the general public. The info on the Pheasant Run website is the only info available on the website. There is no financial info on the website open to the general public, the directory of board members only available to Pheasant Run homeowners.

Lindsey Baker motioned to stay with American Management Company for 1 year, Patti Perkinson 2nd. All in favor, none opposed.

#### c. Assessments for Q1, 2013-2014

\*Homeowner questioned the ticket books - as in was the amount on the last books correct? Yes, suggest we do invoicing instead of ticket books. Homeowner would like to see, on invoices or ticket books, if they are over, under or current on payments. The finance committee will be able to see all payments and to know of homeowners that are current at meetings.

\*The Board can determine whether ACM will send out quarterly invoices or ticket books and what will be on those invoices or ticket books. Quarterly invoices were suggested by the Board since there are concerns about expenditures.

\*Homeowner asked if the old board members have been removed from all the financial accounts of Pheasant Run. Unknown at this time; still waiting for some information from previous board.

Brenda asked the Finance committee to review all suggestions concerning assessments.

d. Lawsuit: PRHOA has been served with papers concerning the removal of the pod. 2 previous board members are also listed on the lawsuit. This is currently with the insurance company and all concerned will be deposition-ed.

e. Review of Insurance/Bonding of officers: The current insurance covers the board in case of problems that could arise. There is a building that is on the insurance and the Board is currently checking what that building is. It was suggested by the Board to bond our officers, Brenda Desormeaux and Warren McGill, to be able to collect assessments at meetings.

Patty Perkinson motioned to bond Brenda Desormeaux and Warren McGill, Vicki Collins - 2nd.

All in favor, no opposed.

f. Tenant/Homeowner in violation of governing documents: Tenant/Homeowner is using a commercial van to haul people to a local restaurant, which is against Pheasant Run governing documents. By county law no more than 5 non related people can live in a residence. The home in question is noted as not on file as a rental, another county violation. Board President has spoken with Tenant/Boss/Homeowner about van blocking sidewalk and van not supposed to be in this neighborhood, also trash being kept on common area by the house in question. President asked of those present should a letter be sent to the homeowner or should the lawyer be involved?

Vickie Collins motioned to first send the homeowner in question a letter from the board, Patty Perkinson - 2nd. All in favor, none opposed.

g. Reserve Study: This is an engineering study of the Pheasant Run neighborhood. This was last completed in 2007. Lots of concerns were noted in the study and not sure much has been done. PRHOA needs to perform this study again so PRHOA can prioritize money for the issues found in the new study. Jeffrey Harris will call around to find a company to perform reserve study and costs.

\*Homeowner would like the new Reserve Study to include underground issues not just surface issues. It was noted in previous minutes, 2 homes were sinking. Which homes were being referenced? Would other homes be sinking also?

h. Appointment of Committee Chairs and Volunteers: The Board Appointed the following Committee Chairs Persons. Anyone can volunteer for these committees, contact the Committee Chair for any homeowner to volunteer.

a. Finance/Audit Tony Thibodeaux (Chair), Warren McGill and Dave Desormeaux

1. Internal Audit
2. Recommend a tax & audit accountant
3. Recommend budget categories
4. Identify capital expenditures for past years.

This committee will work with ACM on assessments, find what capital expenditures have been done in the last 5 years, keep or find a new tax accountant.

b. Activities Committee: Terri Barlow Wolfe (Chair), Trudy Boskent, Mattie Herring, Lindsey Baker, Alex Dea, Cheryl Oliver, Vicki Collins

This committee will be responsible for activities in Pheasant Run, i.e. lunch/snacks during community day, Halloween activities, Christmas decorating contest, Easter Egg hunt, etc.

c. Architectural Control/Maintenance: (1 or 2 Committees?) It was decided to make 2 committees.

Architectural Control is dealing with the homes in Pheasant Run

Vicki Collins (Chair), Lindsey Baker, Nathalia Drew, Mike Urena

1. 9907 Shed Roof has a hole - exposing electrical box.
2. 9943 Bay window is sagging and cracked.

It was unanimously decided to send a letter to the homeowners about the violations.

Maintenance Committee is dealing with the grounds of Pheasant Run.

Jeffrey Harris (Chair), Brad Whitfield, Mike Urena

d. Bylaws and Covenants Committee: This committee will look at the governing documents to help decide what the Board's responsibilities are in regards to bylaws and covenants. There will be a copy available on the website, [www.pheasantrunhoa.info](http://www.pheasantrunhoa.info), for homeowners to print out. For a small fee a homeowner may request a hard copy to be mailed to the home.

e. Contracts Committee: Cheryl Oliver (chair), Terri Barlow Wolfe

1. Review snow/landscape companies

ACM sent a copy of current landscaping contract with MainScapes. That contract expires 12/31/2013. ACM also sent proposed contracts. The Board sent out, to current Board members, the proposed landscaping/snow removal contracts those were looked at and those who read the contracts liked 2 companies specifically. Those contracts will be looked at in depth to make an informed choice.

\*Multiple complaints from homeowners about current company.

\*Homeowner asked if Pheasant Run can specify when to come pick up leaves?

f. Communications Committee

Garry Cardinal (Chair), Patty Perkinson, Nathalia Drew

Helping the Board keep transparency and open lines of communication with homeowners.

i. \*\*Brenda brought up 3 bills from BGE from community electric lights. Maintenance and up keep are the responsibility of the community. Brenda asked the treasurer, Warren McGill, if she can pay them and he approved.

7. Upcoming Events - Activities Committee: Terri Barlow Wolfe (chair) suggested a decorating contest for the homes of the Pheasant Run Community. There would be 2 prizes given out to first and second place. Judging and the holiday party (party to occur before and after judging the homes) will occur at a determined date (Saturday December 21, 2013) and place. Monies asked for the gift cards in the amount of \$75.

Vicki Collins motioned to allow the expenditure of \$75 for the decorating contest, Mattie Herring - 2nd. All in favor, none opposed.

8. Next Meeting of PRHOA

The next meeting, according to our governing documents, should be the 3rd Monday of December.

December 16, 2013, 7pm

9911 Mallard Drive Court

9. Open Discussion

\*Board Member and Homeowner brought up a home on Boise Rd that is causing problems. For example: public urination of resident and/or guests, outside until 2-3am multiple days of a week, trashing the area of Boise Rd, explosions (fireworks), many cars occupying parking spaces. The police have been called multiple

times and nothing is happening. Mike Urena will look into the amount of times the police have called and send results to Brenda to make final decision about notifying homeowner.

\*Homeowner brought up what happens if a Board Member is found to have missed multiple meetings. Brenda informed all present that a Board Member has to have missed 3 meetings consecutively or be 45 days in arrears, then the Board Member is automatically deemed to have resigned (per the Bylaws).

\*Homeowner asked that the new Board keep the interests of those homes on public streets (Mallard and Pheasant Run) still be considered a part of Pheasant Run Community. For example: notice of the drain not draining and other problems were given previously to previous Board and nothing was done and no assistance given to homeowners other than they need to contact the county. Homeowner asked if there can be a liaison from the community to be the voice of those on the public streets in regards to county matters. VP Garry Cardinal, and Communications Chair, mentioned that on the website ([www.pheasantrunhoa.info](http://www.pheasantrunhoa.info)) the form homeowners may use to submit complaints, concerns, and questions to the Board Members.

\*Board member mentioned that the Board is to work with the county and is invited to attend certain open meetings in Prince Georges county.

\*Homeowner and Board Members suggested getting candidates for our holiday party so we can meet those running for county positions.

\*Homeowner and Board Member stated that homes with dogs are not picking up after their animals while walking in the Pheasant Run Community. Board Member suggested more dog walking stations. Board Member Vicki Collins has extra doggie bags for those who would like them. Please contact her via this page.

\*Homeowner stated they do not feel safe in regards to all the problems, stated previously, that are occurring on Boise Rd. Homeowner feels it is now a public safety issue.

Was discussed and approved of holding a strategy meeting in January. Probably a 3-4 hour meeting with a potluck lunch to identify the mission, vision, and values of Pheasant Run. This will enable us to prioritize expenditures and activities to meet the needs of our residents. Brenda and Garry to come up with the format and facilitate the discussions.

Meeting adjourned at 4:05 PM.