

## **PRHOA Board of Directors Meeting 12/16/2013**

Meeting called to order at 7:04pm by Board President

8 Board Members present: Lindsey Baker, Tony Thibodeaux, Vicki Collins, Jeffrey Harris, Brenda Desormeaux, Garry Cardinal, Patty Perkinsen and Miguel Urena.

4 Homeowners present

Board President advised the meeting will be recorded and then deleted after the minutes have been transcribed. This is in accordance with the vote taken at the last meeting.

Approval of Dec 1, 2013 minutes

Draft of minutes, in copy form, given to all those present and everyone present read them. Several amendments were proposed. Motion by Garry Cardinal to accept 12/01/13 Meeting Minutes as amended. 2nd by Patty Perkinsen. All in favor, none opposed.

Treasurer Report--Warren McGill

Finance Committee met 12/06/13. The following was requested:

1. Bank statements back to 10/01/13
2. Copy of any financial information regarding the communities financial status
3. Copy of Annual Assessments due by quarterly due date.
4. Copy of homeowners that are current and those that have prepaid assessment fees.
5. Statement that Homeowners will receive an Assessment Statement not Assessment payment books.

Per Board President, all homeowners will have to re-register on the ACM website. There is a link from the Pheasant Run website ([www.pheasantrunhoa.info](http://www.pheasantrunhoa.info)) to the ACM website, per Garry Cardinal. President received an online tutorial with ACM on accessing the ACM website to look at the Board section of the ACM website, going all the way back to 2010. ACM updates financials on the 20th of the month, so by 12/20/13 ACM should have everything current. Everything that the new board has should be viewable. Homeowner Assessments that are paid are being deposited weekly by ACM, should be posted automatically, however they are not in real time.

Committee Reports

Activities Report-- Terri Barlow Wolfe--

\*Final Day for decorating contest is 12/21/13. One food donation prior to meeting had occurred. Others stated that they will be bringing donations of food and drinks. Meet at 6pm at 12006 Dove Circle and whoever comes will do the walk around to determine winners.

## Bylaws-- Patti Perkinson--

\*Patti and Brenda are working on putting everything in a spreadsheet so things are easily accessible. They are categorizing things that the board has to do and when they need to be done according to the Bylaws and Declaration.

## Maintenance--Jeffrey Harris--

\*Jeff is continually finding lights in the neighborhood that are not working/dead. Been calling and working with BGE on getting them fixed. 2 currently not working, as of the meeting, 1 down by 12001 Dove Circle and the NW corner of Dove Circle. Flickering and a pinkish light from the ones that are almost not working/dead. Jeffrey received a map from Brenda showing the lights in the neighborhood and it has the lights numbered. At a meeting Jeffrey had attended he believes the big BGE bill is for all the big lights in the neighborhood. 2 of the light bills from BGE are for the one near where Ft. Pheasant and the 2 by the park. As of this meeting none of the gas lights in the neighborhood have been converted to electric.

\*Contact has been made with 3 separate companies in regards to the Reserve Study. ETC, they did the last Study, the company was surprised that nothing has been done since the last study. Now, according to ETC, the costs are going to be greater.

\*A railing has been sanded and prepped for painting. Brenda is still trying to get documents and site maps from Tonya so we can tell where the common areas are.

\*Dog walking and clean up stations--we have 1 clean up station near the basketball court/large park. There may be a dog walking area on Dove Circle, it's small and located across from 12139 Dove Circle. It is unknown if that area is a dog walking area at this time.

\*Drain at the end of Mallard Drive, Dept. of Public Works has been called and they said they would be out in 30-45 days, nothing has occurred as of this meeting. Per Garry, If there is a back up, WSSC can be called and they will come out and look/fix it in about 24 hours. Drain needs to be looked at again, maybe request a screen over the drain to help stop the back up. County government is responsible for drain, WSSC is responsible for potable water and sanitary sewers according to the website.

\*Community Spring Clean Up Days--April 26 & 27 , 2013

\*Community Fall Clean Up Days--October 4 & 5, 2013

## Architectural Control--Vicki Collins--

\*Not much has been done at this time. Vicki needs a map of homes, she wants to know how often to do walk around (quarterly), she needs a list of protocols to go through, she wants to know if these homes, 9907 & 9943, were sent letters and what is the next step. No letters have been sent at this time. 9943 has been taken care of by homeowner, 9907 has closed up the hole. Homeowner was curious about the color palette to be used, or limitations? Only limitations are to stay in the Colonial colors/Williamsburg colors or if homeowner is wanting to change the colors on their home approval must be given from Board. There will be an online form on the Pheasant Run website for homeowners to submit architectural changes. The ACM website currently has an online form.

## Communications--Garry Cardinal--

\*Currently putting the newsletter together, an article has been submitted on people not cleaning up after their pets, an article about raking the leaves in the neighborhood will be added.

### Old Business:

1. Landscaping / Snow Removal Proposal: The Contracts committee presented a proposal from Atlantic Maintenance Group for landscaping and snow removal. After discussion, Lindsey moved to accept the contract. The motion was seconded. The contract was approved by unanimous vote. Brenda will contact AMG and Mainscapes tomorrow regarding the change.
2. Brenda met with Mainscapes regarding the retaining wall at 12100 Dove. A plan has been received and the modifications agreed to by both. Brenda will send an email to the homeowner at 12100 Dove to let them know that we intend to do this work. Even though it is on common ground, the resident's yard might be disturbed and so they need to know what the community will be doing.
3. 9913 Boise Road -- Owner has been sent a certified letter alerting him to the violations of the governing documents. Board will make spot checks to ensure that the police stay on top of this situation.
4. 12000 Dove -- Owner has been emailed that the passenger van is too large for the neighborhood and must be removed.
5. Lawsuit -- The lawsuit is in the hands of the insurance company's lawyers. Brenda will appear in court on January 17 as the representative for the Association.
6. 9931 Boise Road -- The maintenance committee continues to look at the sidewalk and will make a recommendation in the spring when we can pour concrete.

### New Business:

The Strategic Planning Workshop will be held on January 25 from 10 am - 2 pm at Our Savior Lutheran Church. Brenda, Garry, and Lindsey to work on a survey and meeting format.

### Open Discussion:

None

The next meeting will be held on January 20 at Lindsey Baker's home.

Meeting adjourned at 8:40 PM followed by refreshments.