

CHAPMAN FARM

Homeowners' Association

Crofton, Maryland

THE BOARD OF DIRECTORS OF THE CHAPMAN FARM HOMEOWNERS ASSOCIATION MET AT THE CHAPMAN FARM CLUBHOUSE ON AUGUST 29, 2006

CALL TO ORDER:

The meeting was called to order at 7:00pm with the following members present:

- Tim Johnson President
- Mark Collins Treasurer
- Rick Gloekler Secretary
- Mike Consalvi Board Member at Large
- Scott Davis Managing Agent- ProCom

APPROVAL OF MINUTES

The minutes from the meeting held on July 25, 2006 were approved as written. Mike Consalvi motioned to approve the minutes from the previous meeting as written and Rick Gloekler seconded the motion. The motion carried.

HOMEOWNER COMMENTS

- Carrie asked about the status of the community newsletter. Rick said that the newsletter is complete and he will forward it on to Scott. Tim said that he had the name and contact information from a homeowner who would like to volunteer to work on the newsletter. Tim will forward the information to Rick.
- Mark mentioned that there have been concerns regarding re-districting of the schools. He mentioned that it might be a good idea to form a committee to address the issue. Tim said that this is one of the issues the Walden Community Association Board would like to discuss with them. Tim suggested forming an education committee and the chair of the committee could attend the school board meetings, GCC meetings, possibly the Crofton Civic Association, and other Crofton events and report back their findings. Tim said that he would construct something for the website, newsletter, and a flyer that would be mailed, that addresses the issue that re-districting is coming and how does the community as a whole, want to address it.

TREASURER'S REPORT

The General Trial Balance for the Association was reviewed and it is in accordance with the Budget for the fiscal year.

- Cash on hand in checking for the month (as of July 31, 2006) is \$59,709.
- The cash on hand in savings is \$272,000.
- The total income for the month is \$137.
- The total expenses for the month were \$7,593.
- Leaving a total loss for the month of \$7,456.
- The total gain for the year to date is \$15,779.
- Second assessment will be due October 1, 2006.

PRESIDENT'S REPORT

- The fence replacement project has been scheduled to begin very soon. The fence company met with Scott this morning and there is a delay because the utility and power lines have not been marked. Tim told Scott that when the project begins, he would like him to periodically be on site to make sure that everything is going along as planned.
- The County has come thru the community and replaced sidewalks. This is a project that has taken over 2 ½ years to begin. The Board did not send out advanced notice because the County has promised to show up and start the work on 3 separate occasions and each time, they did not show up. They finally came out and did a fairly good job, but in the process they did hit a few cable wires and sprinkler lines however, the sprinkler lines were ones that homeowners ran themselves, thru County right of way areas. Scott (ProCom) has the name of the contact at the County, if a homeowner would like to talk to them cut sprinkler lines. The contractor was caught dumping some concrete and the County was notified and it should be cleaned up soon. Scott said that in talking with the County, they said that there are still some areas that will need to be addressed next year. Tim said that he will re-walk the sidewalks and make a list of the areas that still need replacement and give it to the County.
- Tim asked that a flyer be sent out to the homes that would be affected by the fence replacement. Scott has already identified and sent notification, to the homes that are directly affected.
- The front entrance signs are fading a bit. Tim asked Scott to check the contract to find out what the warranty covers regarding the signs. The sign company is Gable Signs.
- Tim wanted to thank the 2 new volunteers that have worked on the website and he noted that he has had a lot of compliments on it and that it looks fabulous.
- Movie night was cancelled, but Tim said that he thinks that it is a good idea and hopes that it can be re-scheduled He also suggested a Monday Night football night as an alternative.

COMMITTEE REPORTS

Social Committee

- Movie night was cancelled, but Carrie still hopes to find a date to hold the event
- Tim asked Carrie if she planned to continue the Annual Halloween parade and she said "Absolutely".

Website Committee

- Gene Bekker gave the report and he said that they are still working on the website and if there were any changes to email him. He intends to set up a comment section for the webmaster that would send emails to him thru the website.

GROUNDS REPORT

- Trees- the board is waiting for a couple more bids from various companies for treatment of diseased trees and/or removal, before making a final decision. Scott said that he received a bid from CS Lawn, and Richards Street Care also contacted Scott and said that they could handle the removal of the trees, but not the replacement.

ACC REPORT

- There were no requests submitted this month.

TRAFFIC COMMITTEE REPORT

- There will be a speed hump meeting scheduled, but the committee is waiting until the newsletter goes out. Tim asked Scott to check the traffic notice that Tim included in the newsletter because he thought the committee had determined that they would hold that meeting back in May or June, so now the meeting would need to be pushed to the October meeting. Phase 2 will cover re-measuring in some areas. Nestor may say "No" to re-measuring this time around because he has already been to measure 4 or 5 times in the last two years.
- "No Parking" signs- Scott sent a letter to Nestor Flores about the cars that are parked along Riedel. Nestor would like to put signs up all along Riedel all the way to John Hopkins, but being that Walden Community and the Walden Country Club, border Riedel as well, he would also like to have their endorsement. Tim asked Scott to contact Nestor tomorrow and remind him that Chapman Farm HOA is independent of Walden HOA and Walden Country club and that the Board would like to have their signs up as soon as possible because their request is not contingent upon Walden HOA and Walden Country Club's approval.

MANAGEMENT REPORT

Scott Davis of ProCom gave the management report.

1. Transfer of Ownership to date
No transfer of ownership notifications were received by ProCom for this period.
2. Proposals/Projects
 - A. The fence project should be starting any day now, as fence & Deck Connection got backed up a bit on the fabrication of the fence. CS Lawn has cleared the major overgrowth in the areas as needed.
 - B. ProCom is still awaiting two bids for the tree work; one from CS Lawn, and the other from Richard's Tree Care. Both proposals are expected by the meeting. (ACTION)
3. Correspondence
 - a. ProCom has provided copies of all incoming and outgoing homeowner correspondence that was received and sent between the delivery dates of July's Board Package and August 25, 2006.
 - b. Any violation letters sent to homeowners that have correction deadline (i.e. 30 days, 48 hours) have been scheduled for re-inspection on those specific dates.
 - c. Correspondence requiring Board ACTION.
 1. Letter from 2711 Elton Court regarding his Spring Inspection Inspection procedure.
4. General Matters/ Miscellaneous
 - A. Sgt. Peterson has provided his July report.
 - B. CS Lawn has provided their June and July reports.
 - C. ProCom has included the Movie Night flyer that was E-Mailed to all homeowners in the database.
 - D. The Cease & Desist letters are scheduled to be mailed via Certified and First Class Mail on Monday, August 28th, to any homeowners who have failed to correct the necessary deficiencies from their 2006 Spring Inspection Reports.
 - E. The \$50,000 T-Bill has matured, and ProCom will be reinvesting it for a 13 week term, with a two time automatic investment of this term, per Board decision at the July meeting.
 - F. ProCom has contacted Mike Cantwell at the State Dept. of Agriculture, Mosquito Control Program to inquire about fish in the ponds. ProCom is still awaiting a return phone call.
 - G. A letter has been sent to Nestor Flores, of the Anne Arundel County Dept. of Public Works, Traffic Engineering Division, requesting the addition of new "NO PARKING" signs along Riedel Road intersection. This letter and accompanying map is enclosed.
 - H. Ofc. Don Wilson will be E-Mailed regarding his services being needed, as they are still owed to the Association from the purchase of his radar gun.

5. Executive Session- (See Executive Session)
6. 2006 Meeting Schedule
- A. January 31, 2006 (Annual Meeting)
 - B. February 28, 2006
 - C. March 28, 2006
 - D. April 25, 2006
 - E. May 30, 2006
 - F. June 27, 2006
 - G. July 25, 2006
 - H. August 29, 2006
 - I. September 26, 2006
 - J. October 24, 2006
 - K. November 28, 2006
 - L. No December Meeting

Presented by: Scott M. Davis, CMCA, Managing Agent, Chapman Farm HOA

UNFINISHED BUSINESS

- The board asked Scott to notify Officer Wilson that they want him to watch the school buses from 8:00am to 9:00am at the bus stops. The board also would like Scott to send Officer Wilson the same sheet that the other officers fill out when they record how many hours they patrol in the community, so that he can start filling that out and submitting as well.
- Trees- Tim will review the CS Lawn tree proposal and he will email the price comparisons. CS Lawn incorporates all assets of the bid proposal.

NEW BUSINESS

- The board would like to look into purchasing nicer benches and picnic tables for around the play ground and Mike suggested a gazebo. A few examples of gazebos will be posted to the website.

Being no further business to come before the board, the meeting was adjourned and the board immediately went into the Executive Session. The Executive Session ended and the open meeting was re-called open, and then all adjourned.

Submitted by: Hayley N. Hancock

Approved by:

Hayley N. Hancock 9-26-06
Recording Secretary