

CHAPMAN FARM

Homeowners' Association

Crofton, Maryland

THE BOARD OF DIRECTORS OF THE CHAPMAN FARM HOMEOWNERS ASSOCIATION MET AT THE CHAPMAN FARM CLUBHOUSE ON FEBRUARY 28, 2006

CALL TO ORDER:

The meeting was called to order at 7:11pm with the following members present:

- Tim Johnson President
- Mark Collins Treasurer
- Mike Consalvi Board Member at Large
- Scott Davis Managing Agent- ProCom
- 1 homeowner was present.

APPROVAL OF MINUTES

The minutes from the meeting held on January 31, 2006 were approved as written. Tim Johnson motioned to approve the minutes from the previous meeting as written and Mike Consalvi seconded the motion. The motion carried.

PRESIDENT'S REPORT

Tim Johnson- President

- The board approved the purchase of the playground equipment for the 2- 5 year olds. The equipment costs were:

Subtotal of cost-	\$5,398
Savings with 25% discount	\$1,349
Total	\$4,618
Total with an extra 3% discount for payment in full	\$4,490

Scott still needs to meet with the representative from West Recreation to discuss the prices for demolition of the current equipment and the installation of the new equipment.

- There are proposals for the fence painting, in the packet. One is for \$17,985 and the other one is for \$25,000. Scott spoke to Dave Schauer, from Sherwin Williams, and he is in the process of obtaining a third proposal.
- Tire Swing- There is a proposal for the repair of the tire swing. The cost of the repair would be \$1,003.45.
- The board still needs to make contact with the County in regard to the placement of the speed humps. Tim expects to do that in the next month.
- Scott has the paperwork that will need to be signed in order to enroll Chapman Farm in the mosquito control program that is offered by the Maryland Department of Agriculture. The program is offered at no cost to the community.

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 January 31, 2006) is \$72,102.
- The cash on hand in savings is \$271,445.
- The total income for the month is \$354.
- The total expenses for the month were \$7,443.
- Leaving a total loss for the month of \$7,089.
- The total loss for the year to date is \$7,089.

TREASURER'S REPORT (Cont.)

- Mark reported that letters went out to homeowners regarding their semi-annual payment that will be due on April 1st.

GROUNDS COMMITTEE

- Currently, this committee has no members and the board is looking for volunteers to serve on this committee or any other active committee. Some of the areas that this committee would focus on would be identifying areas in the community that are in need of new plantings in the common areas, and identifying trees that are in danger of falling.
- There were some trees that went down during a recent storm and Scott contacted CS Lawn to come out and clean them up including a tree that was damaged by a car last weekend.
- There are some trees that are going to need to be replaced this spring. A walk- thru will need to be done in order to identify what trees are in need of replacement.

ACC

- 1 new ACC request was submitted to the board for their review. The request will be reviewed in the Executive Session.

TRAFFIC COMMITTEE

- Final placement of the speed humps - A letter will be sent in March, to the County, notifying them of the board's decision on the final placement of the speed hump. The speed hump will be placed near Erna Court. The board will also ask the County to come out and measure the speed and volume of traffic on the other side of the community.

POOL COMMITTEE

No report.

SOCIAL COMMITTEE

No report.

MANAGEMENT REPORT

Scott Davis of ProCom gave the management report.

1. Transfer of Ownership to date
There was no transfer of ownership paperwork received by the ProCom offices in the last period.
2. Proposals/Projects
 - a. ProCom has solicited bids for the painting of the fences in the front of the community via Dave Schauer of Sherwin Williams from three (3) reputable painting companies: Certipro Painting Services, Annapolis Coatings, and Annapolis Painting Services. Proposals were asked to be received no later than Friday, February 24, 2006. As of today, I have one and a half in my possession. Annapolis Painting Services has provided a proposal which is enclosed in the packet, however, I contacted them two weeks ago, asking for a more detailed proposal, and have not received this yet. Certipro Painters has provided an excellent proposal which is enclosed as a separate addendum to this board packet. I have not received a proposal from Annapolis Coatings. A call was placed to Dave Schauer of Sherwin Williams this afternoon, requesting these proposals be on my desk no later than close of business on Monday, February 27, 2006. I hope to have three (3) complete proposals for your review at the meeting, and will continue to pursue them until the meeting.
(ACTION)

2. Proposals/Projects (Cont.)

- b. ProCom has provided a proposal for the parts required to fix the tire swing, not including the labor to install. Them. Per Park Structures, the manufacturer of the equipment, the swivel assembly needs to be replaced; however, the design has changed from what it was when the original piece of equipment was installed. The swivel assembly used to clamp onto the top rail assembly of the structure, as shown in the enclosed pictures. Now, the swivel assembly is bolted to the top rail assembly, meaning in order to properly attach a new swivel assembly, a new top rail assembly will have to be purchased as well. Diagrams and installation instructions for the new system are included from park Structures. (ACTION)
- c. ProCom is in the process of ordering the Gametime playground equipment, specifically the Tot's Terrace and the Association will be getting the early bird discount. I am again working with Steve Lienesch of West Recreation for this project, and will continue to update the Board with details as they arise.

3. Correspondence

- a. ProCom has provided copies of all incoming and outgoing homeowner correspondence that was received and sent between the delivery dates of January's Board Package and February 24, 2006.
- b. Any violation letters sent to homeowners that have correction deadline (i.e. 30 30 days, 48 hours) have been scheduled for re-inspection on those specific dates.
- c. There is no correspondence for the month that requires **ACTION**.

4. General Matters/ Miscellaneous

- A. The Price Road pond fence is scheduled to be completed within the next few days.
- B. I have taken the liberty to sign Chapman Farm up for the 2006 State of Maryland Mosquito Control Program. The paperwork is enclosed. Does the Board want to sent out a mailer in Regard to this program, including the Request for Exemption form for anyone who does not want spraying done in front of their house? (ACTION)

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 31 2,2006
- K. November 28,2006
- L. No December Meeting

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

UNFINISHED BUSINESS

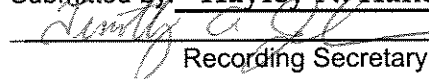
- Tire Swing- There was a discussion regarding whether to replace just the bolt mechanism on the tire swing, or to replace the whole unit. The board asked Scott to contact Buck and have him look at the swing to determine what is needed to repair it. Scott is going to ask Buck repair it at no charge because his workmen have repaired it twice and the mechanism keeps breaking.
- Fence repair/replacement- An engineering study that was done for the community determined that the fences that surround the community are sound and in good condition and do not need to be replaced. The board originally obtained bids for replacement of the fence at an average cost of about \$78,000. The cost for painting the fence would be from about \$19,000 to \$25,000. The board has decided to go with painting that fence rather than replacing it and they are waiting on one more proposal in order to make their final decision.

OLD/NEW BUSINESS

- Parking lot re-sealing- Discussed re-sealing and paint the parking lots and tennis courts. The board asked Scott to obtain proposals for the parking lot and the tennis courts.
- Pond aeration-. The board is investigating the placement of bubblers or fountains in the pond, in order to aerate them. The board asked Scott to obtain bids that would encompass overseeing the entire job which would include determining whether the ponds are deep enough for fountains or bubblers, and coordinating the project with BGE and the County. The bid would be for the ponds on Pearl and Price road.
- The board discussed providing the information to the community regarding the re-sealing of the parking lot and tennis courts, and the aeration of the two front ponds, in a mailing to all homeowners. The letter would notify the homeowners that these 3 major expenditures would be discussed at an upcoming monthly meeting and the board would like input from the community at the meeting.
- The board asked Scott to send out a letter to homeowners regarding the mosquito control program with an exemption form on the back side of the letter for homeowners who wish to be excluded from the spraying program. A spring inspection reminder will be included in the letter.
- The board asked Scott to send out a second letter notifying homeowners that the April 25th meeting will be dealing with decisions regarding the re-sealing of the parking lot/ tennis courts, aeration of the ponds, and the fence painting and that the board invites homeowners to come and offer their comments.
- The board would like Scott to ask Jeff, the webmaster, to post the pictures of the play ground equipment that Tim sent him, i.e. the Tots Terrace, to update the approved minutes, and to include the mosquito information. Rick also asked Scott to post a notice on the website regarding the upcoming April meeting and what will be discussed.

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 at 8:00pm.

Submitted by: Hayley N. Hancock


Recording Secretary

Approved by:

3-28-06