

# **CHAPMAN FARM**

## **Homeowners' Association**

### **Crofton, Maryland**

THE BOARD OF DIRECTORS OF THE CHAPMAN FARM HOMEOWNERS ASSOCIATION MET AT THE CHAPMAN FARM CLUBHOUSE ON JANUARY 31, 2006.

#### **CALL TO ORDER:**

The meeting was called to order at 7:005pm with the following members present:

- Tim Johnson                      President
- Mark Collins                     Treasurer
- Mike Consalvi                  Board Member at Large
- Scott Davis                     Managing Agent- ProCom
- 2 homeowners were present.

#### **APPROVAL OF MINUTES**

The minutes from the meeting held on November 29, 2005 were approved as written. Mark Collins moved to approve the minutes from the previous meeting as written and Mike Consalvi seconded the motion. The motion carried.

#### **HOMEOWNER COMMENTS**

- A homeowner asked how often the officers patrol the community. The officers patrol for a total of 24 hours each month, working three hours each visit for a total of eight visits.
- A homeowner asked whether the speed humps have slowed anyone down and Tim responded that the speed humps have been very successful. The speed study that the County conducted showed that the speed humps have slowed traffic down on average, 2 miles per hour.
- Officer Wilson patrols in the morning focusing on the front of the community and the school bus areas. Tim has asked him to start focusing on the areas near the four way stops because cars are not stopping or even slowing down. Tim recently watched Officer Wilson write at least 6 tickets for stop sign violations.
- A homeowner asked the board to address the late fees associated with the homeowner assessments changing from a quarterly payment to a semi-annual payment. Scott Davis explained that the April and October coupons are mailed out one time a year in January. There were a larger number of late payments this year, mainly due to the change from quarterly payments to semi-annual payments. The notice of the change in payment structure was posted on the community website, and notification was also sent out in a mailing to the community. This year coupons will be mailed out the month prior to their due date, i.e. April 1<sup>st</sup> coupons will be mailed out in March and the October 1<sup>st</sup> coupon will be mailed out in September.

#### **PRESIDENT'S REPORT**

Tim Johnson- President

- The board issued a request for bids to paint the fences around the ponds. This was done because the 5 year study that was done on the community showed that the fences were still sound and not in need of replacement. Scott explained that Sherwin Williams will prepare the spec and then go out and obtain the bids and present the bids to Scott who will in turn, present to the board. They will monitor the entire job and they are offering a 5% discount.

### **PRESIDENT'S REPORT (CONT.)**

- The board approved the 2006 budget that was sent out to all homeowners.
- Tim explained that the police that patrol the neighborhood are still a priority of the board.
- Tim reported that unfortunately, they have lost Nestor Flores who was the point of contact for traffic engineering with the County. Tim is the traffic committee chair and he still needs to make contact with the person that has taken Nestor's place.
- We are still waiting for the final placement of the speed humps.

### **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 December 31, 2005) is \$74,319.
- The cash on hand in savings is \$271,351.
- The total income for the month is \$1,537.
- The total expenses for the month were \$7,365.
- Leaving a total loss for the month of \$5,828.
- The total gain for the year to date is \$15,894.
- Mark reported that the reserve study was done in 2005 and the board re-organized the reserves to match what the reserve study proposed.
- There have been no increases in the 2006 HOA fees. Last year there was a surplus that the board will apply to the operating accounts for this year. The surplus was \$15,894.

### **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.

### **ACC**

- 2 new ACC requests were submitted to the board for their review. The requests will be reviewed in the Executive Session.

### **TRAFFIC COMMITTEE**

- Final placement of the speed humps has not been determined yet. Tim is still waiting the other board members to give their feedback as to where the speed humps should be placed.

### **POOL COMMITTEE**

There was no representative at this evening's meeting.

- Tim reported that the board has asked that a survey of the surrounding area near the clubhouse, be done in order to find out if there is an area large enough to accommodate a pool.

### **SOCIAL COMMITTEE**

No report.

## MANAGEMENT REPORT

Scott Davis of ProCom gave the management report.

1. Transfer of Ownership to date
  - A. Sabol to Lorenz Ramirez  
1612 Petes Court  
12/01/05  
\$625,000
  - B. Kilbourne to Mark Flaherty  
1505 Peggy Court  
11/18/05  
No sales price provided
  - C. Average sales price this period: \$625,000.
  
2. Proposals/Projects
  - a. ProCom is working with Dave Schauer of Sherwin-Williams in obtaining bids for the re-painting of the fences in the front of the community.
  
3. Correspondence
  - a. ProCom has provided copies of all incoming and outgoing homeowner correspondence that has received and sent between the delivery date of November's Board Package and January 27, 2006.
  - b. Any violation letters sent to homeowners that have correction deadlines (i.e. 30 days, 48 hours) have been scheduled for re-inspection on those specific dates.
  - c. Correspondence requiring **ACTION**:  
(See Executive Session)
  
4. General Matters/ Miscellaneous
  - A. CS Lawn has provided their monthly reports for the months of October and November 2005
  
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

- Community website- The reason that the board implemented a user name and password on the website was because there seemed to be some topics that were heated and directed at the board and it could not be confirmed that the postings were coming from residents inside of the community. Since the implementation of the user name and password the number of postings has gone down significantly. Some of the hot topics have to do with the ponds and the mosquitoes. Tim said that the community's business is conducted at the monthly meetings and not on the website and if homeowners would like to find out what is going on or make a comment then they are welcome to attend the meetings.
- Scott has not heard back from the County regarding the trees that are over growing the stop signs. Tim will follow up on this.

## NEW BUSINESS

- In 2005 the big piece of play equipment was replaced and in 2006 the board wants to replace the smaller piece of play equipment. The board will post pictures and pricing for the models that they are going to choose from. The cost range is from \$5,000 to \$10,000 and another 20% for the cost of installing the equipment. Homeowners are invited to attend the next meeting to voice their opinions. The goal of the board is to have a decision made by the end of next month's meeting in order to take advantage of a 30% off coupon for the play equipment. The board is also looking to replace the tire swing and or replacing the bolt that holds it in.
- A homeowner mentioned that there is a company that will provide wood chips back to the community from the trees that they cut down. The homeowner will provide the name and phone number to Scott.
- Pond aeration- this is on going. We are looking into putting bubblers in order to aerate the ponds. The community is already on the mosquito program for spraying thru the County. Tim would like to propose going out to bid for the whole project in 2006.

## GCC REPORT

- Tim has been attending the GCC for about a year. Chapman Farm joined as a voting member mainly to find out what is going on and to bring back information to the community as a whole. Tim is going to motion in executive session, that the community disassociate themselves from this organization. What Tim has discovered is that the President arbitrarily makes decisions such as the decision on the Halley MOU, without any discussion. He did not give our representative time to come back to us and discuss the matter. Instead, he asked for a vote that same evening. Tim read in the paper last week that the GCC President talked to 2 communities about building a senior (Over 55 yrs.) community near Riedel and Johns Hopkins, across from the golf course. It appears that the GCC President has been in contact with the builder and it has never been discussed at a GCC meeting. Tim does not feel comfortable being the community representative in this situation and his position is that the community withdraws from this organization.

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:

*Timothy A. Jell*  
2/28/06