

CHAPMAN FARM

Homeowners' Association

Crofton, Maryland

THE BOARD OF DIRECTORS OF THE CHAPMAN FARM HOMEOWNERS ASSOCIATION MET AT THE CHAPMAN FARM CLUBHOUSE ON JULY 25, 2006

CALL TO ORDER:

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

- Tim Johnson President
- Mark Collins Treasurer
- Scott Davis Managing Agent- ProCom
- 6 homeowners

APPROVAL OF MINUTES

The minutes from the meeting held on May 30, 2006 were approved as written. Mark Collins motioned to approve the minutes from the previous meeting as written and Tim Johnson seconded the motion. The motion carried. * Please note that the June meeting was cancelled because there was no quorum.*

HOMEOWNER COMMENTS

- Homeowner asked about the status of the community fencing. Tim explained that the topic was discussed and approved at the May meeting. The project is scheduled to start in August and the fencing will be taken down and replaced with white vinyl fencing. The project will encompass replacing all of the community fencing, including the whole front section, around both ponds, and up each of the streets.
- Homeowner asked whether anything was going to be done to aerate the ponds. Tim explained that they have looked extensively into aeration, but the ponds are too shallow. Many of the fountains, or aeration devices, require more water than the ponds can hold in order to run properly. The board continues to look for shallow aeration devices, but have not had any success. The community has been signed up to participate in the mosquito control program that is offered by the State. They put dunks in the ponds to kill the mosquito larvae and they periodically spray the community. The State program is currently investigating the placement of fish, into the pond, that eat the mosquito larvae. Mark said that the board would welcome ideas or resources for aeration for the ponds.
- Homeowner asked if there is a newsletter that is sent out and also whether the information about upcoming meetings and their dates are posted anywhere. Tim said that there have been several attempts by volunteers to produce a newsletter, but none have been very successful. Scott explained that there are signs that are posted at the main entrances the Friday before the meeting date, to remind homeowners that the meeting will be on the last Tues. of the month.
- Homeowner asked whether he needs to fill out an ACC request and obtain his neighbors signatures to add a basement walk out. Tim explained that yes, he does need to fill out an ACC request and that he will need to obtain the signatures of 4 of his neighbors.
- Homeowner asked if boats could be parked on the streets. Boats are permitted to be parked on County roads. However, they may not be parked in a resident's driveway or on their property, per the community covenants.

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 June 30, 2006) is \$67,059.
- The cash on hand in savings is \$276,430.
- The total income for the month is \$1,611.
- The total expenses for the month were \$9,779.
- Leaving a total loss for the month of \$8,168.
- The total gain for the year to date is \$23,104.
- Mark said that from a spending aspect, the community is currently \$7,000 below the budgeted spending as of June 30th and income levels are on target.
- Mark reported that there is enough money in reserves to handle the cost of the fence project.

PRESIDENT'S REPORT

- The fence replacement project has been approved and is scheduled to beginning in August.
- Trees- the bid specifications have been sent out to 3 companies and only one proposal has been submitted so far, in the amount of \$12,000. The bid specification encompasses treatment of diseased trees, stump removal, and tree removal and replacement. The board is going to wait to make a decision until they have at least one more proposal.
- Tim was called by the county about two weeks ago, regarding the sidewalks. About two year's ago, Tim had given the County a list of the sidewalk trip hazards in the community, including areas that had a trip hazard of 4 inches or more. The County came out and ramped the ones that were less than four inches. And now, 2 years later, they will come out and take out the four inch areas and replace them will new sections of sidewalk.
- The board continues to seek volunteers to chair various committees. Currently, the only active committees are the social and traffic committee. The community website is currently in need of a webmaster to run and update the site.
- Tim spoke to the President of Walden HOA and they are interested in starting a tennis team with Chapman Farm and utilizing both communities' tennis courts and they are looking into enlarging their pool and possibly offering the purchase of bonds to Chapman Farm. The discussions between the two boards are in the early stages and a time table for discussions still needs to be established. Another topic of interest for both boards is to get the Crofton area parents to start voicing their opinions and speaking thru one voice, other than thru the GCC.

COMMITTEE REPORTS

Social Committee-

- Carrie Scheidt has volunteered to replace Linda Godstrey as the Social committee chair.
- Carrie said that Linda mentioned that there has been some interest in having a movie night at the Chapman Farm clubhouse. Carrie did a little research and obtained information from one company that would provide the screen, DVD player , technician on-site, and sound system at a cost of \$745.00 per viewing. Carrie is proposing to try a couple of movie nights in the month of August and use it as trial run to see if this is an event that would be well received. She thought that one movie could be a G rated film for children and then a PG-13 for teenagers.

COMMITTEE REPORTS

Social Committee- (Continued)

- If the event proves to be successful the committee could look eventually purchasing the equipment or system in order to save the cost of renting for every event.
- Mark explained that the budget for the social committee was \$6,000 for the year and \$3,000 has been spent for the year to date and to keep in mind that there are a couple more big events coming up such as Halloween and Christmas. He suggested that Carrie come up with a budget plan for the rest of the year just to see if there is enough in the budget for 2 sets of movies.
- Tim asked Carrie if Linda gave her a list of the standardized events that the community was trying to establish as annual events such as the Cinco de Mayo party and end of school bash.
- Carrie shared with the board a little bit about her background and before she elected to be a stay at home mom, she was an event coordinator for corporations so not only does she come to the position with enthusiasm, but with experience, especially with working within a budget.
- There was a discussion as to what equipment would be needed in order to have a movie night such as a projector, screen, DVD player, speakers and a receiver. Mark mentioned that Rick Gloekler may have a system that could be borrowed in order to have a trial run and if it is well received they could look into purchasing a system and make movie night a regular event. The board decided to set the date for a movie night for August 7th at the club house. Scott will send out a flyer to the community. For this first time, the residents are encouraged to bring their own food and non-alcoholic beverages.

NEW BUSINESS

- 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.
- The term "used car lot" is the term that comes to mind regarding the cars that are parked along Riedel Road, and Scott asked the board what, if anything, had been done about it. Mark said that the cars used to be parked up in front of the Chapman Farm community, but the Board asked the County to put up "No Parking" signs. The Board asked Scott to request more signs to go along the rest of the fence line in the front of the community.
- Homeowner asked about the sparse flower beds in the front of the community and the circle. There has been a bit of a draught and it is not part of the landscaping contract to water the beds and the beds are also shallow and that limits what can be grown there.
- Spring re-inspections will begin this week. If a homeowner has contracted the work, but it will not be done within the time frame of notice deadline, due to scheduling, they contact Scott or send a copy of the receipt and contract to him at ProCom.
- Homeowner asked what the cost is to rent the clubhouse. If a homeowner wishes to rent the club house for an event he would need to contact Scott Davis at ProCom and also submit a \$200 check for a deposit and then \$121.00 for a user/cleaning fee.
- If there is a problem with a mail box, the homeowner should contact the Crofton post office directly.

ACC

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

MANAGEMENT REPORT

Scott Davis of ProCom gave the management report.

1. Transfer of Ownership to date
 - A. Adams to Angela & John Sigler
1571 Chapman Road
05/12/06
No sales price available
 - B. MacEachen to John & Elizabeth Juppe
2803 Brite Court
07/05/06
No sales price available

2. Proposals/Projects
 - A. From speaking with Steve Coleman of Mid-Atlantic Deck and Fence, the project is scheduled to begin the first week in August. It will be necessary to have CS Lawn clear a few areas where bushes, weeds, etc. have grown over and/or into the mesh of the fence. CS Lawn will be contacted to perform this work the last week of July.
 - B. CS Lawn has provided a proposal, voluntarily, for the spraying of birch trees (between Aberdeen Drive & Reidel Road) to aid in the control of leaf miners, which are apparently damaging the trees. **(ACTION)**
 - C. ProCom has provided the Request for Proposals given to Richard Tree Service, Bartlett Tree Service, and Ed's Tree Service. Bartlett has provided their proposal for the work, while I expect the proposal from Richards no later than the meeting. Ed's Tree Service contacted me last week to inform me that they would only be able to do 1/3 of what was requested in the RFP. I thanked them for their time, and excused them from providing a bid. **(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 May's Board Package and July 21, 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 Kenneth Renning regarding his Spring Inspection deficiencies relating to the current condition of community fences in front of the neighborhood.
 2. Letter from Gene Cordes regarding the Board's response to his April 27 letter about his Spring Inspection deficiencies.
 3. Phone message from homeowner regarding 1601 Twigs Court, and her belief that they are running a pet grooming business out of their home, as well as their constant parking of their commercial vehicles in their driveway.

4. General Matters/ Miscellaneous
 - A. Birkhead Electric has repaired all exterior light on the clubhouse.
 - B. Sgt. Peterson has provided his June report.
 - C. CS Lawn has provided their May report.
 - D. ProCom has included a fax sent to CS Lawn for multiple items needing their attention.
 - E. The Spring RE-inspections are scheduled to take place the week of July 24th.

- F. The End of School Year Bash was a great success, however, the Social Committee managed to set the clubhouse alarm off three times Friday afternoon, prior to the event. The police arrived all three times. When the police arrived, no forced entry, damage, or vandalism was found, however, the door to the upstairs was found to be unlocked.

J&A Business care cleaned the clubhouse on Saturday morning, the day after the event, and found the door to the upstairs still unlocked, an the alarm not set. This cannot happen in the future. The Social Committee, just like any other homeowner renting the clubhouse, was given specific instructions regarding the alarm and entering and leaving the clubhouse.

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

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

Recording Secretary

Approved by:



Chapman Farm HOA Monthly Board Meeting July 25, 2006

06-07.1 RESOLVED THAT the Board approved the Minutes, from the previous Monthly Board Meeting that was held on May 30th, 2006, as written. Mark Collins motioned to approve the minutes and Tim Johnson seconded the motion. The motion carried. * There was no June meeting due to lack of quorum.*