

# **CHAPMAN FARM**

## **Homeowners' Association**

### **Crofton, Maryland**

THE BOARD OF DIRECTORS OF THE CHAPMAN FARM HOMEOWNERS ASSOCIATION MET AT THE CHAPMAN FARM CLUBHOUSE ON OCTOBER 24, 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 September 26, 2006 were approved as amended. Rick Gloekler motioned to approve the minutes from the previous meeting as amended and Mike Consalvi seconded the motion. The motion carried.

#### **HOMEOWNER COMMENTS**

- Homeowner commented that the new community fence looks very nice.
- A homeowner commented that the community needs more street lights. Tim said that it is a County issue, and the board has previously asked to have more lights placed on Price Road down by the pond. Scott added that the lights are BGE, but because they are all along the County Roads, the County pays the bill. He asked the County to check the spacing of the lights and the County determined that the lights are spaced evenly and correctly, according to County regulations. The County is not willing to put in extra ones, just because the community wants them. There are a lot of the lights that are blocked by the trees and CS Lawn will cut up to a certain height according to the contract, but the board has requested that the County cut the trees around some of the light poles, in order to provide better illumination. Scott said that the County has Chapman Farm on their work order list to get this done. Rick suggested that they request more wattage in the existing lights. Scott said that they could request that, but that the County may give the same response as they did to adding more lights, because it would be costly. Tim asked Scott to write a letter to the County, sighting the areas of concern, and ask them if anything can be done.
- Homeowner reported that there is an email circulating regarding recent vandalism and attempted car thefts in the community. Tim said the board will continue to have the security officers patrol different areas of the community and he asked that if anyone should see anything suspicious, to please call the police and report it.

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

- The fence replacement project is complete and a final inspection will be done by Tim and Scott.
- The top five items of the year have been accomplished. One of the items was to install fountains in the pond, but after investigating the devices and what would be required, it was determined that the ponds were too shallow for the fountains to work properly. The board plans to continue investigating this.
- The community is doing well in terms of the budget and Tim mentioned that one thing that the board really needs is to have input from the community, either on the website or at the meetings, for suggestions on the projects that residents would like the board to pursue next year. The board plans to keep traffic safety and the officer patrols as a priority next year.

## **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 September 30, 2006) is \$41,563.78.
- The cash on hand in savings is \$276,959.79.
- The total income for the month is \$263.70.
- The total expenses for the month were \$6,988.79.
- Leaving a total loss for the month of \$6,725.09.
- The total gain for the year to date is \$1,863.22.
- Mark reported that the community is currently operating at \$11,000 under budget.
- A slight increase in income due to interest income on CD's.
- Mark reported, that overall, the community is in good shape financially.
- Carrie asked what she had left for the social committee budget and Mark said that the amount is \$2,367.00.

## **COMMITTEE REPORTS**

### **Grounds Committee**

- Tim said that there is no acting grounds committee, but the tree contract was signed to have some trees in the community, replaced.

### **ACC Committee**

- There are 3 requests and they will be discussed in executive session. Tim reminded the residents to please keep a copy of their signed ACC request, for their records.

### **Traffic Committee**

- The board tabled the discussion on the speed hump placement until the February 2007 meeting.

### **Social Committee**

- Carrie held a committee meeting a couple of weeks ago and only one other person showed up for the meeting.
- The committee suggested a house decorating competition. The event would start out at the club house and then residents would be given maps of the community and they would go around and judge the homes that they think have the best lighting displays and decorations. Then, they would all meet back at the clubhouse for refreshments. Carrie asked if she could provide some sort of gift certificates for the winners. Scott suggested different categories for the judging of the lighting displays such as classic elegance division and the most wattage division.
- Carrie said there will be a Halloween Party on October 29, 2006, at 3:30pm and the signs will be going up tomorrow. There will be a scare crow making event and families that attend will be able to make their own scare crow. Carrie asked if there was a canopy that she could use for the Scare Crow making, in the event of rain. A homeowner that was present volunteered the use of her tent.

### **Website Committee**

- The website has been updated and is getting a fresh new look in hopes of obtaining more traffic on the site.

### Education Committee

- Tim explained that the board is trying to start an education committee in order to keep the community informed about what is happening with the upcoming re-districting. Two residents have volunteered to work on this committee, but they were not present at this evening's meeting. Tim explained that the committee would be in charge of attending various community meetings such as the GCC and school meetings and then to attend the Chapman Farm meetings in order to give updates of their findings.

### MANAGEMENT REPORT

Scott Davis of ProCom gave the management report.

- I. Transfer of Ownership to Date
  - A. Lloyd to Steven Phelps  
2707 Savoy Court  
05/15/06  
\$595,000
  - B. Godstrey to Daniel & Donna Policelli  
2808 Tellier Court  
06/05/06  
\$635,000
  - C. Cartus Financial Corp. to Joseph Dean & Angela Tanner Dean  
2703 Guares Court  
07/21/06  
\$639,000
  - D. Gonski to John, III & Elaine Medlin  
2811 Bargate Court  
08/07/06  
\$619,000
  
- II. Proposals/Projects
  - A. Mid Atlantic Deck and Fence has completed the fence project. A final inspection is required by the Board. **(ACTION)**
  - B. ProCom has provided the engagement letter for the Board's signature from Strauss & Associates to perform the Audit and Tax Services for the Association for the year ending December 31, 2006. **(ACTION)**
  - C. ProCom has sent CS Lawn the signed tree proposal, along with adding a few other trees needing replacement that were damaged from the storm over the Labor Day weekend that were not in the original proposal. This project should begin shortly. Please note, that there is a one year, one time replacement warranty on any plantings performed by CS Lawn.
  - D. ProCom has followed up with CS Lawn on a few other items asked of them within the past two months. An answer is expected shortly regarding each individual matter.
  - E. ProCom is awaiting a response from Apple Signs regarding possible solutions to the cracking problems on the two entrance signs, especially the Pearl Ave entrance sign.
  - F. ProCom has provided a proposal from Eastern Fire Protection for the quarterly inspection of the clubhouse sprinkler system. **(ACTION)**
  - G. ProCom has provided the pictures and opinion on what needs to be tended to in a work order regarding the entrances/porch of the clubhouse. Please review and provide input. **(ACTION)**
  - H. ProCom is awaiting bids for the resurfacing and restriping of the tennis courts.

III. Correspondence

- A. ProCom has provided copies of all incoming and outgoing homeowner correspondence that was received and sent between the delivery date of September's Board Package and October 20, 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 Board **ACTION**:
  - 1. Letter from Herman & Bonita Hunter responding to the Board's recently sent letter regarding the wire mesh attached to their fence
  - 2. E-Mail from Carrie Scheidt (Social Committee Chair) regarding the possibility of having a Christmas Light contest
  - 3. Phone message from Lisa Larcher regarding recent problems with kids in her cul-de-sac. She has notified Sgt. Peterson, and he is working on the matter, however, she requested that something maybe be put in the next newsletter.

IV. General Matters/Miscellaneous

- A. Sgt. Peterson has provided his September report.
- B. Don Wilson is back out in the community, and has been informed to provide a detailed monthly report with the dates and times he is in the community, as well as any actions taken (warnings, tickets, etc.) while on patrol.
- C. Fine Hearing matters are being tended to as necessary.
- D. There are two T-Bills that are maturing shortly. Please advise as to whether or not to reinvest the Bills, and if so, for what term. **(ACTION)**
- E. Nestor Flores has been contacted regarding the No Parking signs along Riedel. He expects them to be in within the next two to three weeks. ProCom has also requested info regarding bike lanes, or at least white lines on the sides of the main thoroughfares in the community. A response is expected shortly.
- F. Catalogs have been dropped off at Tim's house for his browsing regarding the possible installation of new picnic tables and benches in the tot-lot common area.
- G. ProCom is continuing to get in contact with Dick Hewlett, the Supervisor of Central District Road Operations. He handles the trees between the sidewalk and County roads. **(DISCUSSION)**

V. Executive Session

(See Executive Session)

VI. 2006 Meeting Schedule

- A. October 24, 2006
- B. November 28, 2006
- C. No December Meeting

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

## OLD BUSINESS

- Tim has some examples of picnic tables for placement around the clubhouse that he will have placed on the website for community input.
- The board also discussed the addition of a gazebo or a pavilion near the clubhouse and they welcome feedback on either of these items. These will also be placed on the website.
- Tennis courts will need to eventually be resurfaced. This item will be discussed and a determination will be made in the spring.
- Tim asked if Scott had obtained proposals for the touch up painting of the clubhouse. Scott wanted the board to review the items that he listed, to make sure that they were in agreement, before he asked for proposals. The board asked Scott to obtain a cost proposal from the handyman. Tim mentioned that Scott did a good job in identifying the areas that needed touch up, thru his labeled diagrams.
- Tim reported that the fire inspection of the clubhouse usually runs about \$780.00 a year and the inspections are done quarterly.

## NEW BUSINESS

- Homeowner asked what the process is for getting new board members. Scott explained that there is an annual meeting in January and generally, there is no quorum for that meeting and then the meeting takes place in February. There are 5 board positions and each term is 3 years. Currently, there is one position that is open. An annual notice will go out prior to the meeting and it will state how many positions are going to be open, as well as a nomination and proxy form in case a homeowner would like to nominate someone or will not be able to attend the meeting.
- The board encourages participation and appreciates constructive comments. They will not, however, accept anonymous letters. The board will follow up on any issues that are brought to their attention by named sources, on issues that have to do with covenants or infractions and even fine hearings.
- The board recommends homeowners visit the community website and review the guidelines for commercial vehicles.
- A homeowner expressed an interest in serving on the ACC committee. Tim explained that 3 people are needed in order to have an ACC committee. The ACC committee is responsible for obtaining the requests and making sure that they have the appropriate signatures of their neighbors, a plot layout and determining that they meet all of the covenants. In addition, they would need to provide a recommendation as to why they are approving or denying a request, to the board, for their final determination.
- ProCom recommends that the board have a reserve study update done, in lieu of the new fence. The life expectancy of the fence as well as the playground has been extended due to the recent additions. The board directed Scott to ask the company that did the study, to provide them with a cost for an updated study.

Being no further business to come before the board, the meeting was adjourned at 7:45pm 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: \_\_\_\_\_