

Hearthstone of Ellicott Mills Condominium Association Board Meeting Minutes

16 March 2020 at 7:00PM (via Conference Call)

Attendees:

Bill Robinson	Cheryl Blanco	Stephanie Marra
Joe Strassner	John Sheehy (FREM)	Shiva Saberi

Call to Order

The meeting was called to order at 7:00 PM.

Note - the conference call format, arranged by Shiva, was in response to the coronavirus threat. Bill and Cheryl were at the community cub house to accommodate any residents who wished to attend the previously scheduled meeting. All parties could hear and be heard during the meeting.

A motion was made by Cheryl Blanco to approve the minutes from the 21 January 2020 meeting. *All were in favor.*

Old Business

- Documents required for February Community Meeting were mailed to residents.
- November minutes were mailed to FREM immediately to facilitate banking signature changes.
- Contract for remediation of Storm Water Management Area (SWMA) issues, required by the county, was awarded to CGM. The reeds have been removed. Additional repairs will be performed in the spring.
- A Resident issue, regarding (dry) stain on bedroom ceiling: Repairs were begun by AMG and completed by Robert Johnson after discrepancies were noted in AMG invoices.
- The board will remind residents not to ask vendor personnel to do things in an ad-hoc manner.
- We have information on a modestly priced on-line seminar that offers training for HOA Board members. Bill will send link to board members. John will check to see if such information is available from FREM.
- The issue of the number of cars per house will be placed on the board agenda later in the year.
- The Fire Department opens our gate periodically as part of their training exercises. On occasion, they have left the gate such that we can't unlock it. If

this happens, contact Lt. Shilling (FD Station 2) on 410.313.2602, Board President and Vice President have key.

- Fried & Beares completed our 2018 financial report on 24th February. The Report is filed in the Clubhouse HOA file cabinet. John will send an electronic copy to Joe.
- Comcast dug up several front yards on ESC (near the cul-de-sac) to run Fiber Optic cable. No permanent damage to yards.
- A floral arrangement was sent to the funeral home (in memory of Don Conelius) on behalf of the HOA.
- HoCo Dept. of Utilities performed a high-pressure check of our sewer system, no issues.
- A gutter/downspout at 4928 WG was unclogged. The two dead pines on the Frederick's property in the area of 4928 WG have been removed.
- Joe confirmed that FREM will transfer money allocated for reserve savings from the general account to the reserve account monthly.
- The Board voted to employ Strauss and Associates to perform our 2019 audit and tax returns. Joe confirmed he signed the letter of engagement with Strauss for the community.
- Joe Strassner and Liz Robson (FREM) are the joint custodians of the First Internet Bank CDs.
- Volunteering – An email, sent in February, explained the negative consequences to our Community if we don't get sufficient volunteers to serve on the board.
- The February Community Meeting and Board Election was held 25th February 2020. Three Board positions were filled. Congratulations to Cheryl Blanco, Stephanie Marra, and Shiva Saberi.

Financial Report

- Treasurer: Joe picked up a copy of the financial spreadsheets today (3/16/20) and reviewed them. All seem to be in good order without any discrepancies.

Committee Reports

- Social Report:

The March 15th Pizza party was cancelled due to the coronavirus.

Bill will send out an email to the community that “In response to corona virus crisis, the board has decided to stop all activities in the community clubhouse until further notice.”

- Architectural:

No requests.

- Landscaping:

Four Leyland Cypress Trees behind 4905 – 4907 Evening Sky have been removed, their stumps ground below grade level, and the area and covered with dirt. The area will be seeded later this spring.

New Business

- Review of Community Landscaping:

Cheryl will send an email to community with suggested dates to join her for the Spring community landscape review.

- Replacement of removed plantings.
- Remove or top the pine trees on East side of Evening Sky Court

- Maintenance of popup drains:

- Mary Strassner, Stephenie Marra and Rich Shagogue cleaned them again. There are 38 of them; if a vendor cleans them, the cost will come under the gutter, downspout and drainage pipe maintenance. Details of how it is going to be done needs further discussion.

- The roof at 4918 WG was damaged in the windstorm on night of March 3-4. John contacted RoofPro to assess the damage and contract with them to repair it. They discovered a few cap shingles missing from the ridge line and an unknown gully in the roof

- Items Discussed Pending Action:

- Repair of the cracked sidewalk by mailboxes.
- Repair of failed sidewalk to curb calking.
- Mailboxes Refurbishment.
- Pilera website for community information: John will be the contact person for expanding the community use of this software.
- Establish petty cash fund: John suggested using a debit card.
- Prepaid Legal Services: John explained the community has an Attorney contact for answers to legal questions. Complexity of the question will determine if additional payment is required.

- An Action item for next board meeting will be the community insurance policy renewal due by May 15, 2020. John will contact the company to find out about any premium changes.

Next HOA Board Meeting: 20 April 2020 at 7:00 PM (Conference Call)