

Hearthstone of Ellicott Mills Condominium Association Board Meeting Minutes

20 July 2020 at 7:00PM (via Conference Call)

Attendees:

Bill Robinson	Cheryl Blanco	Joe Strassner
Stephenie Marra	Shiva Saberi	Gerri Sallee

Call to Order:

The meeting was called to order at 7:25 PM.

This meeting is being conducted via Zoom video conferencing due to the ongoing Coronavirus Pandemic. All community members were invited to this meeting and were provided with the conference call link. Due to a technical difficulty, the conference call link had to be changed at the last minute. Members who had notified the secretary they wished to attend were notified by email and/or phone of the change.

Approval of Minutes:

Bill Robinson asked for a motion to approve the minutes from the 18 May 2020 meeting. Joe Strassner made the motion which was seconded by Stephenie Marra. All were in favor.

Community Updates During Pandemic:

- The Clubhouse can be used if the social distancing protocols and capacity limits are followed.
- Follow state guidelines in the common areas. Unofficial social gatherings are on Wednesdays and Saturdays in cul-de-sac at the end of Evening Sky.

Reports:

- Treasure's Report:
 - The treasurer reviewed the financial statements from FREM, and they are in good order. The over budget items are for the purchase of a file cabinet installed in the clubhouse, federal taxes, and miscellaneous items such a flower arrangement.
 - Effective 6/11/20, Mutual of Omaha was acquired by CIT Bank.
- Architectural Committee:
 - An architectural request to convert the existing deck at 4907 Evening Sky Ct. to a covered porch was approved.
- Landscape Committee:

- See “Landscape” under New Business section.
- Social Committee:
 - No Board sponsored social activities until the COVID-19 pandemic restrictions are removed.
- Manager’s Report
 - John Sheehy, FREM, was unable to participate in the call due to the last-minute change in the conference call link.

Old Business:

- Maintenance
 - Pressure wash and paint unit foundations – We have received quotes for pressure washing and painting building foundation walls. The bids are from \$3,000-\$20,000 for the community. Another round of bids will be requested specifying only the poured concrete foundations walls on the end units.
 - The following maintenance items have been completed:
 1. The mailboxes have been painted a light gray.
 2. Cracked and uneven sidewalk section have been replaced or ground down.
 3. The failed curb-to-sidewalk caulking on the East side of Evening Sky Court, and both sides of Water Grove Lane has been replaced.
 - Maintenance of popup drains – Stephenie Marra has conducted a survey of the sump pump and gutter downspout pop-up drains. Stephanie and Mary Strassner have been cleaning them as a courtesy. The LeafFilter Gutter Guards, installed last year at homes on the East side of Evening Sky, have helped to keep the rear gutters, downspouts, and pop-up drains clear. The front gutters, downspouts, and pop-up drains of some Evening Sky homes are still packed with pine needles.

The decision to contract out work to maintain gutters, downspouts and pop-ups and is being evaluated as a budget item.
 - The clubhouse HVAC needs to be checked.
 - 4910 Water Grove Lane - The window leak is a caulking problem in the palladium window. Since caulking is the resident’s responsibility, Ms. Sallee will have the window repaired. She requested that owner responsibility be noted in the Board minutes to alert other owners of their responsibility.
- Landscape
 - Stormwater Management – Work continues with the remediation effort to the Storm Water pond. Under a contract with Columbia Grounds

Management (CGM), the site was treated for extensive phragmite growth in the forebay section. The basin section was repaired with new matting. Unfortunately, damage from heavy rains immediately after the installation of the new mat will require additional repairs by CGM. Additional treatments will occur this fall.

- Leyland Cypress removal repairs – A contract was signed with CGM to repair the areas with sod and/or grass behind some Evening Sky Court homes where trees were removed. This work will be done once the porch construction at 4907ES is completed.
- General Issues:
 - Community Website – <https://ellicottmillshoa.jimdofree.com>. The board will update the following:
 - Insurance Policy to Year 2020-2021
 - Architectural Instruction Guidelines
 - Address List: An email will be sent to residents requesting current contact information. Contact information will be posted to the community site only with permission from the homeowner.
 - Late fees – Due to the COVID-19 pandemic, the board had agreed to waive late fees through July 2020. Cheryl moved to extend the waiver until October 31, 2020. The motion passed unanimously.
 - Conversation with Board Attorney – The community’s attorney is Susan Rappaport with the firm of Davis, Rappaport, and Skalny. Bill spoke with Ms. Rapaport about several topics and presented the following for discussion:
 - Responsibility for sump pump drainage: Owner’s responsibility unless it discharges into pipe shared with multiple units. That common pipe is a community responsibility
 - Foundation walls that are poured concrete: Community responsibility
 - Foundation slabs and footers: Owner’s responsibility
 - Documentation retention: A Document Retention Policy should be developed. Discuss with FREM the procedure for document disposal after expiration of the retention period.
 - Community Name: Our community name is Hearthstone **of** Ellicott Mills Inc incorporated in 2003. The community behind us is Hearthstone **at** Ellicott Mills incorporated in 2008. Our property manager, First Real Estate Management (FREM), refers to us as

EM1, and the community behind us as EM2 in informal correspondence.

- Financial information: The information posted on the community web site should not include individual payment information.

New Business:

- Maintenance
 - Gutter Maintenance:
 - Gutters will need to be cleaned later this year; the board will request bids from contractors.
 - The board will consider the installation of additional LeafFilter Gutter Guards . Some community members have already installed these filters and there are mixed reviews for them.
 - Dryer Vent – Steve Rhodeside asked if the community had any plans to suggest a company to clean dryer vents at owner expense. Some bids have been obtained, but no company has been recommended.
- Landscape
 - EM2 has requested trees on Grove Angle Road be trimmed where branches are scraping cars. Cheryl will consult with CGM to see if this can be done under our current contract.
 - There is approximately \$4,488 remaining in the landscape projects' budget. The Landscape Committee has identified several landscaping issues including removals and associated expenses for replacement that may be completed this year based on available budget. The board will discuss and determine actions as appropriate and as the budget allows.
 - Cheryl will schedule a meeting of the Landscape Committee before the next board meeting to help prioritize the work before September.
- General Issues
 - Items for the Board to address this fall:
 - Snow Removal Contract in October.
 - Prepare 2021 budget for November presentation to the Community
 - Candidate search for Board position in 2021

Adjourn

- Next HOA Board Meeting
 - August 17, 2020 at 7:00 PM. The location and format TBD.
- Bill Robinson asked for a motion to Adjourn at 9:20 PM. Joe Strassner made the motion which was seconded. All were in favor.