

# Hearthstone of Ellicott Mills Condominium Association Board Meeting Minutes

21 September 2020 at 7:00PM (via Conference Call)

## Attendees:

Bill Robinson	Cheryl Blanco	Joe Strassner	Shiva Saberi
Stephanie Marra	John Sheehy	Tony Marra	John DuVall
Lorraine Johnson	Dan and Mary Beth Gerlowski		

## Call to Order:

The meeting was called to order at 7:01 PM.

This meeting was conducted via Zoom video conferencing due to the ongoing Coronavirus Pandemic. All community members were invited to this meeting and provided with the conference call link. The Board Secretary recorded this meeting for transcription purposes. This recording will be deleted after the minutes are approved. Other recordings are not allowed.

## Approval of Minutes:

Bill Robinson asked for a motion to approve the minutes from the 17 August 2020 meeting. Cheryl Blanco made the motion which was seconded by Joe Strassner. All were in favor.

## Pandemic Update:

- The Clubhouse is still closed pending resolution of an issue raised by Nationwide Insurance. More details under New Business.
- We continue to follow state/county social distancing guidelines in the common areas.

## Reports:

- Treasurer's Report:
  - The treasurer reviewed the financial statements from FREM for the month of August, and they are in good order. Over-budget areas continue to be in the categories of landscape, club house, federal and state taxes, and maintenance. Monthly accounting summary reports are available to association members upon request and on the community website.
  - Cheryl Blanco moved to approve the report and Stephanie Marra second it. All were in favor.
- Architectural Committee:

- The board approved the request for 4916 Evening Sky Court (ESC) to add a side/vent window in the master bathroom.
- Landscape Committee:
  - Cheryl Blanco has sent out the August Landscape Committee report to the community and was available to answer any questions.
- Social Committee:
  - No Board-sponsored social activities will be held until COVID-19 pandemic restrictions are removed.
- Manager's Report
  - John Sheehy has been working to obtain proposals for power washing, painting of selected structure foundations, and installation of new or replacement of the existing failed gutter covers. He has received only one proposal which he has shared with the board for review.
  - John has requested additional bids for tree removal.

**Old Business:**

- Maintenance
  - See Manager's report above.
  - Work to maintain pop-up drains continues. The issue of repair and annual cleanout ownership is still being looked at.
  - Fall maintenance of HVAC for Club House is scheduled for September 30<sup>th</sup>.
  - An issue with water accumulation behind 4909 and 4911 Evening Sky is under review.
- Landscape
  - The landscape repair behind 4903-4909 ESC where Leyland Cypress trees were removed was postponed due to construction at 4907. CGM expects to complete the lawn repair work by the end of September.
  - Bill had been contacted by EM2 about tree trimming along the pathway on the road between the two communities (Grove Angle Road). There was a meeting to discuss the work and there will be further discussion on this item.
  - Storm Water Area (SWA) remediation is still on hold until later in September.
  - As indicated in the Manager's report, we have requested quotes for removal of 5 dead trees and only one has come in.

- General Issues:
  - Community Website
    - Jack Kenner has started the updates to the site; a copy of the insurance certificate for the current year and new insurance company contact information are posted for community members' access and review.
    - Updated Architectural Guidelines are on the website. The only change to the guidelines was the management company's name.
    - Jack will update the community directory after residents review their contact information prior to posting.
  - COVID-19 Pandemic
    - The updated document on use of the Club House and the Board's responsibility with respect to COVID-19 is currently being reviewed by our lawyer.
  - Fall Tasks
    - The search for Board candidates gets underway during the Fall so to have a selection for next February's elections.

**New Business:**

- Maintenance
  - We have requested quotes for removal of exterior mold on some units' sidings and foundations as part of the request for a quote to paint certain foundations. Cheryl and Stephenie visually surveyed each unit to identify which need this work. We have received one quote.
- Landscape
  - EM1/EM2 Common Area – Presidents and Landscape Committee chairs from EM1 and EM2 will discuss a collaborative effort to clean up part of the shared area between the communities on Grove Angle Road and north along the SWA. We do not anticipate a major cost commitment. EM2 requested a quote from CGM for this work.
  - See Old Business for SWA, Leyland Cypress trees, and tree removal.
  - Landscape Contract with CGM – Cheryl has shared a copy of the 2020 contract with board members for review during budget discussions.
  - Cheryl will be reaching out to the Landscape Committee to schedule the Fall Walk Around.
- General Issues
  - The Board discussed purchasing a Zoom annual membership as the COVID-19 pandemic continues into 2021 and prevents in-person community gatherings. This annual membership costs about \$160. It

provides long-running sessions for up to 150 participants and simple phone connectivity for participants. Joe Strassner moved to purchase a Zoom annual membership, and Cheryl Blanco seconded it. All were in favor.

- The Fall Community Meeting will be held on November 21 at 1:00 PM via Zoom.

## **Adjourn**

- Next HOA Board Meeting
  - October 19, 2020 at 7:00 PM by Zoom Conference
- Bill Robinson asked for a motion to adjourn. Joe Strassner made the motion which was seconded. All were in favor, and the meeting was adjourned at 8:35 PM.