

Hearthstone of Ellicott Mills Condominium Association Board Meeting Minutes

19 October 2020 at 7:00PM (Video Conference)

Attendees:

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

Call to Order

The meeting was called to order at 7:04 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. The Board Secretary can record this meeting for transcription purposes. This recording will be deleted after the minutes are approved. Other recordings are not allowed.

The meeting agenda and presentation for today is in a new format to enable better item tracking and documentation. It presents the content in a hierarchical table format. The agenda detail will be updated with the meeting discussion detail to produce the final meeting minutes. Also, a more detailed version of the meeting content and report may be used by the Board for detailed record keeping, operations, proposal requests, and contracts.

Approval of Minutes

Bill Robinson asked for a motion to approve the minutes from the 21 September 2020 meeting. Cheryl Blanco made the motion which was seconded by Stephenie Marra. All were in favor.

Reports

The Treasurer's, Architectural, Social, Manager, and Landscape Reports are combined with the Old and New Business categories and presented in a table format.

Table 1: Financial

Old / New Business	Item	Description / Status
Old	Current Financial	The treasurer reviewed the financial statements from FREM for the month of September, and they are in good order. Over budget areas continue to be in the categories

		of landscaping contract, club house, Federal and State taxes, maintenance, and miscellaneous for Don's funeral. Monthly accounting summary reports are available to association members upon request.
New	Proposed 2021 Budget	Proposed 2021 Budget has been sent to the Community for comments/questions prior to the November 21st meeting.

Table 2: Architectural

Old / New Business	Item	Description / Status
Old	None	None
New	4915ES Deck	An architectural request to rebuild the deck at 4915 Evening Sky was approved by the board.

Table 3: Social

Old / New Business	Item	Description / Status
None	None	No Board sponsored social activities until COVID-19 pandemic restrictions are removed

Table 4: Manager

Old / New Business	Item	Description / Status
Old	FREM report	John Sheehy has obtained all the proposals that board had requested.
New	None	None

Table 5: Landscape

Old / New Business	Item	Description / Status
Old	Landscape Budget	The status of budget line items for the 2020-2021 Landscape Projects and the Landscape Contract was updated and reviewed with the Board in preparation for work on the 2021 budget. The project budget will be reduced by \$100, from \$9,100 to \$9,000. The Landscape Contract with Columbia Ground Management (CGM) requires a 1% annual increase.
Old	Exterior Mold	This item is moved to the Maintenance category.
Old	Residents' Concerns	Cheryl has been trying to develop a better tracking mechanism for the calls and emails that she gets from the residents to make sure that the responses are timely and meet the residents needs much as possible. Several items have come up over the last few months and will cover

		<p>items through September as old issues.</p> <ol style="list-style-type: none"> 1. <i>4909 and 4911 moist backyard</i> – The residents have concern about the moist ground in the backyard and have asked whether a hard pipe might be the solution. Cheryl and Bill have checked out the areas and drainages around them and have communicated the response to the residents. We did not find any leaks or runoff from the water. It appears that these locations do not get much sun and with excessive rain it gets very moist and muddy. The surrounding residents with build patio have raised the soil/ground level and have no issues. Additional soil can be added to the problem areas to raise the ground level, but it needs to be looked later depending on the owner’s plans for the backyards. 2. <i>Dying Shrubs</i> – Some of the Sky Pointers that were planted last spring, are doing well. We have discussed this with CGM, and the plan is to replace them in this fall, but we need to decide on the best plant that can thrive in those areas. Also, the shrubs outside of 4902 have been treated for lace bugs once in the summer and again in early September but they appear to be dying. CGM has inspected them and believe they are health but will be evaluating this again in Spring. 3. <i>Tent Caterpillars</i> – CMG plans to cut those out as the best way to treat them. All needed tree trimming will be completed in October.
Old	Leyland Cypress	The removal of four trees was completed early this year and the lawn repair was awaiting the unit owner deck constructions. CGM can now proceed with the repair after the heavy rain stops, and weather is cooler.
Old	Storm Water Area	The final phase of that work is planned for the week of October 26. The Board also wants CGM to verify that the branch pipe out of the settlement basin is cleared as part of the final phase to satisfy the county's letter and believe that this is covered under the current contract but needs to be confirmed.
Old	EM1 And EM2 Joint Landscape Work	This started in August and it is regarded as a potential joint project with EM2 for maintenance of the joint communities along Grove Angle Road. Bill and Cheryl met with EM2’s President and Landscape Committee chair to discuss the work over the next couple of years; no decisions have been made.
Old and New	New Concerns	1. The 4933 Water Grove Lane has reported that when Gold Star contractor was fixing the gutters at the 4939 Water Grove Lane, their truck has created multiple problems that include holes and ruts and run over the pop-up that needs to be restored. John Sheehy will

		<p>contact Gold Star to have them return and fix the problem.</p> <p>2. The Landscape committee will be looking at planting some shrubs next to the foundation on the side of the 4933 Water Grove Lane to cover and better protect the foundation.</p>
New	New Bids	The outstanding item for the landscape committee is the removal of the five trees in the community. Requested proposals were obtained by John Sheehy and sent to the Board for selection. The contract was awarded to Kushner Tree Service. The trees are scheduled to be removed by December 1.

Table 6: Maintenance

Old / New Business	Item	Description / Status
Old	Exterior Mold	Cheryl and Stephenie surveyed all homes for exterior mold on the sidings and foundations. The findings were submitted to the Board to be incorporated into the foundation cleaning and painting RFQ.
Old	Foundation, Mold, and Gutter Maintenance	<p>The Board made the decision to award a contract to the Atlantic Management Group for \$6380 to paint select foundations and remove mold from the siding identified in the survey above. In addition to the above, they will also install gutter covers on the rear gutters at 4926, 4928, and 4930 on Water Grove Lane. The covers will also be installed on the front gutters at 4924 Evening Sky Court. We will find out next week what the installation schedule would be.</p> <p>Joe Strassner made a motion to approve the contract award and was second by Cheryl Blanco. The motion was approved.</p>
Old	Pop-up Drains	The Board has not yet considered plans continuing Pop-up drain cleaning.
Old	Club House	The clubhouse Fall maintenance for the HVAC system has been completed by No Frost.
Old	4909 and 4911 Evening Sky Backyard Water Level	Please see the Landscape report above for detail.

Table 7: General Issues

Old / New Business	Item	Description / Status
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Old	Website	The webmaster has updated the site with some of the documents.
Old	Resident Information	The Board will send out an email to all residents requesting contact information (e.g., full name, home number, cell number, email) that they wish to have posted in a Community Directory.
Old	Fall Community Meeting	The Fall Community meeting is scheduled for November 21st which is a Saturday at 1:00 P.M. The agenda and the budget will be e-mailed within the next two weeks to all residents for attending this important meeting. The meeting will be conducted on-line via Zoom.
Old	Zoom	The Community has purchased an annual membership for Zoom to conduct the Board and Community meetings virtually during the COVID-19 Pandemic period. This membership allows unlimited meetings without any time limit. It also allows participants to call in with a simple (non-smart) phone.
Old	Covid-19 Pandemic	The community clubhouse is closed to non-residents. The Board is working to prepare waver form to be signed by the residents if they plan to use the clubhouse. More information will be communicated when the form is ready for distribution.
Old	Fall Tasks	The Board will an email to the community next month requesting residents to volunteer serve on the board in 2021 .
New	Noise	Some residents have real concerns with the noise from the HOCO Brew Hive. A survey will be conducted to collect residents' input on this issue. The Board will follow-up on this issue based collected input.

Open Forum

This section provides an opportunity for non-Board attendees to ask questions, express opinions, or bring attention to subjects for future Board consideration.

Table 8: Open Forum

Old / New Business	Item	Description / Status
None	None	None

Motions

The following table provides a list of the motions made during this community meeting.

Table 9: Motions

Motion	Person Called Motion	Person Second Motion	Status
1. Approve September Board meeting minutes	Cheryl Blanco	Stephenie Marra	Approved; all in favor
2. Approve the contract to AMG for Foundation, Mold, Maintenance, and gutter cover installation.	Joe Strassner	Cheryl Blanco	Approved; all in favor

Adjourn

- Next HOA Board Meeting
 - November 16, 2020 at 7:00 P.M. by Zoom Conference
- Fall Community Meeting
 - November 21 at 1:00 P.M. by Zoom Conference
- Motion to Adjourn
 - Joe Strassner made the motion to adjourn and seconded by Shiva Saberi. All were in favor. The meeting was adjourned at 8:29PM.