

Hearthstone of Ellicott Mills Condominium Association Board Meeting Minutes

16 November 2020 at 7:00PM (Video Conference)

Attendees:

Bill Robinson Cheryl Blanco Joe Strassner
Stephenie Marra John Sheehy Shiva Saberi

Call to Order

The meeting was called to order at 7:08 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.

Approval of Minutes

Bill Robinson asked for a motion to approve the minutes from the 19 October 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 tables below.

Table 1: Financial

Old / New / Report	Item	Description / Status
Report	Current Financial	The treasurer reviewed the financial statements from FREM for the month of October, 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, Monthly accounting summary reports are available to association members upon request.
Old	Proposed 2021 Budget	FREM mailed the proposed 2021 Budget to the Community for comments/questions prior to this Board meeting.

Table 2: Architectural

Old / New / Report	Item	Description / Status
None	None	None

Table 3: Social

Old / New / Report	Item	Description / Status
Report	None	No Board-sponsored social activities until COVID-19 pandemic restrictions are removed. A waiver will be sent to residents; it must be signed and submitted to the Board for approval before any community member may use the Club House.

Table 4: Manager

Old / New / Report	Item	Description / Status
Report	FREM	FREM has no items to report this month.

Table 5: Landscape

Old / New / Report	Item	Description / Status
Report	Landscape Budget	The landscape budget discussion was covered in the October report. The current remaining landscape budget for 2020 is about \$500.
Report	Fall Walk Around	Several Landscape Committee members and Brian DeVan conducted the Fall Walk Around on October 23. The community looks good. A few minor items were identified that need to be completed.
Report	Landscape Committee meeting	The Committee met on November 5 th via Zoom to discuss findings from the Fall Walk Around. The Committee's report will be distributed for the November 21 Community Fall meeting.
Report	Insect Spraying	The Committee is developing a new protocol to track insect spraying to avoid over spraying or duplicate jobs.
Report	Short-term Landscape Plan	The Landscape Committee is considering a 3-to-5-year landscape plan with suggestions for work to be performed annually (e.g., storm water area maintenance, tree removal policy/plan, tree, and bush maintenance).
Old	Residents' Concerns	<i>Tree treatment for bag bugs</i> – This work is scheduled for completion in November.
Old	Leyland Cypress	CGM reseeded the area where four Leyland Cypress trees were removed; the repair is completed.
Old	Storm Water	Work completion was scheduled for November; however,

Old / New / Report	Item	Description / Status
	Area (SWA)	nothing can be done while there is water in the pond.
Old	EM1 / EM2	There is no new update for this item.
Old	Trees	Four bids were received for removal of 5 dead/dying trees in the community. Kirchner Tree Service was awarded the contract to complete this work by December 1. A dying Red Bud at 4905 ESC was added to the work plan, and six trees were removed. The remaining stump from the Red Bud was also removed.
Old	Lawn repair	Gold Star repaired the lawn damage behind 4933-4939 WGL that they inadvertently created when performing their contracted work.
New	Landscape Change Request	The Board received and approved a request to move a rose bush from 4916 WGL to 4908 ESC. CGM will complete this in November.
New	Lawn Pesticide	Cheryl asked CGM to let her know before applying lawn pesticide in the spring so she can notify the community.
New	Tree Trimming Needs	Via email, Cheryl asked the community to identify any tree trimming needs. She joined Brian DeVan to point out two tree trimming requests from residents.

Table 6: Maintenance

Old / New / Report	Item	Description / Status
Old	Foundation Painting, Mold Removal and Gutter Covers	AMG completed most of the work on the contract awarded. A supplementary contract was awarded to take care of a few items that were missed on the original work list.
Old	Pop-up Drains	The discussion continued for the pop-up maintenance and how to proceed with a unified policy/guideline for pop-up cleaning and maintenance. Like the focused function of the Landscape Committee, the Board discussed forming a maintenance committee or a group to advise the Board on future maintenance work. Cheryl Blanco made a motion to explore the need to form such a group; it was seconded by Joe Strassner. Bill will send out an email for volunteers to help with this new committee.

Table 7: General Issues

Old / New / Report	Item	Description / Status
Old	Website	Bill updated the Board on changes made to the website.
Old	Resident	Stephanie Marra emailed residents regarding their

	Information	contact information and what can be posted on the Community Directory. She completed the data collection and prepared the listing for website posting. She also placed an authorization form in the Club House for residents' use in making changes.
Old	Fall Community Meeting	The Fall Community meeting is scheduled for November 21st at 1:00 P.M. The agenda and the budget will be e-mailed to all residents. The meeting will be conducted on-line via Zoom.
Old	Covid-19 Pandemic	The community Club House is still closed to non-residents. Plans to reopen the Club House for residents were delayed due to a spike in COVID-19 cases. The Board will provide a COVID-19 waiver form, to be signed by residents planning to use the clubhouse after it is reopened.
Old	Fall Tasks	<ol style="list-style-type: none"> 1. We are not planning to do community-wide gutter cleaning this fall; only problem areas will be fixed. 2. The Board will email a request form, as part of the package for the Fall community meeting, requesting residents to volunteer to serve on the Board in 2021. 3. The snow removal contract has been reviewed by the Board. Stephenie moved to approve the contract and Joe Strassner seconded it. All were in favor.
New	Brew Hive Music	Outdoor concerts are finished for this year.

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 / Report	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. October Board meeting minutes	Cheryl Blanco	Stephenie Marra	Approved unanimously
2. Exploring the need to form a Maintenance Committee	Cheryl Blanco	Joe Strassner	Approved unanimously
3. Columbia Grounds Management snow contract for 2020-2021	Stephenie Marra	Joe Strassner	Approved unanimously
4. Adjournment	Cheryl Blanco	Joe Strassner	Approved unanimously

Adjourn

- There will be no December Board meeting.
- Next HOA Board Meeting
 - January 18, 2021 at 7:00 P.M. by Zoom Conference
- Community Annual Meeting
 - February 23 at 7:00 P.M. by Zoom Conference
- Motion to Adjourn.
 - Joe Strassner moved to adjourn; it was seconded by Shiva Saberi. All were in favor. The meeting was adjourned at 8:29PM.