

## **Hearthstone of Ellicott Mills Condominium Association**

### **HOA Meeting Minutes**

**March 15, 2023**

#### **Call to Order**

The meeting was called to order by President Sue McDorman

This meeting is being conducted at the Club House and via Zoom video conferencing for those members who cannot attend in person. All community members were invited to this meeting and were provided with the sign in information for the Zoom meeting. The Board Secretary records this meeting for transcription purposes. This recording will be deleted after the minutes are approved. Other recordings are not allowed.

#### **Attendance:**

Sue McDorman

Rick Rosen

**John Sheehy**

**Shesh Shastry**

**John DuVall**

**Kevin Walls**

\*Meeting was brought to order by Sue and a poll was taken to see if anyone was online for the meeting. New members were welcomed and briefly discussed positions and the requirements of the board positions.

\*Sue informed the board of her correct email address and said she has a Gmail account and not Hotmail

\*Sue also informed me about the transfer of parking stickers, club house key and a community listing for secretarial purposes

\*Rich reviewed financial reports and stated all funds were in good shape with an emphasis on the snow removal money which was hardly touched. Budget was \$12,000 and only \$248 was used.

\*Rich also stated the HOA Master Condo Insurance policy expires May 15<sup>th</sup> and even though Brethren Mutual has been used the past 3 years bids will be solicited from other companies. Insurance binder # is posted on the website.

\*Rich suggested the Board obtain a preloaded debit card from FREM to be used for small and emergency purchases. Records would be kept by Treasurer who will approve all purchases except those needed to be approved by the President or Vice President.

\*The community cash fund has \$10

John spoke about keeping hard copies of specific records. This was in response to all the file cabinets being full. It was stated that minutes and insurance policies must be kept as hard copies. Tax records are required to be kept for 7 years.

\*Shesh met with several community members about the formation of a community group. The books must be boxed up in preparation for the clubhouse painting.

\*Shesh also expressed concern over having a general contractor hire painters for our upcoming projects. The community could possibly save money by hiring painters directly.

\*Shesh expressed concern about contractor allocating 2 days to paint clubhouse which could lead to a cost overrun if more than 2 days are used. It was suggested that just fixed price quotes should be requested.

\*Rich stated painting companies were not given an old SOW (Statement of Work) before bidding

\*S & J Painting will do clubhouse painting and Bob Tull will clean carpet in clubhouse. John will get a 2-day commitment from S & J instead of a 2 day estimate

\*John is getting 10 homes power washed because of mold 4900, 4912, 4916, 4918, 4920, 4928, 4930,4933,4935 Water Grove Lane and 4926 Evening Sky. John will contact HMS Power washing to get quote. John also noted that owners can possibly pay extra to get decks power washed at the same time.

\* John has received 3 bids from companies to paint 35 doors, 24 Bay windows (bump outs), six 2 car garages and 29 single garages.

\*These projects can come out of reserve money or operational monies

\*Decisions on door painting project will be made next month after confirmation on a couple of issues regarding weather effects and if trim and door can be painted at same time.

\*Sue suggested a backup webmaster

\*Diseased trees on Water Grove will be removed when the weather improves

\*Suggestion was made to adopt a dollar amount to require 3 bids on major contracts as part of the community bylaws.