

Hearthstone of Ellicott Mills Condominium Association

HOA Meeting Minutes

June 21, 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.

*Introductions were made to Ellen by the board.

*Board approved HOA May24th Minutes

*Shesh Shastry inquired about gutter guards for his home because of a blockage. The board discussed and Rick explained the reason why some residences had guards and others did not. John DuVall will check with contractor about possibly doing a visual inspection of the community.

***Rich Rosen Treasurers report**

Rich reported the Budget and Expenses are on track for the year:

Operating Funds (Checking Acct.) \$38,309 (prior month \$42,455) Includes \$1,000 Money Card

Revenue year-to-date \$48,300 (prior month \$38,640)

Expenses year-to-date (from operating funds) \$28,071 (prior month \$21,533)

Net Surplus \$20,229 (prior month \$17,107)

Reserve Funds \$462,399 (prior month \$460,514)

Annual Contribution to reserves \$39,000 (Per updated Reserve study) \$3,250 transferred each month

***Recent expenses:**

Insurance Installment Payment - \$4,791

Painting of Front Doors (24 units plus clubhouse paid from reserves) - \$4,928

Clubhouse Painting balance - \$1,563

*** Financial Actions**

Two matured CD's @ CIT Bank each valued at \$32,000 were cashed and funds were transferred to **Capital** Bank. One CD for 8 months @5.0% and the other for 11 months @5.25%. A Money Market account At CIT Bank with \$151,362 was transferred to **Capital** Bank. Funds were split into a CD , \$50,000 for 18 months @4.15% and the balance in a Money Market paying 3.0% These funds were part of the Reserves. Breaking the accounts up help to keep us under **the** FDIC maximum amount of insured money

*Community Master Insurance policy expires on May 15th and **last month the** board voted on Brethren Mutual to continue covering the community. John Sheehy confirmed that policy has been renewed.

*Bid from Accent to paint the front doors was \$4,928 paid from the reserves. Job is complete

* The small cash fund is down to \$10. FREM has obtained the preloaded debit card for \$1,000 to be used for small and emergency purchases. Card is retained by Rick and is active. Guidelines are to be developed for its usage.

May's Financial report was voted on and approved by the board.

Rick also shared a draft version of Hearthstone at Ellicott Mills Condominium Association:Financial Policy. This policy is intended to document the various responsibilities of the Treasurer while acting as "chief financial officer of the Association"

***Shesh Shastry At Large member**

Shesh met with the Social Event committee on March 23, 2023 to discuss the planning of community events. It was also suggested to have a 4th of July Welcome Back Social on July 9, 2023 from 3 PM to 5 PM to celebrate the complex anniversary. **An** email will be developed by the Social committee to inquire about interest in the community. Flyers will also be distributed to the community and Sue will mention the event in her Community Update Email . Cake and Punch will be served in the clubhouse.

***Kevin Walls Secretary**

Kevin requested that Sue provide HOA meeting agenda one week before upcoming meeting to ensure distribution 2 days before the meeting. I also suggested to have **wifi** installed in the clubhouse. **Kevin** will research and provide information at the next board meeting.

***John DuVall Vice President**

John reported that the bushes in front of 4918 Water Grove must be replaced because of the loss of original bushes during a recent gas leak. Board voted and approved the replacement of the bushes at the cost of \$351. John also reported that the trees blocking the entrance sign will be trimmed, tree blocking the light on Water Grove and the tree that is growing down in front of 4937 Water Grove will also be trimmed

Other June Landscaping Items:

All Euonymus bushes were trimmed in the neighborhood.

Storm Water Pond rakes of debris by Columbia Grounds.

Sod was planted ar 4912 Water Grove Lane after removal of original dying tree

***Sue Mc Dorman President**

It was mentioned for residents not to request special landscaping tasks while workers are cutting grass, etc.

Sue discussed the shipment of the blinds with **an** estimated installation at the end of the month or beginning of the next month. Volunteers are to be requested to wash the windows prior to the installation of the new blinds in the clubhouse. Rich will have refreshments for the volunteers who assist in this task.

Sue also stated that a Board **member should not solely address a resident's concern without communication to the entire board. It was also stated that the Board President should be aware of all written correspondence in regards to a resident problem and as the "authorized agent" work together with the board and John Sheehy.** John stated that the board would be advised if a resident contacts him directly..

Sue reiterated again to include all board members on emails regarding board issues and for the members to respond as soon as possible.

Sue asked about the importance of the website and what should be uploaded to it. Ellen cleared up website etiquette and mandatory requirements.

*Votes were taken and the following were approved:

1. May 23, 2023 HOA Board Meeting minutes
2. **May** Treasurer's Report
3. Bush replacement

Meeting was adjourned at 8:03 P.M. Next meeting will be August 16, 2023