

RRHOA Board Meeting, March 13, 2018  
Greenwood Cove First Floor Lecture Room

Call to Order: 5:30 p.m.

Board Members Present: L. McLaughlin, C. Kastner, J. Galvin, W. Fischer, M.J.Thomas, A. Jarrett

Community Members Present: R. & B. Alconero, S. Bariman, J. Driscoll. M. Hayes, L. Nabor, B. & D. Doane, L. Quinn, P. & M. Brown, M. Schmitt, M. Kastner, C. Schmalzbauer, D. Linscott, J. Michels

Approval of January 9, 2018 ,RR HOA Board Meeting Minutes: J. Galvin moved to approve, C. Kastner seconded. The motion was approved

Committee Reports

Building & Grounds - C. Kastner

Community member landscape forms are complete and ready to submit. Twenty six people asked for routine maintenance, 17 had exceptions and 3 opted out of service.

Finance - J. Galvin

At the end of February 2018 the HOA had cash balances of \$55,380.28 in the operating account, and \$125,948 in the Reserve account consisting of \$117,069.92 in the Maintenance reserves and \$4,538.50 in the homeowner funded landscape reserve. As previously discussed the reserve account balances are on target with our established funding schedule to cover long-term expenses.

The budget through 2 months ending February 2018 shows operations within budget. Legal expenses, while within our total budget have already hit \$2200 of the \$5000 budgeted and warrants our continued vigilance. [Legal expenses were incurred in 2017, billed in January,, 2018] Budget expenses for the 2 months of 2018 were estimated at \$26,455 and actual expenditures totaled \$25,678. [Higher snow expense was due to extra salting]

It should be recognized that we have accumulated cash on the operating account over the last 2 years while we were discussing several projects regarding landscaping and tree maintenance. While we have the money to pay for contracts we recently approved, we should expect some major fluctuations in our budget as we pay for these expenses since our accounting is cash based and there is no place to show accruals for these projects.

Hospitality - W. Fischer

There are two units for sale. Sasiadek ,202, and Barsel, 1802. Wellers, 1003 has an offer and is waiting for closing.

We lost two community members; Julian Braiman, 2/17/18, and Lewis Neisner, 3/1/18.

Policy – MJ Thomas - No activity

Social - J. Galvin

The coffees have been successful. Community shredding is not sustainable due to lack of interest. The Spectrum Fireside was successful. We will do more when there are future topics of interest. Community members should let J. Galvin know of any topics.

*Property Manager Report - Alicia Jarrett*

There have been no violations or open variances. Grounds contracts have been awarded (see below).

Old Business

- RR Sign Correction Update. Design finished by Creative Rage Inc./Turning Point Signs & Design. It cost about \$125 to get logo redone. Sign will be installed when the weather gets better.
- Driveway Sealing Early Spring 2018 – To be sent out for bid; work to include all driveways and the ‘cul-de-sac’ areas only.
- Dryer Vent Program. J. Michels (RR 404) has volunteered to coordinate scheduling. Contact him if you want your vent cleaned later this spring.
- MJ Thomas will put together a section to be added to the RR Handbook outlining safety items that are highly recommended that the homeowner should do for the safety of their unit and the other units around them. Such items to be covered are dryer vent cleaning, furnace inspection, fireplace maintenance, etc.
- Schedule Maintenance Matrix - L. McLaughlin has created a spread sheet to be used as a guideline for HOA maintenance items. This will be shared when complete. A Member of the board, along with the property manager, will keep it up to date. Linda is adding a column for notes like deadline dates, conditions for cancellation of contracts, etc.
- Jarrett will check other Crofton communities to see if they have bulk rate TV/Internet contracts.

New Business

2018 Contracts Reviewed and Awarded

Chemical and Fertilization - votes  
3 – Broccolo Tree and Lawn - Awarded  
2 – TruGreen  
0 – One Step

Ground Maintenance - votes  
5 – G.J. Romig - Awarded  
0 – R.M. Landscaping  
0 – Blake Miller  
0 – Create-A-Scape

Out of five bids, three were too expensive. One had poor reputation. We signed three-year contract with Romig, with 30-day clause for termination with cause.

Tree Maintenance & Pruning - votes  
5 – Birchcrest Tree and Landscaping - Awarded  
0 – Broccolo Tree and Lawn  
0 – Davey Tree

All the arborists that we have had who looked at our trees say they are suffering from poor growing conditions and are underperforming. Root Crown Excavation is recommended. (RCE means clearing around the roots with compressed air and exposing roots where the trunk meets the ground. Then, they will cover with a light layer of top soil and mulch.) We will have that done on all HOA trees in the beds and common areas. Trees that are maintained by the homeowner and are considered

privately owned can opt to have the RCE done at their expense for \$100 per tree at the same time the HOA is having theirs done. Please notify a board member if you want to participate.

We will have tree pruning done in about a month and deep root fertilization will be done on all HOA and privately owned trees in the fall.

Retention Pond Bank Maintenance & Beautification - votes  
5 – Broccolo Tree and Lawn - Awarded  
(no other contractors)

Broccolo will do up to five visits with four cut-backs this year; first scalp the banks, second, plant flowers, third cut back growth to flower height, fourth & fifth to trim the weeds, vines, woody plants, etc. (Some flowers won't bloom until next year.)

#### Approved Variances –

1401 - Expand back patio into three-season room, vote 5 approved, 0 no

1201 - Replacing front windows, vote 5 approve, 0 no

#### Community update by Board

New Unit Construction - The permits are ready. In mid to end of March, the builders will pull the permits and start digging. The first building to be done is building 1700. They will complete one unit for a model, others as sold. Then they will move on to Buildings 800 & 900. They will leave 100 to the end unless someone wants a basement.

Fireside Chat feedback - The chat was successful.

Spectrum analog to digital reminder - If you don't have a box on your TV, you will need at the least a Digital Television Assistant (DTA) to make it work after March 20.

#### Community Member Comments

Status of landscape projects - N. Weinstein. Wanted to remind the Board that site #1 is soggy and anything planted there has to do well in wet conditions. A. Jarrett indicated that, that information was included in the request for bids (Potential sites #5 (between Bldg 16 – 18); #8 (between Bldg 13-10); #1 (behind Bldg 10 along path).

Cost of DTA - P. Brown, We can get two DTAs free, a set top box \$5.99/month for upgrade.

Electric savings - F. Weinstein - turn off TV at the TV, not remote

Smoke Alarms - D. Linscott - 10-year batteries are available. All alarms should be checked to see if they are working. (There is a button on the alarm to test)

Voles\moles - D. Linscott - voles are digging up hill behind 200. A. Jarrett will notify the appropriate people.

#### Meeting Adjourn

MJ Thomas moved to adjourn, J. Galvin seconded. The meeting was adjourned at 6:30 p.m.

Next Meeting: May 8, 2018

#### **NOTE:**

- 1) New Meeting Location – First Floor Lecture Hall

2) Remember to bring your door fob