

**MINUTES of Lakeview at Brandywine**  
Homeowners Association Board of Directors  
**Meeting date:** January 03, 2013  
Session #1

**Call to order:** Lakeview at Brandywine HOA meeting was held at the community clubhouse located at 7405 Sudley Ave, Brandywine, MD 20613. The meeting convened at 7pm, Chairperson Tami Langhorne presiding.

**Members in attendance:**

1. Tami Langhorne- President
2. Lee Russ- Vice President
3. Renee Salmond- Treasurer
4. Sonya Anyaka-Secretary

**Guest in attendance:**

- Homeowners of the Lakeview at Brandywine Community and
- Mr. Tom Garver of CMC Management

**Approval of Agenda**

Sonya Anyaka motion the agenda be approved. Tami Langhorne second that motion. The motion was unanimously approved by the board and distributed.

**Approval of Minutes**

The minutes from the previous meeting on December 12, 2012 was approved by Sonya Anyaka and Tami Langhorne.

**Treasurer record/reports:** Tom Garver gave a financial report. He advised that the books are open for three weeks in an effort to capture previous (2012) expenses. At the end of Nov, 2012 there was \$40, 600.32 in operating expenses. Currently there are no reserves. As of the end of Nov, 2012 there is a standing assessment of \$44,944.09 which is an increase of \$154.06. Line item 5020 on the financials indicated a cell phone bill for Mr. Tom Garver. Mr. Tom Garver indicated that this is a cell phone that the Board of Directors can reach him on 24/7. Mr. Garver stated that there is an accrued net income to date of \$20,912.95. Mr. Garver advised that the HOA received a rebate check for Taxes and insurance from Prince Georges County in the amount of \$5,500. Renee Salmond, Treasurer suggested that all invoices be sent to the Board of Directors for prior authorization before being paid to the customer. Tom Garver stated that he would provide an “invoice plan payment report” every Thursday to the board for review before payment is made on invoices. Renee Salmond motion to approve this process. Tami Langhorne second that motion. The board unanimously approved.

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**Board and committee record/reports:** Mrs. Victoria Courtney communications chairperson advised that she will contact all committee chairs in an effort to develop a concise count as to who is active on each committee. She presented the first communications newsletter to be reviewed and approved by the board. She advised that she has updated the community website and per her request she would like the board to review the changes for approval. She advised that she has a four week plan to gather and process information from all committees in an effort to draft the monthly newsletter. The board unanimously approved all request.

Facilities Committee- Mr. Mike Taylor Chairperson, expressed concerns and made suggestions that homeowners get involved to take care of the community clubhouse. He advised turning off lights, and have constant surveillance to decrease or eliminate theft or vandalism. Homeowners that were present agreed. The board unanimously agreed.

*End of Committees Final Report :*

**Open Issues**

- **Lakeview Clubhouse – discuss ways to prevent future damage and misuse. Discuss rules and regulations.**

Mr. Mike Taylor suggested that rules and regulations signs be posted throughout the clubhouse and posted on the community website. Board member Renee Salmond purposed limiting access to the clubhouse party room due to theft and vandalism. A recommendation was made by homeowners to review security cameras on a regular basis and to remove the steel handle on the back door and replace it with a magnetic lock. Chairperson Tami Langhorne motion to provide funding to post signs throughout the clubhouse. Sonya Anyaka second that motion. Motion was unanimously approved. Tami Langhorne suggested and made a motion to decrease the clubhouse rental fee to \$150 with a refundable fee of \$250 and rid the mandatory cleaning fee. The 4 hour rental time would remain the same. Renee Salmond second that motion. The board unanimously approved.

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- **Security/Neighborhood Watch**

NWP Chairperson Mrs. Victoria Courtney requested reimbursement for signs, and equipment. NWP Chairperson Victoria Courtney advised that she has NWP equipment for homeowners' usage. Sonya Anyaka made a motion for the HOA assist the NWP and to pay a percentage of the NWP equipment expenses. In addition, Mrs. Anyaka motioned that the funds come out of the committee fund. Tami Langhorne second that motion. The board unanimously approved to pay 40% not to exceed \$550 of the NWP equipment and expenses.

**Ponds/ Fountains future maintenance-** Tami Langhorne requested Mr. Tom Garver to obtain proposals from Mr. Patrick Williams for the annual maintenance of the fountains. In addition, obtain estimate cost for geese pellets. Tami Langhorne motioned and Sonya Anyaka second that motion. The board approved unanimously.

### **New Business**

- Revisit Board of Directors positions- Sonya Anyaka motion that all positions remain the same. Tami Langhorne second that motion and the board unanimously approved. Renee Salmond motioned that Sonya Anyaka be the liaison for the board Lee Russ second that motion. The board unanimously approved.
- Sonya Anyaka motion that the board complete HOA training by the county by the end of January, Lee Russ second that motion. The board unanimously approved.
- Negotiation of all contracts – Renee Salmond, reported that contracts such as cleaning, pool, liability insurance, landscaping and management company (CMC) are in process of negotiating. All contracts should be finalized by 31 January 2013. A motion was made by Tami Langhorne to forward the towing proposal to Mr. Adam Nelson for review. Sonya Anyaka second that motion. The board unanimously approved.
- Delinquent accounts/Collection agency proposal- Establish a new policy for collecting delinquent assessments- The board unanimously voted and agreed to table this item until the next meeting.
- Letter for Architectural violations, and violation descriptions and fees- Sonya Anyaka motion that letters for architectural violations, and violation description and fees be put in place and enforced. The homeowners reviewed the recommended letters. Tom Garver will compare the two letters against current letters that (CMC) has. The board unanimously voted and agreed to table this item until the next meeting.

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- Discuss dates for future HOA meetings- Tami Langhorn suggested that we meet once a week to catch up and finalize overdue business. **Dates of next scheduled meeting is listed below: Thursday, January 10, 17, 24, 2013, at 7pm.** The board unanimously approved.

**Agenda for Next Meeting**

- Resolutions-Fence and sheds
- Review of the Reserve/Transition Study
- Letter for Architectural violations, and violation descriptions and fees letter
- Delinquent accounts/Collection agency proposal- Establish a new policy for collecting delinquent assessments

**Adjournment:** The meeting was adjourned at **8:30 pm.**

**Minutes submitted by:** Sonya Anyaka-Secretary

**Approved by:** Board members Tami Langhorne, Sonya Anyaka, Lee Russ, and Renee Salmond  
The January 03, 2013 meeting minutes was approved unanimously and distributed