

MINUTES of Lakeview at Brandywine
Homeowners Association Board of Directors
Meeting date: January 10, 2013
Session #2

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, Treasurer Renee Salmond 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 January 03, 2013 was unanimously approved by the board.

Treasurer record/reports: There are no changes to this report. 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. Tom Garver

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stated that an Electronic process for invoices would be available for the board review at free will as of February 1, 2013.

Board and committee record/reports: Mrs. Victoria Courtney communications chairperson advised that she has updated the community website. In addition she advised that she will send a E-Blast to the community about the updates. The board unanimously approved all request.

Social Committee- Mrs. Nikki Boston, advised that the next social committee meeting is on Tuesday January 15, 2013. She stated that the social committee is looking for volunteers. She gave a check to Tom Garver in the amount of \$130.00 to put in the committee account. The check came from proceeds from community yard sale and other community events.

End of Committees Final Report :

Open Issues

- **Contracts-** Renee Salmond gave a report on the landscaping contract indicating we need more proposals in order to finalize the contract. Lee Russ, stated that the board received 4 proposals for the cleaning contract. The board negotiated a total savings of \$6,500 with WeKleen. Tami Langhorne motion to accept WeKleen proposal, Renee Salmond second that motion. The board unanimously approved to accept WeKleen proposal. Tom Garver stated that he would mail a letter of termination on Monday January 07, 2013 to the current cleaning company terminating their services giving them a 30 day notice.
- **Letter for Architectural violations, and violation descriptions and fees-** The membership was advised that the letters for architectural violations, and violation description and fees be put in place immediately, and enforced. In the violation letter it clearly states that the homeowner will be given a 30 day notice to fix any violations. Violation letters were unanimously approved by the board. Tom Garver stated that he would mail the letters to homeowners and post them on the community website. The board unanimously approved.
- **Clubhouse Rental Fees – discuss ways to prevent future damage and misuse. Discuss rules and regulations.**

The board unanimously approved rules and regulations signs to be posted throughout the clubhouse and posted on the community website. In addition, the Board unanimously agreed to notify homeowners that the clubhouse is secured and under 24 hour video surveillance. In addition, homeowners will be notified of the daily inspections of the clubhouse that will be enforced and reviewed by video tapes from the facilities committee and the Board of Directors. The Board suggested to homeowners to treat the clubhouse as they would their own homes. The Board agreed if these measures failed to work and the clubhouse continues to sustain damage and vandalism, the Board would consider limiting access to the clubhouse. The Board agreed to make this the very last resort.

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Board member Tami Langhorne gave a report on the vandalism that recently occurred in the clubhouse. Board member Lee Russ demonstrated that the party room back door COULD be accessible from the outside. Board member Tami Langhorne also stated and confirmed that a chair, and a leather bench was stolen from the clubhouse. The Board unanimously agreed and recommended and purposed to the homeowners to limit access to the clubhouse party room due to theft and vandalism if other security measures did not work. This item would be revisited March 01, 2013. A recommendation was made by board member Lee Russ to secure the back door to the party room by removing the metal handle and making the door a exit only door that included a security sensor and magnetic lock. In addition, the board unanimously purposed that the security cameras be reviewed on a regular basis.

The board unanimously approved the \$150 rental fee for 4 hours with a refundable deposit fee of \$250 and rid the mandatory cleaning fee. Additional hours after the 4th hour will be \$25 per hour. This rule will remain the same. Tom Garver stated that the changes would be made immediately and posted on the community website.

- **Security/Neighborhood Watch**

NWP Chairperson Mrs. Victoria Courtney requested that the new NWP signs be installed at both entrances of the community. NWP Chairperson Victoria Courtney advised that she has NWP equipment for homeowners' usage and homeowners are free to contact her to gain use of the equipmet.

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

New Business

- **Resolutions Fence-**Rod iron fencing or white vinyl, was proposed. A homeowner proposed that a brick fencing or stone fencing be an option.
- **Resolutions Shed-** Chairperson Tami Langhorne proposed that the shed size be increased from a 10x10. Homeowners gave their suggestions and recommendations. Chairperson Tami Langhorne advised the membership that this is a planned community and we must abide by the architectural Standards and guidelines and that the fence and shed purposes are to give homeowners more options than what is in the current architectural standards and guidelines. She stated that this is an option the board is looking at and this is not to please anyone person. Discussion from the floor took place and suggestions from two homeowners were made to cape the shed size to 12X16. Homeowners were open to all fence options. Tom Garver suggested that an Ad Hoc committee be developed to oversee

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the fence and shed resolution proposal. The board unanimously agreed to consider the Ad Hoc committee.

- **Discuss dates for future HOA meetings- Dates of next scheduled meeting are as follows: Thursday, January 24, 31, 2013, at 7pm. The meeting for Thursday January 17, 2013 was cancelled.** The board unanimously approved.

Agenda for Next Meeting

- Contracts –Finalize New Contracts
- Committee Responsibilities
- Resolution Follow-up
- 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 24, 2013 meeting minutes was approved unanimously and distributed