

MINUTES of Lakeview at Brandywine
Homeowners Association Board of Directors
Meeting date: January 24, 2013
Session #3

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. Renee Salmond -Treasurer
3. 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 that 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 10, 2013 was unanimously approved by the board.

Open Issues

- **Contracts-** Chairperson Tami Langhorne stated that the following contracts have been negotiated; Verizon contract, landscaping contract, pool contract, and the cleaning contract. Pending contracts are CMC, CSS Security, HOA insurance, collection agency. Chairperson Tami Langhorne stated that she would talk to the pool company about homeowners renting the clubhouse and pool area for pool parties. Homeowners as well as all board members agreed that this was a good idea. Chairperson Tami Langhorne asked Mr. Tom Garver about setting up a date to meet with the board to negotiate CMC contract. Mr. Garver advised that he could set up a conference call for the convenience of the board of Directors in an effort to review CMC contract and HOA attorney Mr. Neall contract. Mr. Garver and the board agreed that communication would be done via email to set up a meeting date and time. The board unanimously agreed and approved.
- **Architectural Standards and Guidelines-** The membership was advised to become familiar with the architectural guidelines before submitting their architectural application. Chairperson Tami Langhorne advised the membership that there is a \$25 architectural

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application and a \$10 mailing fee. The board discussed possible methods that could take place to rid the application fee and mailing fee.

- **Ponds/ Fountains Future Maintenance-** Tami Langhorne requested feedback from Mr. Tom Garver in reference to winterizing the fountains. M. Gaver advised the Board that Mr. Nelson from Centex/Pulte has not returned his calls or emails in reference to turning the fountains off. Mr. Garver also stated that Mr. Nelson would not give the Board of Directors access and permission to winterize the fountains.
- **Ad Hoc Committee for Fence and Shed Resolutions** –Sonya Anyaka-secretary advised the membership that the Board of Directors unanimously agreed to form an Ad Hoc committee from the members of the grounds and facility committee. The members of this committee then chose 3 members to spearhead the ad hoc committee to oversee the fence and shed resolution. Chairperson Tami Langhorne advised homeowners that this decision was brought about as a courtesy from the board to give homeowners more than one option. In addition; the membership was advised that the Board of Directors unanimously agreed to review the architectural guidelines in order to give homeowners more options.
- **Clubhouse Surveillance – Discuss Ways to Prevent Future Damage and Misuse. Discuss Rules and Regulations.**

Board member Tami Langhorne gave a report on the vandalism that recently occurred in the clubhouse. Chairperson Tami Langhorne stated that the board will set up an appointment to meet with a representative from the current security company to discuss additional cameras and security measures. Chairperson Tami Langhorne advised homeowners that the clubhouse rules have been posted throughout the clubhouse and that all homeowners are expected to follow the rules. The Board unanimously agreed.

New Business

- **Budget Overview-** Treasurer Renee Salmond gave an update on the net savings that the board has saved by negotiating the pool, landscaping, Verizon and cleaning contract. She advised that the annual net savings is \$20, 944 annually.

Delinquent Accounts/Collection Agency Proposal- Establish a New Policy For Collecting Delinquent Assessments- Tami Langhorne purposed that the HOA look at the possibility of working with a collection agency. She stated that a new aggressive process of collecting assessments may be the best route to go with in an effort to reduce the HOA debt. She stated that the collection agencies can process liens, and report delinquent accounts to the three credit

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bureaus. One collection company of interest, ability to collect seems to be outstanding. The Board unanimously agreed.

- **Treasurer record/reports: As of January 03, 2013 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 stated that an Electronic process for invoices would be available for the board review at free will as of February 1, 2013. Stated that Continental Pool Company will reimburse the Association for the long distance calls to Jamaica.
- **Board and Committee Record/Reports:** Michael Taylor gave a report on the facilities committee. He stated that the Facilities are responsible for maintaining the upkeep of the community clubhouse. He indicated that the facilities committee is in need of volunteers. He stated that when a homeowner plans an event to be held at the clubhouse that facility committees volunteer conducts a pre and post inspection. He stated that they do a weekly walk through to ensure that the doors and windows are secured.
- Mrs. Victoria Courtney communications chairperson advised that she now has over 75% of homeowners email addresses. She advised that all homeowners should submit their email addresses so that they can be updated on the business of the community. In addition Mrs. Courtney advised that she will update homeowners about the business of the community by sending a E-Blast. The board unanimously agreed.
- **Social Committee-** Mrs. Nikki Boston, Chairperson was not in attendance. There were no updates.
- **Security/Neighborhood Watch**
NWP Chairperson Mrs. Victoria Courtney stated that the NWP signs have been installed. Tom Garver stated that the NWP Chairperson Victoria Courtney advised that she has

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NWP equipment for homeowners' usage and homeowners are free to contact her to gain use of the equipment.

End of Committees Final Report:

- **Discuss dates for future HOA meetings- Dates of next scheduled meeting are as follows: Thursday, January 31, 2013, at 5pm. Will be a training session for the new BOD. This will be a closed session.** The board unanimously approved.

Open Session

Homeowner asked if the Ad Hoc committee was formed. Tami Langhorne advised that the Grounds committee and the Facilities committee chose who was going to be on the Ad Hoc committee. She also explained that the board chose committee members because they were active homeowners and familiar with the architectural standards and guidelines. A homeowner asked why this method was used to choose the ad hoc committee. Chairperson Tami Langhorne reiterated the method and explained there was hundreds of ways this could have been done and the Board stands behind their method to choose the ad hoc. A homeowner stated that he acknowledge that he understands why the Board made the decision to chose a Ad Hoc committee. The homeowner stated that he comes to all the meetings along with other homeowners and the members of the Ad Hoc committee should be selected from the members of the association that come to the HOA meetings and not from committee members who rarely come to the HOA meetings. Another homeowner agreed. Chairperson Tami Langhorne stated the importance of being active homeowners and that being on committees demonstrates homeowners' willingness to be involved and to stay active in the business of the community and no one can judge why a person can or cannot attend a HOA meeting or join a committee. Chairperson Tami Langhorne also invited the homeowners in attendance to join a committee and become active in the community.

Agenda for Next Meeting

- Contracts –Finalize New Contracts
- Committee Responsibilities
- Resolution Follow-up – report from Ad hoc committee
- Delinquent accounts/Collection agency proposal- Establish a new policy for collecting delinquent assessments

Adjournment: The meeting was adjourned at **8:02 pm.**

Minutes submitted by: Sonya Anyaka-Secretary

Approved by: Board members Tami Langhorne, Lee Russ, Sonya Anyaka and Renee Salmond approved the January 10, 2013 meeting minutes. The minutes was approved unanimously and distributed.