

MINUTES of Lakeview at Brandywine
Homeowners Association Board of Directors
Meeting date: March 19, 2013
Session #4

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 6:34pm, 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 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 24, 2013 was unanimously approved by the board. The Board unanimously approved to put the January 24, 2013 minutes on the community website.

Open Issues

- **Contracts-** Chairperson Tami Langhorne stated that all contracts were being negotiated. The board voted to approve a pool cover, pool passes (bracelets). When the homeowners pick up their pool passes, they will be required to record proof of registration of pet on the pool application.
- **Irrigation system-** Tom Garver will send the board the number of zones in order for the Board to secure an irrigation company. Security contract is under negotiation, it was purposed to install 2 new cameras in an undisclosed area. The Board noted to the members that there are no smoke detectors or sprinkler systems in the clubhouse. Tom Garver stated that PGC does not require sprinkler system but he would check with Adam Nelson about smoke detectors.

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- The following contracts have been negotiated; Verizon contract, landscaping contract, pool contract, and the cleaning contract. Pending contracts are CMC, CSS Security, HOA liability insurance and the 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 on this proposal.
- Chairperson Tami Langhorne asked Mr. Tom Garver to set up a date to meet with the board to negotiate CMC contract. Mr. Garver advised that he would 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.
- **Ad Hoc Committee for Fence and Shed Resolutions** –Tami Langhorne- read the report from the Ad Hoc Committee. The Board of Directors voted and unanimously agreed to put the Ad Hoc committee report on the community website. The Board was asked to state their recommendations: Lee Russ, Vice President stated that he was in favor of barn and gable style shed and a size 10x16. Renee Salmond Treasurer stated that she was in favor of barn and gable style shed and a size 10x16. Sonya Anyaka, Secretary, state that she was in favor of barn and gable style shed and a size 10 x16. Tami Langhorne President stated that she was in favor of barn and gable style shed and a size 10x16. In addition, Tami Langhorne President stated that drainage and grading should be monitored and that permits and a permanent foundation (concrete slab or cinder blocks should be required). All violations will be enforced.
- Tami Langhorne proposed that the ground committee oversee the ACC violations. Tom Garver stated that the ACC committee would over see the ACC applications and ACC violations. Tami Langhorne opened the floor for homeowners input. A homeowner asked the question; will the Covenant committee have to have some type of background in ACC. Mr. Garver stated that in some cases a professional would do the inspection. The floor was closed and Vice President Lee Russ made a motion to amend the ACC standards increasing a shed to 10x16 and all sheds over 10x10 must have a permanent foundation and the Board could inspect such sheds to ensure that they are in compliance. The amendment was approved by a unanimous decision of the Board of Directors.
- Renee Salmond made a motion to keep the white vinyl fence with no other fencing options, Lee Russ second the motion. The motion was approved by unanimous decision of the Board of Directors.

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- **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-** Tom Garver stated that Operating cash continues to improve. Take \$10,000 and move it to a reserve account. Outstanding assessments increased. Renee Salmond made a motion to move \$10,000 to a reserve account. The motion was approved by a unanimous decision.
- 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.
- **Audit-** TamiLanghorne made a motion to have Adam Nelson sign off on the 2011 Audit. Reason: since Adam Nelson was the Board President at the time, this responsibility should fall on the standing Board at that time. Motion was approved by unanimous decision.
- **Delinquent Accounts/Collection Agency Proposal-** Tami Langhorne stated that the collection agency of interest is based out of New York. The delinquent homeowners will be reported to the 3 credit bureaus and will take a more aggressive approach. Mr.Garver stated that we need to check our documents to confirm that we are in compliance to enforce this action.
- **Merging Committees-**Tami Langhorne purposed that the Grounds, Facility and ACC committees be combined due to lack of participation. Renee Salmond purposed that the facilities and grounds committee be combined and the covenants committee stands as a separate committee. Tami – suggested a spring inspection to ensure that people are in compliance. Qualifications are homeowners in good standing and have the time to commit to this committee. Renee Salmond made a motion to combine; the motion was approved by unanimous decision.
- **Pond and Fountains-** Tami Langhorne proposed that the fountains be up and running by mid April. Tami suggested that the ponds be treated early to prevent algae build up.Board members agreed and Tom Garver would relay the proposal to Adam Nelson.

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

New Business

Committee Record/Reports:

- **Facilities Committee:**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.
- **Communications Committee:**Mrs. Victoria Courtney communications chairperson advised that the homeowners should pick up after their pets and all pets should have leash when the owner is walking them. In addition Mrs. Courtney advised that she will update homeowners about the business of the community by sending an E-Blast. The board unanimously agreed.
- **Neighborhood Watch (NWP):** 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 NWP equipment for homeowners' volunteers' usage and volunteers are free to contact her to gain use of the equipment.
- **Social Committee-** Mrs. Nikki Boston, Chairperson was not in attendance. Mrs. Shelia McDuffie stated that everyone is welcomed to participate in the egg-extravaganza and this is our community and she welcomes all to come out and join the fun. There were no other updates.

End of Committees Final Report:

Open Session

Motion was made and approved three to one that there should be no grilling near the clubhouse. Lee Russ voted nay.

Adjournment: The meeting was adjourned at **7:44 pm.**

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Minutes submitted by: Sonya Anyaka-Secretary

Approved by: Board members Tami Langhorne, Lee Russ, Sonya Anyaka and Renee Salmond approved the January 24, 2013 meeting minutes. The minutes was approved unanimously and distributed.

Closed Session