

**MINUTES of Lakeview at Brandywine**  
Homeowners Association Board of Directors  
**Meeting date:** November 5<sup>th</sup>, 2014  
Session #12

**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 6:00pm, Chairperson Tami Langhorne presiding.

**Members in attendance:**

1. Tami Langhorne- President
2. Sonya Anyaka-Vice President
3. Renee Salmond-Treasurer
4. Victoria Courtney-Secretary
5. Catrice Rivers, Member at Large (arrived at 6:50 pm)

**Guest in attendance:**

- Homeowners of the Lakeview at Brandywine Community

**Approval of Agenda**

Agenda items added: Neighborhood Watch Update from Officer Lewis.

President motioned that the agenda be approved. Treasurer seconded that motion. The motion was unanimously approved by the board and distributed.

**Approval of Minutes**

The minutes from the previous meeting on July 17th, 2014 was unanimously approved by the board. The Board unanimously approved to put the July 17th, 2014 minutes on the community website.

**COPS Update**

Officer Lewis provided the neighborhood crime statistics for the past quarter; crime remains very low for our neighborhood. Reminded homeowners to turn on or add outdoor lighting. Mentioned personal security cameras are also a good deterrence. Every Wednesday, 9 am, at Colony South Hotel, the District Police Officers and Leadership host a Coffee Club to discuss local crime and statistics. Everyone is welcome to attend, no reservation necessary.

**Budget 2015**

Ms. Salmond went over the draft budget with the homeowners and answered questions. No HOA assessment increase for 2015, the dues will remain \$105 per month. Beginning 1 November 2014, Quality 1 began taking over the financial aspects for Lakeview and are reconciling account information passed over from CMC (the previous management company). Please allow a 30-45 days for Quality 1 to reconcile accounts. Homeowners who sent their November dues to CMC,

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will have their account information forwarded to Quality 1. Coupon books will only be sent to homeowners who request the books. The reserve account will accrue about \$2,000 per month/\$32,000 per year. With the current reserve balance, the HOA expects to have \$100,000 in the reserve by the end of 2015. Social committee agreed with projected committee budget. President motioned to approve 2015 budget; treasurer seconded, all ayes, no nays.

**New Construction – Stephens Crossing**

Homeowner provided information to the Board and the community regarding mass new construction planned across Route 301 called Stephen's Crossing. Homeowner provided two documents from the Maryland State Highway Administration that will be posted to the HOA Community Website for all homeowners to view. New construction along eastern portion of Brandywine, directly across from Lakeview community across 301 by the Brandywine Auto Parts, will include over 1,200 dwelling units of townhomes and apartment buildings. Once completed, this will bring an average of 5,000 additional cars and 7,000 additional school children. In addition to Stephen's Crossing Timothy Branch construction is also proposed. Developer was recently awarded an injunction by the County for the 1,200 dwelling units. Homeowner feels it would be in the community's best interest to come together and file a petition with the county to ensure Lakeview needs are also considered; which could entail requesting traffic patterns that will not hinder our community; additional money for schools; and ensure ways for our community to cross over Branch Ave via foot traffic to get to the local schools. Homeowner recommended a road should be built that will travel around our community rather than through our community.

The Board attended a County development meeting on 17 September and attempted to voice their concerns against the mass development. Unfortunately, their voice was not heard because the HOA was not registered to speak with the County at the meetings. The developer for Stephens Crossing, Michael Gardiner, is the same developer that developed Lakeview. The HOA was not informed of any development projects in the immediate area and the Board is working with our Legal representative to find out if the community has any rights since the previous Developer Board did not disclose the information to the new Board and the Community. In the meantime, the HOA Board is registered with the County and will be able to speak and voice their concerns at future planning meetings.

The way forward for the community: the HOA Board will work with our Legal representative and Quality 1 to develop a petition. Then the HOA Board will meet with the homeowners to provide information and obtain signatures that will be returned to the County to ensure Lakeview's voice and concerns are heard. The Board has requested a meeting with Councilman Mel Gibson and the Developer Michael Gardiner to discuss Lakeview options and concerns.

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Community members voiced their concerns and the HOA Board reiterated the Board is committed to transparency and will ensure the Homeowners have access to all available information. To start this process, the documents from the State concerning Stephen's Crossing will be posted to the website so homeowners can begin to inform themselves.

**Maryland Interchange Construction**

Board of Directors (BOD) demanded to SHA that a bike/footpath be incorporated into the plans for the MD Route 301 interchange so our community has access to cross over and get to the local schools. This recommendation has been added to the proposal and can be viewed on-line. The Board successfully negotiated \$80,000 as the final settlement for the land lease/sale of common area property along Branch Avenue.

**Power Plant Pipeline Negotiation**

Mattawoman LLC has requested to run a pipeline through part of our easement and common areas. This pipeline will remain completely underground and will not affect homeowner property. The initial asking price for Mattawoman to be given the rights to access our community was \$6,000; the current negotiation has increased to \$28,000 and the HOA Board is seeking \$30,000-\$35,000 for the final negotiated price. Once the project commences, some roadways may be inaccessible for approximately one week. Homeowners will remain informed of the negotiation process and roadway construction accesses.

**Overall Construction Projects**

The President mentioned that Lakeview is a pivotal focal point in much of the surrounding construction projects. With that said, the HOA has requested a new noise and traffic study. Homeowner concerns regarding the traffic pattern along Accokeek at Owings entrance suggest it should be two lane instead of one lane – odd pattern makes it difficult to navigate during morning rush hour. Board will communicate with SHA and Councilmen Franklin's office.

**Fence and Shed Resolution**

**Fence:** The HOA Board recommends augmenting the current fence style with a black wrought iron fence and allowing the black wrought iron fence style to enclose the front property, including the driveway. The front fence is recommended not to exceed 5 feet and the black wrought iron fence needs to be of superior quality. Adjoining lots who elect to put two different fence styles would be required to enclose all three sides of the rear property and that no "tacking on" of two different fence styles would be allowed. In addition, stone pillars that share the same veneer as the front of the home and disbursed evenly along the front property would be considered.

**Shed:** HOA Board recommends increasing shed size to a maximum of no more than 200 square feet, has to have a concrete slab or cinder block foundation, properly permitted by the county and

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in accordance with County standards, up to 10 feet high, does not obstruct the neighbor's property, and all other rules apply.

A proposed resolution for both the fence and shed will be shared with the homeowners in accordance with our governing documents as soon as the documents are prepared and the Board will announce another meeting to vote on the resolution within 30 days of homeowner notification.

**Gated Community Proposal**

The Board is looking for homeowner feedback on installing a gated community. Initially gates would be installed at both entrances but over time, the Board would look to enclose the entire community. Prince Georges County is banning gated communities and if Lakeview seeks to move forward with this project, the community needs to act quickly. Gated communities offer their own challenges and the Board is willing to work with the county and the residents if Lakeview wants to proceed. With the increased construction projects surrounding Lakeview, the Board would look to develop the gated community proposal over the next 5-10 years.

A gated community will offer higher property values, reduce foot traffic from people who do not live in the community, park and ride coming to the area, security, and deterrence. Entrance gates could cost \$30,000; recommend electric fence.

**Cul-de-Sac lighting**

Board President met with SMECO to add one light to each of the three cul-de-sacs. Light will be brighter than current street lighting, consist of LED, and will not illuminate into homeowner's lots and will not disrupt the peace and harmony of living. Cost to install is a one-time fee not to exceed \$3000 and an average of \$100 per month to operate the lights. The HOA will be billed. Homeowner concerned normal street lights are dull – HOA Board will request brighter lights at no additional cost through Councilmen Franklin's office.

**ACC and Violations**

Quality 1 is conducting community inspections 3-4 times per month and has begun sending out violation notices when homeowners are not in compliance with governing standards. HOA Board reminded homeowners that previous management company was not following up with keeping community standards enforced and this is a learning period for homeowners. The intent is not to issue a fine, but to get the homeowner to correct deficiencies. If a homeowner feels they received a letter in error, please contact Quality 1 or the Board. The intent is not to issue fines but to give the homeowner time to rectify the deficiency. If a homeowner needs additional time, please contact Quality 1 as quickly as possible. Communication is the key to ensuring a viable relationship between the Homeowners, the Board, and Quality 1. Once again, the Board reiterated it is open to homeowner concerns and transparency.

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**Security Proposal.**

Trial period for roving Security Company is ending and the Board asked homeowners their thoughts and concerns. Some homeowners were not satisfied and stated the security company slept in the car, sat in the car too long, rather than driving through the community. While the Board gets a daily report from the security company, the residents present at the meeting, were not impressed with the roving patrols. The Board agreed to table the discussion, but will make a decision on the way forward by the end of November to discuss the fiscal responsibility to ensure HOA money is spent wisely.

**Clubhouse Rental Setup**

The board agreed to expand rental setup time from one hour to two hours. The Clubhouse rental application will be updated to reflect this change.

**Workout Room**

The Board suggested providing wipes and water in the workout room. Homeowners felt the water was not a good idea as it would get wasted or stolen. Homeowners felt the wipes would be good to ensure the workout equipment is sanitized. One homeowner said she will donate a box of wipes. The cleaning company will take care of installing a wipe dispenser and will charge \$60 per year or one box of wipes per month.

**Committee Report**

1. Facilities committee – meeting to elect officers for Facilities committee is 18 November, 6:00 pm. All interested homeowners who wish to serve on the committee are encouraged to attend.
2. Social committee – thanked homeowners for the great response for the Fall Party. Announced next meeting 12 November at 6:30 pm to plan Holiday party for community. The 13 December event will begin with a kid's party and then follow with an adults-only party.

**Open Forum**

One Homeowner stood up and applauded the current board for all the positive changes in the community and explained how different the Board and atmosphere is now when compared with 2009, and this Board is going in the right direction. The homeowner mentioned the community was initially not receiving any notifications or newsletters concerning community events, and that now the homeowners are kept abreast of community information in a timely manner.

**Actions taken outside of HOA Meetings.**

1. Met with Councilmen Franklin's office to present community petition and discuss new development, traffic congestion, and request for gated community; December 2014.
2. Met with local school officials to discuss community concerns for educational program and county funding, December 2014 and January 2015.

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3. Contracts for Lakeview Community were staffed, signed, and renewed, January 2015.
4. Purchased/Leased Christmas decorations for front entrances and clubhouse.
5. Purchased cleaning products and office supplies for community Clubhouse.
6. Purchased portable bar, tables, chairs, and picture back drop with drapes to supply as rental items for Clubhouse rentals. January 2015.
7. Updated Clubhouse policy; posted to appropriate websites for homeowner information, December 2014.
8. Updated ACC application and posted to appropriate websites for homeowner information.
9. Updated fine policy, staffed with legal, and will present/discuss at open HOA meeting.  
Agreed to allow Attorney Meracle to take over Attorney Neall's HOA delinquent accounts.  
Delinquency rate is approx. \$75,000; Attorney Meracle has a proven high collection rate.
10. Staffed shed/fence resolution with legal and will present/vote at open HOA meeting.
11. Security for next quarter (Feb-Mar-Apr) will be reduced due to cold weather, longer darkness, and lower crime rate. Once warmer weather and we have longer days, will increase roving patrols. Crime history indicates we have more petty crime during warmer months.  
This ensures our resources are efficiently spent in accordance with the allocated budget.
12. Met/interviewed handyman companies to work on clubhouse repairs, February 2015.
13. Met with Door representative to obtain quote for key fob, February 2015.
14. Met with CV security to obtain information on defunct key fob system, February 2015.
15. Met with Chaddsford Timbers HOA to share information concerning Brandywine development, February 2015.
16. Met with County officials to discuss Lakeview security concerns at Lakeview, February 2015.

**Closed Session:** No closed session

**Adjournment:** The meeting was adjourned at **7:59 pm.**

**Adjournment for Closed Session:** N/A

**Minutes submitted by:** Victoria Courtney-Secretary

**Approved by:** Board members Tami Langhorne, Sonya Anyaka, Renee Salmond, Victoria Courtney, and Catrice Riveres approved the November 5<sup>th</sup>, 2014 meeting minutes. The minutes were unanimously approved and distributed.