

Colonial Park Homeowners' Association, Inc.

Annual Meeting Minutes

November 19, 2019, 6:30pm

Heritage Community Church

- I. Roll Call / Certification of Proxies
 - a. Meeting began at 6:34pm.
 - b. Verified all homeowners present were accounted on the sign-in sheet.
 - c. Homeowners who submitted proxies but were present were returned their proxy.
 - d. 34 homeowners present in person or via proxy; 100 homeowners eligible to vote. Quorum (25%, or 25 eligible homeowners) achieved.
- II. Proof of Notice of Meeting
 - a. Mailing sent on September 18, 2019
 - b. Fall newsletter to homeowners on September 26, 2019
 - c. Email sent on November 4, 2019
 - d. Mailing sent on November 5, 2019
 - e. Email sent on November 16, 2019
 - f. Email sent on November 19, 2019
- III. Officer Reports
 - a. President
 - i. No report
 - b. Vice President
 - i. No report
 - c. Secretary/Treasurer
 - i. A copy of the Community's 2019 October YTD financial report was available to homeowners. A brief review and discussion occurred.
 - ii. A summary of the Community's assessment delinquency was provided. As of October 31, 2019, eight homeowners were in arrears greater than 60 days, with the vast majority of the delinquent balance attributable to two homeowners. Discussion revolved around the actions (including, but not limited to, judgments, liens, and foreclosure) that are being employed to collect on past-due accounts. Five of the delinquent accounts are in the process of being paid.
- IV. Action without Meeting
 - a. No actions without meeting
- V. Committee Reports
 - a. Architectural Control Committee
 - i. No report
 - b. Landscaping Committee
 - i. No report
 - c. Community Events Committee
 - i. No report
 - d. Open Space Committee
 - i. No report
- VI. Unfinished Business

- a. Bench in Phase III – Reviewing options for repairing or replacing a bench on Garfield Avenue adjacent to the retention pond
- b. Sidewalk Repairs in Phase II and Phase III – Reviewing options for repairing sidewalk on Teacher Lane, small corner at Colonial Park Drive / Mount Aventine, and along the large open space on Colonial Park Drive
- c. Open Space Planning – No additional actions have occurred. Homeowners who are interested in helping this initiative are requested.
- d. Speeding / Speed Bump Installation – No additional actions have occurred.
- e. Heritage Community Church Subdivision – No additional information has been provided to the HOA. Will notify homeowners when new information is received.

VII. New Business

- a. Community Inspections Process: discussed homeowner concerns with the community inspection conducted earlier in the year. Concern that there is not a consistent approach to identifying and reliably following up on the resolution of violations. We suggested the following approach for our management company to follow (which was outlined in an email to management company on 11/4/2019):
 - i. Management company conducts a periodic drive-through of the community to identify violations and uses the checklist we developed for the management company to use.
 - ii. Management company notifies homeowner of violation and clearly states the violation to be resolved.
 - iii. Management company must notify the homeowner has 15 days to resolve, as indicated in our Declaration. Homeowner may appeal or request/propose additional time to resolve the violation by contacting management company.
 - iv. Management company needs to verify if the violation has been resolved no later than 30 days after the notice is sent or within a reasonable period of time shortly after the alternate date of resolution.
 - v. If the violation is not resolved, a follow-up letter from management company warns the homeowner that he/she will be fined \$25/day/violation, retroactive to the end of the first 15 day period, until resolution. Homeowner provided another 15 days to resolve.
 - vi. If unresolved, final notice sent to homeowner that a daily fine has been levied.
- b. 2020 Landscaping Management Proposal: reviewed and approved the 2020 contract for landscaping maintenance.
- c. 2020 Audit / Tax Preparation Proposal: reviewed and approved the 2020 contract to conduct the annual audit of HOA financials and to prepare/file taxes.
- d. 2020 Budget: reviewed the draft 2020 budget mailed to homeowners and adopted the budget without changes.
- e. Past-Due Account Management – Late Fees and Collections Attorney: Board discussed that the management company assesses a fee to the HOA whenever a collections action is taken. As a result, and to be fair to those homeowners who pay their assessment on time, the Board will not waive a late fee once it has been assessed. The exception would be for those homeowners who are urgently deployed for military and civil service but provide

verification. Board also discussed the difficulty in balancing when to send or not send a homeowner to the collections attorney for nonpayment in an effort to control costs to homeowners.

- f. Anne Arundel County Mosquito Fogging Service: Homeowner expressed interest in the service being brought to Colonial Park. Anne Arundel County provides a street-based mosquito fogging service but requires a community to request the service. A community point of contact is informed of the night that the service will be provided and is responsible for notifying residents. Feedback: what are the chemicals used? Will it be for all streets or only for the open space? Feedback generally not supportive but management company will seek answers to the questions.
- g. Supplemental Guidelines, Rules & Standards Discussion: expressed to the community that we are interested in updating this document and asked homeowners to send suggestions to the Board. A homeowner asked if electronic leashes are permitted and the County rules. Request was made for an opinion from our attorney, and the Board approved.

VIII. Election of Board of Directors

- a. Solicitation of Additional Candidates – no new candidate self-identified.
- b. Since only three candidates for three slots, no community address, inspectors of election and election of directors required.
- c. Election of Directors – Matt Lautzenheiser, Lynnette Shutty and Rich Westover were elected to the Board.

Meeting adjourned at approximately 7:56pm.

Next Community Meeting will be announced at a later date.

Homeowners in attendance

1301 AC*	1234 CP*	1262 CP*	8107 MA
1302 AC*	1236 CP	1268 CP*	8109 MA*
1307 AC*	1238 CP*	1270 CP*	8117 MA
1218 CP*	1242 CP	1271 CP*	8119 MA*
1224 CP	1244 CP*	8408 GA	8123 MA
1226 CP	1248 CP*	1402 GJ*	1306 TL
1228 CP	1254 CP*	1410 GJ*	1307 TL*
1229 CP*	1256 CP*	8101 MA*	Heidi Liester
1230 CP	1261 CP*	8103 MA	

**denotes proxy vote*