

Colonial Park Homeowners' Association, Inc.

Annual Meeting Minutes

November 17, 2020, 6:30pm

Zoom

- I. Roll Call
- II. Proof of Notice of Meeting
 - a. Email sent on November 2, 2020
 - b. Email sent on November 16, 2020
- III. Officer Reports
 - a. President
 - i. No report
 - b. Vice President
 - i. No report
 - c. Secretary/Treasurer
 - i. Reviewed the HOA's 2019 financial report.
 - ii. Reviewed the HOA's September 2020 YTD financial report.
 - iii. A summary of the Community's assessment delinquency was provided. As of September 30, 2020, nine homeowners were in arrears greater than 60 days, with the vast majority of the delinquent balance attributable to one homeowner. Discussion revolved around the actions (including, but not limited to, judgments, liens, and foreclosure) that are being employed to collect on past-due accounts. One homeowner's debt to the HOA was part of a bankruptcy reorganization and monthly payments are to be made until the debt is paid.
- IV. Action without Meeting (and discussed/approved at meeting)
 - a. Appointed Tom O'Reilly to Board of Directors, replacing Lynnette Shutty who sold her home.
 - b. Instructed attorney to limit collections actions to maintain existing and file new liens rather than pursue all collections actions.
 - c. Instructed management company to only conduct collections actions on a quarterly basis in order to reduce late payment costs. Late fee is assessed by management company when homeowner assessment is past due and a reminder notice is sent to homeowner. Late fee was being charged to the HOA each month but homeowner could only be charged once per payment (quarterly).
- 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. 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. 2021 Budget – reviewed and approved the proposed 2021 budget
- b. 2020 tax preparation proposal – reviewed and approved the proposal from Charles J. Rajca, a certified public accountant, to prepare our 2020 tax documents and conduct an audit of our financial statements.
- c. 2021 Landscaping Management Proposal – reviewed and approved the proposal from The Grass Barber to continue providing our community's landscaping services.
- d. Open space tree adjacent to 1261 CP – an oak tree has repeatedly been replaced. Should this tree die again, Board agreed to no longer replace this tree and cover its location with grass.
- e. Light fixture standard – reviewed and discussed a proposed change to our community's standard/guidelines for exterior light fixtures. Board adopted the change.
- f. Revised exterior change request application – exterior change request application will no longer require a neighbor's signature. However, the Board/Architectural Control Committee will forward an exterior change application to adjacent neighbors if there is no signature.
- g. 2020 community inspections (process, resolution and newsletter notification) – the Board sought feedback from homeowners how the process can be improved. Rather than publishing unresolved violations, suggestion was to publish unresolved violations by street name. Preference for spot checks between community inspections. Change tone of violation letter as well as include a better description of the violation and expectation for how it should be resolved.
- h. Community concerns – communicate to CAM at 410-602-6898
- i. Sidewalk repairs in phase I/II – when sidewalk repairs were completed in Phase III (Teacher Lane), there was some work that also needed to be conducted in Phase I/II, specifically at the corner of Mount Aventine and Colonial Park. Community manager was instructed by a former board member to expand the scope of what was agreed by the Board. Based on the available information, feedback from our community manager, as well as information from other homeowners, the Board determined the former board member authorized work to be done for personal benefit but at HOA expense. Agreement to send an invoice to the former board member; amount verified by community manager per the concrete vendor.

VIII. Open Floor (comments/topics from homeowners)

- a. Asked that the next newsletter reminder homeowners to not place loose refuse out if windy
- b. Expressed concern that there is a leaning tree in the wooded space between 8117 Mount Aventine and 8115 Mount Aventine.
- c. Please do not feed stray cats

- d. Quiet hours are between 11:00p – 7:00a, and homeowners are asked to be cognizant of loud telephone conversations and to schedule repairs/services at a time that will not disturb other homeowners.
- e. Speeding in the neighborhood remains a concern, particularly since many kids are on bikes. Question was asked about installing speed bumps or a traffic control device. A homeowner will send information to our community manager, who will help the Board become informed on the process for installing speed bumps.

Meeting adjourned at approximately 7:50pm.

Next Community Meeting will be the annual meeting, likely in May 2021, and will be announced at a later date.

Homeowners in attendance

- 1228 CP
- 1230 CP
- 1242 CP
- 1246 CP
- 1254 CP
- 1262 CP
- 8106 MA
- 8107 MA
- 8113 MA
- 8117 MA
- 8119 MA
- 8123 MA
- 8411 GA
- 8203 WH
- 1306 TL
- Heidi Liester