

Colonial Park Homeowners' Association, Inc.

Annual Meeting Minutes

May 19, 2021, 6:30pm

Zoom

- I. Roll Call
 - a. Meeting began at 6:35pm via Zoom.
 - b. Verified all homeowners present were accounted and no duplication with submitted proxies.
- II. Proof of Notice of Meeting
 - a. Email sent on April 5, 2021
 - b. Mailing sent week of April 4, 2021
 - c. Spring newsletter to homeowners sent week of April 5, 2021
 - d. Email sent on April 22, 2021
 - e. Email sent on May 7, 2021
 - f. Mailing sent week of May 9, 2021
 - g. Email sent on May 18, 2021
- III. Officer Reports
 - a. President
 - i. Thomas O'Reilly introduced Joanne Frallicciardii as our new community manager with Community Association Management.
 - b. Vice President
 - i. No report
 - c. Secretary/Treasurer
 - i. The Board approved the minutes from the November 2020 community meeting.
 - ii. A copy of the HOA's 2020 December financial report (income statement and balance sheet) was reviewed with homeowners. A brief review and discussion occurred.
 - iii. A copy of the HOA's 2021 April financial report (income statement and balance sheet) was reviewed with homeowners. A brief review and discussion occurred.
 - iv. A summary of the Community's assessment delinquency was provided. As of April 30, 2021, six homeowners were in arrears greater than 60 days, with 89% of the delinquent balance attributable to two homeowners. Discussion revolved around the actions (including, but not limited to, judgments, liens and foreclosures) that are being employed to collect on past-due accounts.
- IV. Committee Reports
 - a. Architectural Control Committee
 - i. Board approved Randolph Moore to join the Architectural Control Committee.
 - ii. Board approved Matt Lautzenheiser to continue in role on the Architectural Control Committee after the end of his term on the Board of Directors.
 - b. Landscaping Committee
 - i. No report
 - c. Community Events Committee
 - i. Sought opinion on coordinating a food truck event, possibly to include a neighboring HOA or two. Feedback was positive and has been successful in other communities. Will work on alternative dates.
 - ii. Interest expressed in holding a community yard sale in September 2021.
- V. Unfinished Business
 - a. Heritage Community Church Subdivision – no updates available since the last community meeting.

- b. Assessment Late Fee – Reminder that a late fee will be assessed by our management company if payment is not received by end of the month in which it is due. If you have a balance due the HOA of \$50 or more each quarter, a late fee of \$15 will be assessed. Because this is a cost to the HOA, a request to waive a late fee is unlikely to be granted by the Board of Directors.
- c. Speed Bump Installation – Discussed the County requirements for traffic control devices (including speed bumps). Colonial Park does not meet minimum requirements (at least 750 vehicles/day with prevailing speed at least 15 mph over limit) to install speed bumps, and no homeowner volunteered to organize and chair a traffic committee (which is also required by the County). Additionally, if eligible, entire cost will have to be borne by the HOA. Board agreed this issue is now closed.
- d. Revised Exterior Light Fixture Standard Filing – Approved during the November 2020 community meeting, Community Association Management will file the updated standard with the County. The revised standard/guideline, however, is in effect.
- e. Supplemental Guidelines, Rules & Standards – Mentioned that the Board seeks community feedback on this document now that it has been a number of years since it was created to provide homeowners with more clarity about community rules outlined in our Declaration of Covenants, Conditions and Restrictions.
- f. Electronic Dog Leash Follow-Up – Discussed a opinion from the HOA attorney that advised the HOA to not expand its definition of leashes to include electronic leashes due to concerns over liability issues since such a leash may not provide an owner enough control of the animal to ensure the safety of other owners, and such a standard would impose significant hardship and burden on the Board to monitor its use. Board agreed with the opinion and chose to not adjust its standard.
- g. Revised Homeowner Welcome Letter – Showed the revised welcome letter that will be used by our management company going forward. New letter provides more information about the HOA.
- h. Revised Violation Letter – In response to homeowner requests, the violation letter was revised to include a less accusatory tone and more clarity about and options to resolve a violation. Letter was shown to those present during the meeting.
- i. 1400 Governor Johnson Blvd Developer Proposal – Discussed a desire of a developer to build a new home at the corner of Governor Johnson Blvd and Garfield Ave. Developer wants the home to become part of the HOA. Homeowner feedback sought. Comments included: no basement windows in the front, light fixtures on both sides of the garage, concrete drive. Additional comments may be directed to the Board's email address and a separate email will be sent to homeowners with more details.

VI. New Business

- a. 2021 Community Inspection – Joanne announced that a full community walk-through will occur on May 25th or June 1st (weather permitting). Looking for maintenance issues.
- b. Exterior Change Request Form and Process Changes – The exterior change request form is being reviewed and updated. The process will also change so that requests will be sent directly to Community Association Management instead of the Architectural Control Committee email.
- c. Renting Your Home – The Board has received concerns about some homeowners renting their basement (or a portion of their home). Reminder that our HOA rules explicitly prohibit a homeowner from renting part of the home; only the full home may be leased to a non-owner.

- d. Phase I/II Open Space Maintenance Issues – Drainage concerns raised to the Board. Proposal received earlier in the day from a civil engineer to resolve the runoff issue. Joanne needs more time to review and will discuss at the next Board meeting.
- e. Change of Attorney – Elmore & Throop is joining Davis, Agnor, Rapaport & Skalny (“DARS”). The Board has transitioned to the new firm. The transition has been seamless.
- f. Post Office Box Discontinuance – Discussed that with our expanded contract with Community Association Management, the Board does not need to maintain a PO box address since all mail can be sent to CAM’s address. Board agreed to discontinue the box (which eliminates the expense, too).
- g. Open Floor to Homeowners
 - i. Maryland Pro Wash Inc (www.marylandprowash.com) reportedly providing the same deal for power washing (\$199 for 3,000 above grade sf, \$175 for <3,000).
 - ii. Towing – HOA cannot tow a vehicle in violation of HOA rules but can enforce through the violation/fining process. Joanne asked to remove the towing signs located at the entrances to our community on Governor Johnson Blvd and Colonial Park Drive.

VII. Election of Board of Directors – do not have quorum; will need to reschedule

Meeting adjourned at 7:52

Reconvened annual meeting will be scheduled for a date in June. Announcement to follow.

Homeowners in attendance (* via proxy):

CAM (Joanne)	1248 CP	8103 MA*
1228 CP	1254 CP	8106 MA
1230 CP	1256 CP*	8107 MA
1238 CP*	1262 CP*	8109 MA*
1239 CP	1263 CP	8113 MA*
1242 CP	1270 CP*	8117 MA
1244 CP*	1402 GJ*	8119 MA
1246 CP	8101 MA*	8123 MA