

FINAL DRAFT MINUTES FOR HOA APPROVAL
Board Approved September 25, 2023

Derwood Station Homeowners Association No. 2 Inc.
2023 Annual Meeting
Monday August 28, 2023

The Association's 2023 Annual Meeting was called to order at 7:10 pm on Monday, August 28th by President Tom Jordan using the ZOOM teleconferencing application after Sara Matthews, agent for the DHBader Community Management company, affirmed that the quorum requirement of at least 74 attendees had been met. In attendance were 14 homeowners, including six Directors, and Sara Matthews representing DHBader. Absent was Director Dr. Barry Wolcott.

- **Approval of Minutes of 2022 Annual Meeting:** Minutes of the 2022 Annual Meeting were moved, seconded and approved by the attendees.
- **Election of Board Members:** Mr. Jordan called for homeowners to self-nominate as candidates for the Board. There were no self-nominations, but homeowner Diane Levitus indicated an interest in joining the Board at a future date. There being four candidates for four open positions, Mr. Palmer called for approval of all four candidates by acclamation. The motion was passed unanimously. The following Association members will now renew two-year terms as members of the Board of Directors:
 - Tyler Beck
 - Laszlo Harsanyi
 - Thomas Jordan
 - Barry Wolcott
- Board officers will be elected by the Directors at a future monthly Board meeting.

Treasurer's Report: The Treasurer, Mr. Gary Palmer, reported that:

- The 2023 Budget execution is in progress and Association funding is sufficient for the rest of this year. Capital reserves are being managed and will be increased with any new projects.
- The FY 2021 Audit has been completed without issue, and the FY2022 Audit is underway.
- The Association may likely be liable for State and Federal taxes on increased interest from savings accounts. These increases are not expected to be significant.
- The 2024 Budget planning under way.
- See Appendix A for the detailed Treasurer's Report.

Environs Committee Report: The Environs Committee (EC) chair, Mr. Palmer reported that:

- EC monitored work with Stolburg Landscaping for the Common Area (CA) maintenance contract.
- The President reviewed many CA amenities and capital additions completed over the past few years.

- The second “Five Year Tree Program” will be completed this year and a new plan is being developed. (Mr. Palmer provided an overview of work to be completed during this FY.)
- Two dog-waste-bag stations have been installed on a trial basis on CA8 and CA2 and will be refilled periodically. No used waste-bag receptacles are provided and users are requested to discard used bags in their own trash. There is also a trash container near the Tot Lot which is intended for casual trash disposal. Residents are requested to return bulk trash to their own trash cans rather than overfilling this public container.
- Several attendees praised the EC for its tireless dedication to improving our common properties. EC members were identified as Mr. Art Rawson, Mr. John Redmon, and Dr. Barry Wolcott.
- The Treasurer recognized the considerable work that Mr. Harsanyi did to ensure the 2023 assessment process was completed and that all members’ assessments were paid.
- See Appendix B for the detailed EC Report.

CRC/ARC Reports: Mr. Harsanyi, CRC chair, reported that:

- The Community Relations Committee (CRC) was established by the BOD to promote member participation and communication among homeowners and to serve as the liaison to the two adjacent Derwood Station HOAs.
 - Two websites exist:
 - A free portal for which homeowners are urged to register which contains private account status, homeowner-controlled directories, HOA documents, HOA calendar, and direct messaging with property management.
 - The traditional open website will be converted into a modern public-facing website with CRC member Dr. Beck’s help and will hold general information for public relations as well as HOA information to support HOA homeowners without portal accounts.
 - Dr. Beck was praised for organizing a successful Spring ice cream social held together with the Derwood Station and Derwood Station South (DSS) HOAs. He will also consider options for a Fall social. Mr. Harsanyi will contact the DSS Board about coordinating a Fall social.
- The Architectural Review Committee (ARC) reviews homeowner applications for all submitted external private property applications. Mr. Harsanyi praised Ms. Elizabeth Rodezno for her many years of service to the HOA and homeowners as Chair of the Architectural Review Committee (ARC).
 - Homeowners are requested to submit applications for all planned external modifications to their house. The ARC will promptly review applications and note any objections. The ARC provides an online capability for portal members to submit and monitor ARC applications via their portal access. Nonportal members can obtain ARC applications by request from our property management company, DHBader, or directly from our public website. The procedures for both methods are being documented and will be distributed to all homeowners.

Homeowner Forum: Topics raised included:

- Home on Titonka Way with high grass and damaged tree. Ms. Matthews will report issues to rental agent.
- Interest in information on community or private composting projects.
- Opportunity for homeowners to participate in County RainScapes Rewards Rebates projects.
- It was noted that children sometimes remove rocks from the CA 8 rock rivers and throw them in the CA field which can be dangerous to pedestrians, players and landscaping equipment. Parents should be reminded to ask their children not to move or play with the rocks.
- **Motion to Adjourn:** A motion to adjourn the 2023 Annual Meeting for the Association was made at 8:15 pm and approved.

Respectfully submitted,

László Harsányi, Acting Secretary

Appendix A. DS HOA No. 2 Annual Treasurer Report

August 16, 2023 for April 25, 2022 to August 16, 2023 and rest of 2023 and 2024 outlook

Questions/Ideas from association?

General

Association funding is sufficient for the rest of the fiscal year ending December 31, 2023 despite some increased costs. The Board is expecting the 2022 audit soon. Capital Reserves are managed to ensure that we get the best interest possible using Money Market Funds and Certificates of Deposit.

Controls

Pres/Treasurer approve in IKO portal

All BoD review budget monthly

Bid for contracts except as proposed and approved by BoD

Audit for 2021 complete and 2022 underway; federal and state income taxes have been minimized and submitted.

Special Accounts/Funds:

Reserve Funds: Continuing to move to full coverage; will increase with any new projects. Review will be done in next several years. Capital asset review completed Fall 2021.

ICC/SHA/MNCPPC Funds

Managing as separate activity to retain flexibility

2022 Budget Performance

Modest surplus; rolled over to 2023 operating funds.

2023 Budget execution in progress

All assessments collected thanks to Vice President Harsanyi's personal attention

General Costs

Largest: Management

Next largest: Common area maintenance (mowing, trees, planting)

Exceptional Costs

5 Year tree plan (previous one ended 2023 new plan creation underway)

2024 Budget planning

Started in July, draft to BoD today; does anyone have any thoughts/suggestions?

Appendix B. Presentation-Annual Meeting-CA committee accomplishments-DSHOA No. 2 Environs Committee

Apr 25, 2022 to August 28, 2023

General:

1. Monitored work with Stolburg for Common Area (CA) maintenance per contract-deadfall from trees, CA path edging, CA lawn maintenance contract performance review. Added watering to CA 1 and 8 bulletin board area so that flowers were able to stay alive.
2. Monitored/completed 5th year of 5 year tree plan (FY 2018-2022); monitoring completion of 5 year tree survey and develop 5 year tree plan
3. Seal coated paths in CA 2 and CA 7, 8 and 9 to maintain and continue life. (\$4,000)

Specific:

4. CA 1 Planted cannae late Spring 2023; 2 new trees from Tree Montgomery; 2 dead trees reported to Tree Montgomery for replacement.
5. CA 2
 - a. Removal of large oak tree that died Winter 2022/Spring 2023; removed large oak trees that were dead/declining. (\$24,250)
 - b. cleanup and mowing to expand useable area of CA 2 “forest”
 - c. cleanup by Stolburg of conservation area; Japanese stilt grass is a real invasive
6. CA 3 no significant activity
7. CA 4 Monitored trees and removed deer protective netting; added 3 new laurels to replace dead ones (\$624); considering cleanup/ maintenance of area..
8. CA 5, 6, 7 contractor pruned overhanging trees for vision/security/safety/ease of mowing (also CA 8, 10, 11)(\$3,840)
9. CA 8 New tot feature installed for very young tots
10. CA 9 Studied/measured lower retaining wall leaning. Monitoring/repairing upper retaining wall capstones
11. CA 10 contractor pruned overhanging trees for vision/security/safety/ease of mowing
12. CA 11 contractor pruned overhanging trees for vision/security/safety/ease of mowing
13. CA 12
 - a. Moved cryptomeria, hollies and arborvitae in anticipation of CA 13 storm drain repair. (\$3,690)
 - b. Three dead trees in CA 12 need to be removed/replaced.
14. CA 13 Awaiting county work to repair sinkhole above storm water drain.

Future:

15. Complete tree survey update and complete Common Area Tree Plan for 2024-2028
16. CA 2 Monitor conservation area; protect/maintain roses and laurels; recover area
17. CA 1, 2, and 13 remove tree cages

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