

Derwood Station Homeowners Association No. 2 Inc.  
Board of Directors Meeting  
February 22, 2021  
FINAL Minutes

The FEB 2021 BOD meeting was called to order (virtually) by the President at 7:35 pm via Zoom technology. Six board members and the TMGA representative were present; Mr. Redmon did not attend. No other Association members attended.

**January 2021 Minutes:** Approved by unanimous vote, following inclusions of additions suggested by Mr. Harsanyi.

**Resale Packet:** TMGA reported no need to add elements to the Resale Packet beyond those discussed in the letter we sent them. TMGA will now be using that document going forward.

**DRAFT Letter from TMGA (Agent) to New Owners:** Dr. Wolcott presented a draft of a revised letter to go to new members from TMGA (Manager) to new owners of 15720 Buena Vista Drive. Approved unanimously.

**DRAFT Letter From BOD President to New Members:** Dr. Wolcott presented a draft of a revised letter to go to new members from the BOD President. Approved unanimously. First use will be to new homeowners:

**Recurring Agenda Item:** Secretary to review these three documents (Resale Packet, TMGA Letter to New Homeowners, and BOD President Letter to New Association Member) and report to BOD every February on any recommended changes.

**Annual Assessments:** President identified four association members who remained delinquent in their payment and who had made no attempt to set up a payment plan. The President will direct TMGA to send them a Late Fee notice if they remain unpaid at the end of the month.

**Environs Committee Charter:** The Secretary will put the Draft approved at JAN BOD meeting appropriate format committee charter format and present it to the BOD at the March BOD Meeting as a completed action.

**Maintenance Items:** After discussion, the BOD elected to not have the contractor remove snow from the Common Area 2 and 7/8/9 asphalt pathways going forward. The pathways bear a statement that they are not maintained during winter storms. Mr. Palmer will call the contractor to communicate the decision.

**Architectural Committee:** No problems reported.

**New Homeowners List:** Mr. and Mrs. Jeff Billington, 15720 Buena Vista Drive

**Treasurer's Report:** No issues reported. No issues reported. BOD Requested that the TMGA Manager have the Monthly Financials include a digital version of the January-December spreadsheet to permit easier reading.

**Sidewalk Shoveling:** Secretary to draft drop cards for BOD Members to use to remind occupants who fail to clear their sidewalks of their responsibility under county ordinances and the civil liability risk of not so doing.

**Reserve Analysis:** Mr. Jordan updated the Reserve Analysis spreadsheet (including changing the amortization period of the asphalt pathways sealcoating) and sent a copy to BOD members. He plans to reset the baseline value of individual items at least every five years.

**New Homeowner Information Packet:** Secretary will circulate a draft revision of this document for BOD review.

**Dropbox Usage:** Mr. Collins agreed to look into reported problems with downloading and printing documents, especially the Management Report, which stalled after a few pages. He also agreed to send the Users Guide requested at the January meeting.

**Annual Meeting:** Dr. Wolcott suggested holding the 2021 Annual Meeting a year from the timing of the 2020 Annual Meeting; that would be July 26, 2021. To be further discussed and a date for the Annual Meeting approved at the March BOD Meeting.

**Next Scheduled BOD Meeting:** Will be on Monday, 22 March at 7:30 pm using Zoom technology.

**Adjournment:** There being no further business, a motion to adjourn was made and passed. The President declared the meeting adjourned at 8:25 pm.

For the Board of Directors  
Barry W. Wolcott, Secretary