

**FINAL DRAFT MINUTES**  
**Derwood Station HOA No2. Inc.**  
**Board Meeting**  
**Monday, August 22, 2022**  
**7:30 PM**

**Call to Order/Establishment of Quorum:** The President called the meeting to order via Zoom at 7:30 pm. Six BOD members were present, as was the IKO representative. Mr. Rawson was not initially present, but joined after the meeting was called to order.

**Open Forum:** No other Association members were present.

**Approval of Prior Month's Board Meeting Minutes:** The Minutes as presented in the Management Book were approved with one minor correction.

**President's Report:**

- Committee Charters: The draft proposed by Dr. Wolcott (#2 as in the Management Report) was approved with the understanding that the committee may request modifications at subsequent Board meetings. Treasurer requested that the final version include discussion and references to possible required funding for use in the annual budget formulation and authorization to commit budgeted funds within specified limits similar as is the Environs Committee.
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**Management's Report:**

- New Homeowner: NONE
- Pending Sale:
  - 15800 Buena Vista (Coming soon 8/24)
  - 7544 Buena Vista 800k (listed 8/20)
- Homeowner/Non-Homeowner Correspondences:
- Site Inspections:
- Vantaca: BOD agreed that charters of all BOD committees and subcommittees be posted to the Vantaca system restricted to use of the BOD members.
- Pending Action Items:
  - Reimbursement Ck#1: Has been paid 8/15 to D. Zewerksi
  - Status 311 Requests: Going forward, IKO representative will submit a consolidated review to the BOD that includes text describing the issue.
  - Strauss 2021 Draft Audit Report Status: Firm is not yet finished, but all submission by Association have been completed.
  - IKO Representative to ensure that all items requiring name/s of Association officers list the current officer/s. BOD concurred that from now forward, the signatures authorizing payments will be those of the Vice president and the Treasurer.
  - Insurance Policies & Coverage: State Farm and Hartford Group contacted to supply copies of policies to IKO for uploading to Vantaca. Treasurer will contact each

agent to discuss adequacy of current coverage.

- FY 2023 Schedule A is ready for review. IKO representative will review it with President and Vice President prior to next meeting and report to BOD.
- Stolberg contract runs thru Dec 2024 with a negotiable increase if inflation is greater than 4% 4% increase; fuel surcharge [of ~5% (\$76.00)] was billed in July and August )not specifically discussed in the contract.
- IKO representative to send a copy of materials IKO sends to new homeowners.

#### **Environmental Committee's Report:**

- Next 5-year tree plan: In the near future, the Environs Committee will present a detailed five-year (FY2023-27) plan to be titled "Five Year Common Area Plan" and solicits comment/inputs/suggestion from individual members. Motion to engage certified arborist to perform a survey of our tree inventory up to \$2,500.00 was approved, work to be funded from SHA as \$ available and then from Operating Fund is SHA Fund is exhausted.
- Ongoing Tree Work (Chapingo): Mr. Palmer reported that work on the contract (work in CA-12, 13, and 4) has begun and will continue through this week. There had been no individual homeowner responses to the mailing explaining the current project.

#### **Treasurer's Report:**

- 2023 Budget Planning: Mr. Palmer presented a draft budget for consideration that included a "fenced" \$1,000.00 contribution to an Operating Budget Contingency Fund, a \$10,500.00 contribution to the five-year Common Area Fund, and \$12,000.00 to the Capital Equipment Reserve. Mr. Jordan will review the Reserve Analysis and present recommendations to the BOD at its next meeting so that the BOD can consider whether a change should be made to the annual Reserve Contribution. Goal is to approve a final FY 2023 budget in November.

#### **New Business:**

- COVID Update: Dr. Beck reported that case level in county has subsided to "low" level and county reports 90+% immunization levels.
- HOA Website: Dr. Beck has reviewed the current HOA website. Based upon that he presented a website he earlier developed for the Aspen Hill Association and an outline for a revised website. His next planned step is to create a mock-up, cost estimates, and a timeline for presentation to the BOD at a future meeting.

**Adjournment:** Next meeting will be by Zoom on Monday 26 September at 7:30pm via zoom

Respectfully submitted, Barry W. Wolcott, Secretary