

## **FEBRUARY 2022 MINUTES FINAL**

**Call to Order/Establishment of Quorum:** The President called meeting to order at 7:30 pm via ZOOM. There were six Board members present; Mr. Redmon was absent. Ms. Matthews, the IKO Representative was also present.

**Open Forum:** No homeowners were present.

**Approval of January 2022 Minutes:** The minutes were accepted as submitted after a minor typographical correction.

### **Presidents Report:**

- IKOCM Derwood Station 2 Portal:
  - The Board approved placing the following information on the IKO Private Portal:
    - Monthly Minutes as approved by the Board.
    - 2022 Annual Budget as approved by the Board.
- Owner Vantaca Registrations: – 154 of 222
- Owner Vantaca Email Addresses: – 214 of 222 have provided an email address.
- Assessments Delinquent: – 2 homeowners owe ten dollars or less; 3 full assessments remain unpaid, but the President informed the BOD that he expects them to be paid in the coming week.
- New Homeowner: – No new members since last meeting.
- Annual Document Review: The BOD approved the updated Homeowners Guide and directed that this revision replaces the one currently in use, and directed that it be placed on the IKO Portal under the title Homeowners Information.

### **Management Report:**

- Homeowner/Non-Homeowner Correspondences: The manager reported a tree falling from one yard to another yard, and manager contacted the involved homeowners and feels the issue is being resolved. There were no specific communications of BOD interest from members to IKO. Manager showed a standard printout reflecting all the action items dealt with by IKO during the month; the BOD felt this report was more than was needed. The desired information is any communication from Association members to IKO and information regarding new homeowners when they are identified.
- Assessment Collections/ Delinquency Process: See President's Report above. BOD officers will review Association Collection Policy and recommend modifications to the BOD at a future meeting.
- Site Inspections: Manager to present a listing of concerns from her drive throughs of the neighborhood to the BOD in the next few days.
- Annual Contracts Due Dates:
  - Audit: Per Strauss, Engagement Agreement for 2022 will be completed after the completion of the 2021 Audit. 2020 Audit is in the process of being completed by the auditor, but they must complete dealing with TMGA who provided bookkeeping services for that FY.

- Snow Removal Services: Current contract runs through 2024. IKO Manager will send BOD Members a copy of the worksheet for these services she uses at other properties.
- Pending Action Items:
  - Insurance/Insurance Policies & Coverage: Discussions regarding coverage await formal change in identified management company from TMGA to IKO.
  - IKO Schedule A Increase and Review: Notice of increases to be charged by IKO for specified services.
  - Invoices paid in January: Shown in January Financials
  - Pending Invoices in February: A snow removal invoice is awaiting payment as is the clean-up fee for CA-13.
  - Future Invoices:
    - Tot lot Crawl Tube: To be paid upon delivery.

### **Environmental Report:**

- CA 1 Tree Status: Planting completed
- CA 2,5, 8,11,12,13 Storm Debris Removal: Removal of debris from first storm has been completed, but a second storm caused damage that will need to be contracted for. IKO will arrange for Stolberg to do the work and be charged against budget code 6325; estimated cost based on last event is \$1,000-2,000.
- CA 2 Oak Tree: Decision on removal pending review in spring.
- CA-12 and 13: BOD approved motion to plant 9 arborvitae screening trees in CA-12 and CA-13 at cost not to exceed \$6,000.00 to be charged against budget code 6350 (Common Area Tree Project). IKO was asked to request a proposal from Stolburg and accept if it is within the approved amount.

### **Old Business:**

- Historic Document [BOD Adopted Policy Log] Review: Ongoing by President and Treasurer.
- BOD Training: Pending
- VANTACA correspondence issues: Portal-registered Homeowners have the capability to select text, email or letter for all VANTACA distributed General or Billing correspondence. All homeowners with email addresses in VANTACA have either a user-selected or default correspondence selection. Separately, certain homeowners in 2020-21 authorized the BOD to send formal correspondence by email that would normally be required by MD/County to be delivered by US Mail. This requirement is explained in the authorization form in the 2022 Homeowner's Document. The President will work with the IKO representative to resolve inconsistencies in VANTACA.

### **New Business:**

- Date of Annual Meeting: Moved and Approved to hold Annual Meeting via Zoom on Monday 25 April 2022; BOD members whose terms end this year are: Mr. Palmer; Mr. Redmon, and Mr. Rawson. Secretary will draft communications to the membership with recommended timings regarding this meeting.
- Community Social: None will be scheduled until COVID restrictions removed.

**Treasurer's Report:**

- Financials: No significant issues identified. Treasurer will request IKO recommendations for renewal of 2 CDs expiring in May (SHA, Reserves] and report at the next meeting.
- Check Signing/Invoice approval: Policy regarding approval of invoices for electronic payments remains unchanged. It was noted that this policy applies to all ad hoc checks regardless of amount of each invoice.

**Meeting Schedule:** Next meeting will be 7:30 pm Monday March 28 via Zoom.

**Adjournment.** There being no further business, a motion to approve adjournment was made and approved at 9:15 pm.

Respectfully submitted, B. Wolcott, Secretary