

Derwood Station Homeowners Association No. 2 Inc.
Board of Directors Meeting
January 27, 2020
FINAL Minutes

The meeting of the Board of Directors (BOD) was called to order at 7:30 pm by the Vice President at the home of Mr. Jordan. Five members were in attendance as was the representative of TMGA. Absent were Mr. Hilliard and Mr. Harsanyi.

November 2019 Board Meeting Minutes: The draft November minutes were accepted without change.

December 2019 Board Meeting Minutes: There was no December 2019 Board Meeting.

E-Vote: No E-Votes have taken place during the time since the November Meeting.

Long-Term Storage of Official Association Documents: The Association currently spends approximately \$750.00 per year for secure storage of paper historical records. The BOD requested that TMGA preview the documents actually stored, the applicable legal/fiduciary requirements governing their retention and provide an e-mail to BOD members recommendations intended to minimize unnecessary storage and related charges.

Changing Methods of Written BOD Communication with Association Membership. The BOD considered summary material information provided by TMGA indicating alternative methods allowed by Maryland Statute to communicate official Association information. After discussion, the BOD unanimously decided the following regarding:

- **Draft Budget:** The draft budget will be posted on the Association website; each Association member will be mailed a postcard alerting them that the draft is available on the website and inviting their comments to the BOD; each Association member for whom an e-mail address is available will be sent an e-copy of the draft budget document and inviting their comments to the BOD;
- **Final Budget:** A copy of the BOD-Approved final budget will accompany the mailing to each Association member of their individual Annual Assessment invoice.
- **Annual Meeting First Announcement:** Each Association member will be mailed a postcard announcing the date, location, and time of the Annual meeting, alerting the member that additional information is available on the Association website, and requesting nominations for vacant BOD positions; the same message will be e-mailed to each Association member for whom an e-mail address is available.
- **Annual Meeting Formal Call (Agenda):** At least four weeks prior to the Annual Meeting, each Association member will be mailed a postcard reminding them of the date, location, and time of the Annual meeting and announcing that a copy of the formal call and agenda items is available on the Association website; the same message will be e-mailed to each Association member for whom an e-mail address is available.
- **Voting at the Annual Meeting:** After discussion, the BOD elected to make no changes at this time in those procedures and to continue to rely on conventional mailings. The BOD will continue to discuss this issue.

2020 Annual Assessment Collections: TMGA Representative reported that 58 Association members had not been credited as paying the 2020 Assessment as of 27 January 2020. The BOD deferred action pending a review by the President.

Environs Committee Report:

- Dr. Wolcott reported:
 - Regarding 5-year Tree Plan: Completion of the FY 2018, 2019, and 2020 elements of the 5-year Tree Plan at an actual total cost of \$43,264.37; this figure is approximately 15% below the original estimates presented to the BOD for this work. A summary of the actual work performed is attached.
 - Regarding other Common Area improvements: Completion during FY2018, 2019, and the first month of 2020, of multiple improvements to the Common Areas unrelated to the 5-year Tree Plan at a total cost of \$19,047.34 paid from the SHA account. A summary of the actual work performed is attached.
 - Recommendation for professional turf management on CA-1: As it appears no further remediation work is likely on CA-1 by responsible outside agencies, the Environs Committee recommends contracting with Stolberg for weed control treatment, aeration, and re-seeding of CA-1 in the Spring of 2020 and additional weed control treatment in the Fall of 2020 at a total cost of \$1,950.00 to be charged against the SHA fund. A motion to this effect was made and unanimously passed.
 - Recommendation for professional turf management on CA-8: As previously reported, the turf management project on CA-8 started in the fall of 2019 will require a second round of weed control this spring at a cost of \$2,400.00 to be paid for from 09610 (Lawn Contract). A motion to this effect was made and unanimously passed.

- Mr. Palmer reported on multiple Common Area maintenance items that will require attention during FY 2020:
 - Cement sidewalk “heaving:” The County has ground down most of the places where such heaving created a danger to pedestrians; some larger ones have been marked for further action (probably asphalt patching).
 - Tire tracks on CA-8: These resulted from a SWAT Police response to an issue in a nearby residence. Repairs will be done in the Spring in consultation with the lawn contractor.
 - Edging of asphalt pathways: The lawn contractor has not yet completed this work but has assured the Environs Committee that it will be completed “soon.”
 - Re-sealing of the asphalt pathways: It is likely this will be required during FY2020 and would be paid for from the Reserve Fund. Necessary BOD approval will be sought in advance of the work.
 - Add-ons to current lawn contractor scope of work: The Environs Committee will negotiate adding the following to the “routine task list” of the lawn contractor:
 - Replacing rocks in the CA-8 “rock river” that become dislodged by heavy water flow.
 - Weed control in the CA-8 “rock river.”
 - Removal of debris clogging the CA-4 overflow drain.

- Monitoring status of newly planted trees: So far, all the recently planted trees and shrubs seem to be doing well.
- Water-proofing treatment of Tot-Lot timbers: This work will be done by members of the Environs Committee once warmer weather is the norm.
- Monitoring backstop subsidence: The reason that one vertical support is gradually dropping into the ground is not known. It may become necessary to repair this problem.
- Tot Lot safety chips: These seem to have become significantly compacted. The environs Committee will request a quote from Stolberg to have the chips “roto-tilled” to de-compact them.
- Maintenance of the Rain Garden on CA-2: The ongoing overgrowth of weeds presents a significant short and long-term maintenance problem. The Environs Committee is seeking a source of professional advice as to how to balance esthetics and maintenance costs and will report back to the BOD.
- Placing a bench and pad next to the sidewalk near CA-4: The Environs Committee recommends placing a bench similar to those serving other Common Areas next to CA-4 with the costs to be paid from the SHA funds; the Committee will obtain cost estimates, and report back to the BOD.

Reserve Fund: Mr. Jordan continues to work with the Treasurer and TMGA to arrive at a mutually acceptable methodology of displaying this account on a monthly basis.

Annual Meeting: The BOD unanimously approved scheduling the 2020 Annual Meeting for Monday, 27 April 2020 at 7:30 pm and directed TMGA to reserve College Gardens School for that slot.

Adjournment: At 9:00 pm, a motion was made and passed to adjourn with the next meeting to be held at 7:30 pm at Mr. Jordan’s home on Monday, 24 February 2020.

Submitted,

Barry Wolcott
Secretary

ATTACHMENT

DATE	ITEM**	Expense Charged To:	
		5-Year Tree Plan	SHA Fund
9/12/2018	Arborist inspection and Report (Pasr 1)	\$1,250.00	
10/12/2018	Arborist Inspection and Report (CA-4)	\$337.50	
4/8/2019	Arborist inspection and Report (part 2)	\$1,250.00	
6/4/2019	CA-12 Tree removal	\$11,725.00	
6/21/2019	CA-8 drywell and under-path drain (Triple J)		\$750.00
8/9/2019	CA-8 "Rock River" deepening (Triple J)		\$11,990.00
7/24/2019	Arborist inspection and Report	\$525.00	
7/3/2019	CA-4 Tree Planting (Stolberg)	\$3,402.50	
11/26/2019	CA-2 Tree Planting and swale management (Part 1) (Stolberg)	\$7,296.98	
11/26/2019	CA-12 Planting (Stolberg)	\$12,089.37	
12/6/2019	CA-2 Tree Planting and swale management (Part 2) (Stolberg)	\$843.02	\$2,800.00
10/21/2019	Stump removal (CA-1) (Stolberg)	\$1,095.00	
11/28/2018	Bench and Table (CA-2) All Recreation of Virginia		\$2,757.34
6/21/2019	Bench Installation-Triple J		\$750.00
4/23/2018	Tree Pruning (post storm) (Fine Tree Pruning)	\$2,350.00	
4/18/2018	Stump Grinding (post storm) (AS Landscapes)	\$1,100.00	
	TOTALS*	\$43,264.37	\$19,047.34