

Derwood Station Homeowners Association No. 2 Inc.
Board of Directors Meeting
November 23, 2020
FINAL Minutes

The November 2020 BOD meeting was called to order (virtually) by the President at 7:35 pm via Zoom technology. All seven board members and the TMGA representative were present; no other Association members attended.

October Minutes: After correction to indicate that the pathway resurfacing motion was also approved, the DRAFT October Minutes were unanimously approved.

Maintenance Items:

- **Asphalt path resealing:** Completed; costs to be charged against Reserve Fund and to be amortized over three years. Costs to be charged to Reserve Fund expenditures (9921) paid for from the Reserve Fund. The Reserve Analysis shall be modified to show a 3-year replacement cycle for resealing versus the current 5 years.
- **Rain Gardens:** Moved and approved for Environs Committee to spend up to \$2,900.00 from the SHA funds to contract with Stolberg to carry out to-be specified services improve the looks of this feature.
- **Oskaloosa Bench:** Completed; to be paid from SHA Funds. To be charged to SHA expenses (7903) but paid for from the Reserve Fund and reimbursed from SHA Fund in May when SHA CD matures.
- **BOD Charge to Environs Committee:** Secretary will review records for a BOD charge to the EC, and, if found, bring it to the JAN 2021 BOD meeting. If not found, the Environs Committee will bring a draft charge to that meeting for BOD discussion, revision, and approval.

Review of Capital Equipment Reserve Spreadsheet: No action taken.

Review of Tot Lot Refurbishment Requirements: No action taking.

Treasurer's Report: No significant issues.

Architectural Review Committee Charge by the BOD: Unanimously approved as follows:

To clarify the charge and function of the Architectural Review Committee, the BOD passes the following motion:

1. The purpose of the Architectural Review Committee (ARC) is to assist the BOD to monitor and provide guidance to Association members regarding proposed non-transient physical modifications to external aspects of individual properties owned by Association members.
2. The BOD directs the ARC to use their collective judgement to determine whether "*planned modifications to property in the community balance the needs of individuals with the esthetic tastes of their neighbors.*"
 - a. If the judgement of the ARC is that an intended modification appropriately balances these needs, it may officially notify the homeowner that the ARC, acting on behalf of the BOD **has no objections** to the intended modification, and remind the homeowner that any

modifications must comply with Montgomery County ordinances and that any required access to any Common Areas requires advanced approval of the BOD.

- b. If the judgement of the ARC is that an intended modification may not (or does not) appropriately balance these needs, it will notify the homeowner that the issue has been referred to the full BOD for their review and notify the BOD of the ARC's specific concerns.
- c. The ARC is reminded that, when acting on such notifications, it should not use terms such as "approved" or "disapproved" which imply authority the BOD does not possess.
- d. The BOD provides a standardized form for use by homeowners to provide notification of intended modifications. If the ARC feels modifications would be helpful to the process, it should request the BOD to make such changes.

The text will be formatted for use by the President in a letter to the ARC Chairman, and its membership.

2021 Operating Budget:

- Member comments to circulated draft: None received.
- Ten Dollar one-time credit for individuals allowing email distribution of Association Documents: 139 members gave permission; 77 did not reply; 7 specifically requested paper copies. This change will not be reflected in the 2021 operating budget.
- Fifteen Dollar one-time credit for each Association member: Approved

The approved 2021 Operating Budget will serve as the basis for the TMGA to send a draft to the BOD membership who will send any comments to the President. The President will send a final version to TMGA. TMGA will also send out the invoices in due course.

Assessment Collection Procedure: No action taken.

New Homeowner Information Packet: The November BOD book lists three new homeowners/Association members.

Information for Buyers: The BOD agree that the following were documents to be provided:

1. Resale Packet requested by seller to be provided to the Buyer as required by law. TMGA is paid in advance for providing the link to a unique, seller-specific password protected site that contains the Packet elements and issues the buyer a certificate. Included in the Resale Packet will be:
 - a. Declaration of Covenants December 5 1981 (4 pages)
 - b. Declaration of Covenants, Covenants [Conditions] and restrictions July 2 1982 (19 Pages)
 - c. Articles of Incorporation of Derwood Station Homeowners Association No.2, Inc. July 12 1982 (11 Pages)
 - d. Bylaws, Derwood Station Homeowners Association, No.2, Inc, July 12, 1982 and all subsequently approved Amendments.
2. Welcome letter sent by TMGA: Its BOD-approved content is printed on Association letterhead and signed on behalf of the BOD by TMGA manager.
3. Homeowner's Information Packet sent by TMGA: Its BOD-approved content is printed on Association letterhead and signed by the BOD President on behalf of the BOD.

The BOD will review the content of the current Welcome Letter and Homeowners Information Packet and discuss needed revisions at the JAN BOD Meeting.

December 2020 BOD Meeting: There will be no meeting in December unless called for by the President.

Next Scheduled BOD Meeting: 25 January 2021

Adjournment: In the absence of other business, the meeting was adjourned at 9:00 pm by the President.