

Minutes of Annual Meeting and Organizational Meeting

Walden's Landing Community Association (WLCA)

<u>Board of Directors</u>	<u>Association Officers</u>	<u>Architectural and Environmental Controls</u>	<u>Landscape Committee</u>
Tom Amos 410 730-0102	President: Dave Brown 410 997-0660	John Kohlman 410 997-6398	Melissa Smith 410 715-4414
Melissa Smith 410 715-4414	Vice President: Kody Doherty	Dion Nias 443 413-6933	Tom Amos 410 730-0102
Joe Staugaitis 410 772-1275	Treasurer: Jim Albert 410-730-1077	Jerry Simmons 410 730-9370	Karen Adomines 410 964-9780
<u>Social Activities Committee</u>			<u>Drainage Projects</u>
Lorette Farris	Dion Nias	Melissa Smith	Tom Amos
		René Bazel	

On **April 20, 2013**, the Annual Meeting of the Walden's Landing Community Association was held at the Locust Park Neighborhood Center.

Attendees : Tom Amos, Lorette Farris, Joe Staugaitis, Jim Albert, Dave Brown & Anne Andrews, Laura Doherty, Melissa Smith, Kathy Hardin, Tom and Nat Malinky Charlie Bores, John Kohlman, and Ivy Ward.

Members represented by proxy (Proxies): Jim & Karen Adomines (Albert), Ted King (Hardin), Jane Hart (Albert), Kelly Durkin & Scott Sussman (Albert), Rudy & Kathy Storch & Nancy Miller (Brown), Pat Rodriguez (Farris), Jerry & Susan Simmons (Amos), Mary Cox (Amos).

Total attendee households: 12; Total proxies: 8

A quorum is required to elect directors and conduct business at an annual meeting in accordance with WLCA By-Laws, Article IV, Section 6. Jim Albert, Laura Doherty, and Anne Andrews certified that the members present or represented by proxy and eligible to vote at this meeting totaled 20, which did constitute a quorum. President Dave Brown called the meeting to order and announced that in the presence of a quorum all agenda items would be addressed and official votes would be taken. He declared that the required notice of the meeting had been sent by mail on April 1st and was posted at the mail boxes for most of the week before the meeting.

President Brown welcomed new residents Tom and Nat Malinky and asked all attendees to introduce themselves and provide a little background information and what they could do for the community..

- Kathy Hardin volunteered to do small physical tasks around the community that can be done on her timetable.
- Joe Staugaitis re-volunteered to be on the board.
- Ivy offered to help with secretary duties.
- Charlie offered to help Kathy with the painting of the parking lot fire lanes and reserved signs.

Thanks to all the volunteers!

President Brown noted that the minutes of last year's meeting had been recorded and distributed and that issues raised by residents for Board action would be addressed in subsequent officer and committee reports.

Election of Directors

Director Lorette Farris has completed her three-year term. Melissa Smith and Pat Rodriguez agreed to be candidates for the 3-year. Director position while Joe Staugaitis stated his desire to complete the remaining two years of the term he was appointed to a the last meeting. President Brown turned the meeting over to Anne, who opened the floor to

additional nominations. (Anne Andrews was appointed Inspector of Election, and subsequently signed an oath to faithfully execute the duties as stated in the By-Laws). There being none, Anne then conducted both votes by secret ballot and counted the votes with an independent check by Kathy Harden and Charlie Bores. On the first ballot, Melissa Smith received 13 votes to 5 votes for Pat Rodriguez. On the second ballot, Joe Staugaitis received 17 votes and Pat Rodriguez received 2 votes. Melissa Smith, Joe Staugaitis, and Tom Amos now constitute our Board of Directors. Thanks to Lorette Farris for her three years of service.

Reports of Officers

Treasurer Jim Albert reported that \$16,450 was collected and \$29,130.04 expended since January carrying a total cash on hand of \$32,839.84. Accounts receivable, including maintenance fees due on the day of the meeting, are \$14,909 for total assets of \$47,748.84.

There are 5 owners whose delinquent dues are \$8690 of the total accounts receivable. Walden's Landing Community Association is updating the liens against these homeowners.

Jim reported routine expenses of roughly \$12,000 per year for lawn care, \$3,000 per year for lighting, and \$7,000 per year for tree trimming. Maintenance fees are based on updated cost estimates each year for long term maintenance needs and trying to maintain a minimum balance of \$20,000 to start each year. The current statement of accounts is attached.

The Treasurer's Annual Report 2012-2013 is broken down into per home per topic. This allows for easy understanding of how much each home is paying towards maintenance and improvements for the property as well as WLCA. Furthermore, WLCA still needs to pay for its insurance policy, which is not due until the end of July. The insurance includes fraud protection against Directors and Officers and insurance for liability reasons (up to 1 million). Lastly, website was canceled because Vice President Kody Doherty is creating a new website that is less expensive to maintain, which means we will save money in this area.

President's Report [and feedback from residents]

- Had a yard sale and tried twice to have cookouts, but unfortunately they were rained out.
- Gas leaks and rats in neighborhoods, but resolved those problems by calling BG&E as well as reminded residents to keep trash in trash cans and property clean to avoid attracting rats.
- Expanded curb side pick up for trash days. Please contact Waste Management to pick up unexpected trash. One can go online and fill out the appropriate form to let the trash know of unwanted material. Furthermore, Best Buy takes old electronics. Please contact Best Buy for further information. (Joe knows someone who owns a truck who hauls away junk/trash for \$50. Please contact Joe for more information).
- WLCA budgeted and decided we needed a flat rate snow removal contract because a few years ago, WLCA had to spend \$25,000 for one snow season. We now pay \$5500 each calendar year for snow removal with New Image. Furthermore, we are scheduled for 2-3 leaf removals during the fall.
- New website is in transition and should be up and running soon. Please stay tuned for more information. With this being said, Laura Doherty, the new Secretary, has and will continue to create minutes for each meeting as well as quarterly newsletters to keep residents up to speed with what is going on in the neighborhood.
- New Image and erosion projects. A huge success with the removal of stumps and placing new sod down to help prevent erosion next to 5683 Phelps Luck. Moreover, completion of the new ramp and drainage project in front of 5701 Phelps Luck.
- We are in the first year of a new 3-year contract with New Image – lawn care, snow & ice removal, leaf removal, pest control and tree trimming.

- o We have incorporated tree trimming into this contract instead of contracting separately when needed. We used to do major trimmings every 4 years, then every 2-3 years; now we are having part of the community done each year. To match the three-year contract plan, we divided the community into three zones with approximately equal costs. This was easier to negotiate and will be easier for New Image to manage work flow. The work scope specifically tracks which trees will be trimmed each year with provision for necessary adjustments.
- o We do not have a tree expert to keep an eye on them while they are doing their work, but we will go back to New Image and express questions, concerns and complaints and adjust the contract for next year.
 - Made complaints the first time New Image came around and trimmed the trees. The following week, New Image came back and fixed what was needed. Pleased the second time.
- o Looking for volunteers for walk-through with Dave Mauck of New Image to help develop the expertise in house.
- Parking Lots
 - o The parking lot signs are up – to help emergency vehicles and visitors find the appropriate locations
 - o Striping the spaces was a wonderful event for community day and a great excuse for a cookout.
 - o Need to re-paint a couple of “Reserved” spaces. **Kathy volunteered for this and has already done it.**
 - o Fire Lanes needs to be painted this year – will be discussed at the next board meeting for a community project
 - o Potholes – We are getting advice on parking lot repairs. We are saving big money by not needing to resurface the parking lots. The asphalt used the last time we resurfaced isn’t cracking in the same way that the old stuff did. Some experts have been saying that we don’t need to re-seal. The new potholes are “sink holes”. Tom has access to an asphalt expert who says re-sealing little cracks is a waste of money. Our priority this year is to figure out how to fix the potholes.
 - Need to remind residents to not work on their cars in the parking lots. If emergency repairs and/or work needs to be done, please clean up after oneself.
- BGE gas line clearing
 - o We got mail notification that BGE is clearing gas lines of all vegetation so that they can inspect them from the air.
 - o All changes are on BGE right-of-way.
 - o We had two trees that were 20% or so in the swath in the “Back-40”. They trimmed these trees and paid us \$xxx for landscaping.

Architectural and Environmental Controls Committee (Joe Staugaitis)

- No applications for exterior changes were made in the past year.
- John Kohlman is excited to get the committee up and running again. He is here to help people get through the process and paper work needed to be completed prior to adjusting things on the outside of one’s house. One’s property is one’s backyard, the area in the front yard, and on the end houses 3 feet from the house outwards.

Landscape Committee and Drainage Projects (Melissa & Tom):

- Melissa thinks we need to pick up where we left off.
 - o The Mews needs to have ideas proposed so we can move forward with this project.
 - o Trash can/recycle can area needs suggestions and proposals so we can move forward with this idea as well.

Social Activities Committee (Lorette)

- Community Day is coming up in May. Some ideas for projects are:
 - *Have the trash can foundation created and the residents finish the project. Idea is maybe to relocate the trash can area to the other side of the big parking lot.
 - *Place grass and plants where needed throughout property.
 - *Need to repaint fire lanes
 - *Will always have a BBQ following whatever Community Day entails for all the help and hard work.

Old Business

- Trash cans – residents continue to have trouble picking up their cans in a timely manner – don't have any good solutions – looking for ideas
- Need to repaint the fire lanes

New Business

- Keep front and back porch lights on during the evenings.

Reminders From Last Year's Neighborhood Watch Report (Captain _____, COO of Commando K-9 Detectives, Inc.)

- There is not an overwhelming need for people in our neighborhood to have a watch – relatively safe area.
- Near the national capital – if something terrible happens, we will need to be self sufficient for a number of hours or days – emergency responders may be diverted to DC. (Emergency Preparedness)
- *Creating an Emergency Response team: If interested please contact Lorrette Farris
- The best practice would be to know your neighbors, their names, their cars, etc. Communicating more on a regular basis so that in an emergency the neighbors are able to help one another effectively.
- Ideas to make your home safe (will provide a home security check list, share it with your friends)
 - o Put a big dog bowl in the back yard
 - o Put a broomstick in your sliding glass doors
- What happens when snow comes or power is out to help our neighbors?
- Does not recommend people walking around with a vest on looking at your neighborhood
- When you call the police:
 - o Describe the situation and the individual who is causing potential trouble
 - o You can ask the dispatcher not to mention your name or to come to your house – if you do not tell the dispatcher, he/she will assume you want them to respond to your house
 - o Use the 311 system for non-emergencies –
 - o Community Oriented Police Services – there is an officer assigned to each neighborhood to respond to any HOA level concerns – will come to HOA meetings to address concerns
- When you see something wrong – even if it ends, you still need to call the police to alert them to the issue – broken window, keyed car, anything – the police will track where crime is in the neighborhood. Multiple calls about the same issue are okay, it will drive the police to the area more frequently
- Make homes look occupied when people are away – mow the lawn, pick up the papers, etc.

Organizational Meeting

Following the Annual Meeting, the new Board of Directors met briefly to appoint officers and members to committees. The Board elected Dave Brown and Jim Albert as President and Treasurer respectively. Furthermore, elected Laura Doherty as Secretary and decided to have all committee members stay as their current positions.