

**The Landings Homeowners Association
Meeting Minutes
Bay West Office Building
February 21, 2024
6:30 pm**

Attendees:

Ches Lanham, Acting President
Margaret McLemore, Treasurer
Jennifer Levine, Board Member
Lenka Capurro, Board Member
Christine Reilly, Secretary
Tracie O'Brien, Baywest Management

Absent:

Loretta Lamar

Two vacant positions

Call to Order

Ches called the meeting to order at 6:29pm.

Homeowner Concerns

Lynette Nick (27 Rockwell) asked about Parking Boss. The question was deferred because it is an agenda topic.

Phil Gallagher (5 Belvedere) noted the recent tree trimming was well done. He also is interested in Parking Boss.

Sherry Galloway (15 Woodward Court) is concerned about parking. She noted that some trees were trimmed on Woodward Court, but not all. She was told that the tree trimming would be an agenda topic.

Jennifer Levine (1244 Youngs Farm Road) said community members were concerned about the tree trimming. No advance notice was given, and they were concerned that trees were being removed. She would like to see improved communication.

Sherry noted that the tree near between 15 and 17 Woodward Court near the sewer needs to be removed.

Lynette expressed concern about trees growing over the fence from the single-family homes outside the community that back up to the units between 25 and 35 Rockwell Court. The tree branches are growing over the common area and into her backyard. Lenka said she would look at this area and potentially add these trees to the list of trees to be trimmed.

Approval of January 17th Meeting Minutes

Christine made a motion to approve the January 17, 2024, meeting minutes. Margaret seconded the motion. The board voted to approve the meeting minutes.

Treasurer's Report, including January Financials - Margaret

There are large variances in the financials because each line item is spread over 12 months and charges for some items are incurred in only a single month or a few months. We spent approximately \$9,000 of the \$10,000 budgeted for snow removal in 2024.

Christine made a motion to approve the financials. Jennifer seconded the motion. The board approved the financials.

Margaret would like the board to review why the homeowners are notified about late fees and other issues through USPS mailings. We need to consider using email for this. We have approximately 50% of the homeowners' email addresses in CINC.

Landscaping Report, including Tree Trimming Update - Lenka

Lenka said she would be conducting another walk-through of the community to update the list of trees that need trimming. She noted that she would like to establish a tree-trimming program. She would like Baywest to inform the Board about scheduled tree trimming work so that we can address questions asked by community members. Recent trimming of the crepe myrtles was not pre-approved by the Board. Tracie stated that it needed to be done. There is money in the tree trimming budget and in the past the property management just scheduled work that is budgeted without board approval.

Margaret also expressed concern that homeowners weren't informed about the tree trimming beforehand and didn't understand what was being done.

Tracie said that crepe myrtles were done on an as-needed basis in the past.

Ches reiterated that the Board needs to know about what is being done in advance, particularly for things that aren't routine.

Lenka mentioned that as no one from the board approved the trimming of the crepe myrtles and this was not done anywhere in the community for past 3+ years, the association should not be billed for it!

Architectural Report – Chester

There haven't been many architectural requests recently except for the ones at 2 Woodward Court. Rod had been responding to most of them before he resigned from the Board. Tracie noted that she was unaware whether the requests from 2 Woodward Court had been approved and had not put the approvals in the CINC System. Ches stated that they were approved.

New Business

Little Library/Book House

Ches asked about the status. Allison Paliska (32 Rockwell Court), who requested the library, sent Lenka information about the cost, which is approximately \$600. Allison said she was willing to pay for it herself. Ches and Lenka stated that the HOA should pay for it. Allison proposed putting the library/book

house near the Pool House in Copperwood, but Lenka said this is not a good area. Lenka proposed putting it on the corner on the left of the dog/walking path at the outlet of Rockwell Court.

Lenka made a motion to approve the HOA paying the cost of the library, including installation and location of the library book house. Margaret seconded the motion. The board approved the motion.

Tracie asked that the receipts for the materials and other charges include only those charges related to the materials and installation of the library. In the past, receipts have been submitted that included expenses not being paid by the HOA, which causes accounting issues.

Parking Boss Launch

Ches explained his understanding of the Parking Boss program and that he thought each home would get 2 blue stickers. Lenka and Margaret want to limit the number of blue stickers to the number needed by the homeowner/tenant. If a homeowner/tenant only has one car, they would only be given one blue sticker.

Parking Boss will capture vehicle registration information, but will not verify it. Margaret said that the person Rod wanted to hire would do take care of the paperwork, entering the data and sending out the stickers for the initial roll-out. Christine stated that the original plan was to send out an introductory letter about Parking Boss, followed up by a second letter with instructions about how to obtain the parking stickers. Tracie pointed out that if Parking Boss sends out the stickers and the homeowners/tenants did not properly register the cars (e.g., not providing the car registration) the parking sticker could be revoked.

There was a long discussion about the parking stickers and the issue of renters who do not have a copy of the lease. Margaret stated that we don't want to be intrusive about who is living in each home and whether the car is properly registered in Maryland. Margaret suggested that if a resident had a car that didn't have a vehicle registration that matched the residents' address in the Landings, the homeowner could sign an attestation to take responsibility for the people in their household and their cars.

We also need to contact the homeowners about Parking Boss and the application process and ask them to pass it to their tenants. This differs from the Parking Boss implementation where Parking Boss would only send the instructions for registration to the addresses in the Landings, not the offsite homeowners.

Ches stated that the board needs to meet to draft a letter with step-by-step instructions on how to obtain new parking stickers. Phase 1 would be to distribute the blue stickers. Phase 2 would be to issue red stickers to residents with more than 2 cars.

Speed Bump/Hump Vote and Placement

The board discussed the GMC proposal with an option for speed bumps and an option for speed humps. There was some concern about the dimensions proposed by GMC. During the discussion, Tracie emailed GMC with questions and GMC confirmed the dimensions were correct. They stated that speed humps are for traffic calming, and speed bumps are for traffic control. They also stated that they would raise the proposed speed bumps from 2.5 inches to 3 inches Lenka provided a diagram of where to put the speed bumps. She proposed the speed bumps be installed as follows:

One on Youngs Farm Road between Landings Court and Muir Woods Court

One on Youngs Farm Road on the Forest Drive side of the intersection of Youngs Farm Road and Stonecreek Road

One between Sargent Court and Copley Court

Margaret made a motion to accept the GMC proposal option #1 for 3 speed bumps at the locations Lenka proposed with a height of 2.5 inches. Christine seconded the motion. The board approved the motion.

Christine will draft a notice to be provided to the community about the speed bump installation and why it is necessary.

Pool House Renovations

Ches met with a second pool house contractor on February 21, 2024. They are going to bid on the same scope of work proposed by the first contractor. The bid for the work needs to be broken down by area to allow the Board to determine if we have the budget for the proposed work and potentially only do parts of the proposed work. The first contractor did not provide a cost breakdown by work area because there was an overlap in the way the work would be performed. The second contractor is willing to provide a cost breakdown by proposed tasks, e.g., interior of the Copperwood pool house, interior of the Painter's Hill pool house, exterior of the Painter's Hill pool house, etc.

Ches noted that there is concern about the condition of the exterior of the Painter's Hill pool house. The first contractor recommended replacing the sub roof due to past damage. We can probably get all the work completed in 2024 and 2025, possibly starting the work in September 2024 and completing the work in February 2025, thus not impacting the 2024 and 2025 pool seasons.

Ches asked Lenka about the pool furniture. It was noted that Tom O'Brien said the pool furniture could be re-strapped. Lenka noted that all the pool furniture is not in bad shape. Tracie said she has seen re-strapping done in other communities. We don't have replacement of pool furniture in the 2024 budget.

Pool Management Contractor

Tracie said we need to sign the contract soon.

Lenka wants to add expectations in the contract. She will review the contract after this weekend and let the board know what needs to be added.

The current contract does not have expectations about guard duties. Supplies need to be replenished. The contractor needs to tell the Board what they need for safety equipment. The current contract is \$3,000 higher than the previous year's contract. Tracie said the pool management company is willing to meet with the board to discuss our concerns. Ches asked if Lenka wanted to meet with them.

Fill the Board

Ches asked if we wanted to replace Loretta because she hasn't been able to attend any meetings since the start of the term. She has not been available because her job involves the Navy basketball team, who play on Wednesday nights. Christine suggested that we can replace Rod with someone from any of the three Landings areas and that we should defer replacing Loretta to see if she is able to attend next

month. If Loretta is removed from the board, her seat will need to be filled with someone from Copperwood.

Jennifer said she is resigning from the board due to work commitments. Phil agreed to take Jennifer's seat (The next morning, Phil notified the board via email that he is unable to accept the position.). We still need one at-large board member.

Other Discussion:

Jennifer stated that litter in the community is a real problem. She has tried to pick it up. She thinks it is deliberate littering rather than trash blowing out of cans on trash night. Doody Calls needs to fix the lid at the dog station near the pickleball court as you head into the community from Forest Drive. During the meeting, Tracie emailed Doody Calls about fixing it. They responded that could do it, and it would cost \$70 to fix it. Residents have expressed dissatisfaction with the noise coming from the pickleball courts. Jennifer would like to find a compromise between peace and quiet and use of the pickleball courts on nice days.

Margaret would like to review the community governing documents and possibly re-do them. There are too many pages and inconsistencies in the documents. For example, a homeowner in Muir Woods Court found a statement in the documents that says the HOA is responsible for roof replacements, whereas other areas say the homeowner is responsible for their roof. There is a paragraph that says 2/3 of the board can change the documents, but this is also contradicted elsewhere in the documents. She asked Tracie to obtain a quote from the HOA attorney to clean up the documents. Tracie noted that this issue has been raised with the attorney in the past. It would be very labor intensive and require retyping of the documents. Margaret volunteered to type up some of the documents.

Lenka noted that Laura Perry (11 Copley) wants the debris removed from the common area near her home. Ches volunteered to remove it.

Motion to Adjourn

Christine made a motion to adjourn. Margaret seconded the motion. The motion passed.

The meeting adjourned at 8:18pm.