

Meeting Minutes
The Landings Homeowners' Association
2023-2024 Organizational Meeting
October 24, 2023
6:15pm
Baywest Management Office

Attendees

- Lenka Capurro
- Rod Houston
- Ches Lanham
- Loretta Lamar
- Jennifer Levine
- Margaret McLemore
- Christine Reilly
- Tracie O'Brien, Baywest Management

Election of Officers and Committee Assignments

The Board determined the following positions:

- President: Rod Houston
- Vice President: Ches Lanham
- Treasurer: Margaret McLemore
- Secretary: Christine Reilly

Committees

- Architectural: Rod Houston (chair), Lenka Capurro, Loretta Lamar
- Landscaping: Lenka Capurro (chair), Jennifer Levine, Ches Lanham
- Snow: Loretta Lamar
- Pool: Jennifer Levine
- Parking: Christine Reilly (chair), Margaret McLemore

It was noted that the committee meetings are subject to the requirement to hold open meetings per the Maryland HOA Act.

Parking Boss Discussion

Rod recommended we only send out two blue stickers to homeowners and if a homeowner needs a red sticker these would be issued by Tracie.

Rod suggested we need different levels of visitor parking, e.g., occasional, daily caretakers, midshipmen. It is not clear whether Parking Boss has provisions for different types of visitors.

It was noted that Parking Boss does not check that the state car registration matches the address of The Landings HOA home that is requesting it. Parking Boss allows the resident to upload the car registration,

but we would have to manually check it to see that it matches the residents. It was pointed out that active-duty military service members are allowed to retain their car registration in their home state.

Loretta noted that renewal of parking stickers every few years helps clean up the parking program.

Tracie noted that the HOA Attorney, Valerie Barnes, gave us guidance that as long as guests had access to parking (i.e., on Youngs Farm Road) it would be acceptable to limit visitor parking.

As part of the discussion on towing, Loretta noted that the association has towed abandoned cars and work trucks on Youngs Farm Road.

It was noted that we may not be able to issue the letter to the homeowners/residents about Parking Boss until we have determined how to handle guest parking.

Lenka noted that we need to restrict the parking monitor to specific hours, e.g., after 7pm.

Margaret suggested we just issue the blue and red parking stickers and resolve the issue about guest parking later.

Rod suggested we start with the guest spots and figure out how to handle those. It was pointed out that guests have to register their car in Parking Boss.

Draft 2024 Budget Review

The Board reviewed the draft budget that Tracie provided to the board members prior to the meeting.

The proposed snow budget for 2023-2024 has been reduced from 2022-2023 budget because we have a significant amount of money in the snow reserve fund.

Chas asked about what the money taken in from pool passes is used for. In the early years of the community pool passes were free. When a fee for pool passes was instituted, the money collected was supposed to be earmarked for pool furniture. Margaret pointed out that refurbishment/replacement of pool furniture is part of the Reserve Study.

Tracie was asked why the proposed budget for trash removal remained the same as it was for 2022-2023 when we selected a more expensive trash contractor after the budget was adopted. Tracie will look into this.

Lenka noted that we had complaints about the pool contractor, Chesapeake Pools, and we may want to change to another company and the costs may be higher. The draft budget number is based on the Chesapeake Pools contract. Discussion ensued about bringing Anchor Aquatics back, but we would have to set expectations up front.

Tracie asked if we wanted to put more money into fence maintenance and tree trimming. Lenka would like to start a tree trimming program. Tracie said that we have used multiple contractors for tree trimming and removal because each contractor has different capabilities. Ballard has arborists on staff and has specialty equipment. Brady Tree Removal provides pricing at a daily rate. Lenka did a walk through with Davey tree contractor last week and is getting quotes.

Margaret noted that we seem to be overcontributing to the reserves based on the information in the Reserve Study. Tracie acknowledged we are a bit over. It was asked what the Reserve Study says we need to address and the estimated amounts we will need to spend in 2024. Tracie will review and get back to us.

Margaret asked if we could move the reserve overage from 2023-2023 to 2023-2024 spending.

Rod asked about what we do about unexpected expenses. Tracie said we don't have a line item in the budget for unexpected expenses. Margaret pointed out that for significant unexpected expenses we can do a special assessment or consider an acceleration of a reserve element. We could pay it out of the reserve funding and modify the reserve study to account for the acceleration. Discussion ensued about the downside of putting in a line for unbudgeted expenses in the budget.

The Reserve Study has concrete curbing and gutter maintenance/refurbishment and refurbishment of the Painter's Hill pool house for 2024.

It was pointed out that Chesapeake Pools stated that the pool pump needs replacement. Tracie followed up with them but did not hear back.

Rod asked if the pool company must be local. Except for the lifeguard, we could pay mileage for the pool company to send someone to do periodic testing/checks. It was pointed out that we must consider opening/closing the pool, cleaning, and other things the current contract covers.

Pool furniture and picnic table were scheduled in the Reserve Study for 2022 at \$2500. Margaret will look at the Reserve Study to see what was considered.

There was discussion about siding colors, but no decisions were made.

Architectural Requests

Baywest Management is responsible for recording and maintaining the architectural requests. Tracie pointed out that it is labor intensive to have architectural requests going around in email as well as CINC. The architectural request form says it must be submitted to Baywest. If the homeowner fills the request in on CINC, it automatically goes to Baywest and the whole board.

Loretta suggested using Google Docs, which would help with pictures that are submitted as part of the request. Documents can be uploaded to CINC, including pictures. The advantage of using CINC is that all board members, including the homeowner, can track the status and see comments. Rod suggested we leave the system as it is now: The homeowner can either send the application and associated documents to Baywest or use CINC.

Tracie would prefer to use a single method but will go with what the board decides.

Tracie says that communications should be between the homeowner and the architectural committee. Tracie tries not to get involved in the discussions and decisions. Rod suggested that an interface between the HOA website and CINC could be developed.

The meeting was adjourned at 8:15pm.

Respectfully submitted,
Christine Reilly, Secretary