

MINUTES
VILLAS I AT SNOWDEN OVERLOOK
BOARD OF DIRECTORS MEETING
July 25, 2018

Present: Members L. True, S. Goodman, J. Pelch, R. Vogel, D. Perin and WPM
Property Manager Patricia Lall

1. Call to order 7:00 pm

- a. A motion to close the meeting at the end of regular business under section 11-109.1(a)(4) [consultation on legal matters] of the Maryland Condominium Act was approved 5-0.
- b. At the 7/2/2018 work session the Board approved up to \$20 for purchase of a downspout extension for 8879 to prevent material from washing into the recently completed swale improvement.

2. Reading of Minutes: A motion was made, seconded, and adopted 5-0 to formally approve the minutes from the previous meeting and to dispense with reading them.

3. Treasurer's report – Total cash as of 6/30/18 was \$896,176 including \$84,639 in the checking account and \$811,537 in reserve accounts. YTD income was \$105,800 and expenses were \$101,931. For details see the full Treasurer's report. The Board approved 5-0 transferring \$85,000 from money market reserve accounts to higher-yielding CD's.

4. Property Manager's Report:

- a. **Roof leaks.** Repair of leaks at 8847 and 8711 have been completed. Drywall repairs will be scheduled. For the leak reported at 8882, we are waiting for the homeowner to coordinate removal of solar panels to provide access for the roofer. A new leak has been reported by 8889 in an area of a previous leak. The roofer was able to identify the source of the leak and repair it. Management is coordinating remediation, which may require some dry-wall removal.
- b. **Gutter cleaning contract.** The new contract with Chesapeake Property Services-- approved at the June Board meeting and effective July 1, 2018 at a cost of \$365 per month--will provide two cleanings fall and spring or homes backing up to woodlands and one cleaning for interior units. This fall, gutters of exterior units will be cleaned on October 17 and all units' gutters cleaned on November 26-27.
- c. **8879-tree and related damage.** A notice of hearing has been mailed to the owner for the August 6 work session.

5. Committee reports:

- a. **Architectural.** No applications pending.

- b. **Landscape** – Two cherry trees in the Secret Waves greenery area are dying and will need to be replaced this fall. Letters were mailed on July 13 to 17 units identified by the landscaping committee's survey as needing attention to the unit's landscaping.
- c. **Parking and Traffic** – [see new business below]
- d. **Social** – The next social event will be held in October and will be a costume party.
- e. **Maintenance** – Ms. Lall, Dave Perin, and Bob Lagas conducted a survey of Villas I homes to update the list of properties with warping of siding and identify the source of the thermal radiation that is causing the warping. Ms. Lall's management report provided a listing of all locations with warped siding. Roughly 50 windows were identified for screening. She will pursue information about the availability and likely cost of screens that would prevent further warping. Ms. Lall also reported on the follow-up to the spring maintenance survey. Work orders have been entered for all Association repairs and letters mailed on June 28 to homeowners cited for unit maintenance repairs, to be completed within 60 days.

6. Old Business:

- a. **Roofing Inspection Bids.** Ms. Lall received three bids. The two most competitive ones were from: (1) Columbia roofing in the amount of \$3,600 for the initial roofing inspection plus time and materials for all repairs and (2) RoofPro for \$7,600, which covered minor repairs and maintenance items. The Board approved 5-0 a motion to accept the RoofPro proposal and fund the cost from the reserve account that was established from the settlement with Lennar Homes [Reserve-Settlement Concrete CAB in the Treasurer's report].
- b. **Gutters and Downspouts.** At its recent work session, the Board discussed clarifying the responsibility for maintaining gutters and downspouts, which are not explicitly mentioned in Villas I documents. The Board agreed that gutters and downspouts are an integral part of the roof system and as such should be a responsibility of the association to maintain and repair. A formal resolution to that effect will be prepared by Mr. True for consideration at the August Board meeting.
- c. **Group power washing price.** Ms. Lall provided information on possible group power washing discounts from two contractors. The Board decided to provide the information on the lower-cost bidder (Detailz Construction) to all homeowners in Villas I via email and leave it up to individual initiative whether or not to take advantage of the offer. Ms. Lall will prepare a paragraph for the email.

7. **New Business:**

- a. **Master Insurance Policy Renewal.** Ms. Lall received bids for the association's master insurance policy. The low bid of \$24,718 was from the Travelers Insurance Company, who underwrites the current policy. The next lowest bid was \$31,000. Mr. Vogel raised several questions about what types of water damage would be covered by the policy, which Ms. Lall will discuss with our insurance agency. The Board approved the renewal of the Travelers policy 5-0. (The policy will be amended later if the Board later decides to increase coverage based on information about types of water damage.)
- b. **No Parking Signs.** Recently cars have been parking in the roadway across from 8879 and 8881 creating a safety hazard. The Board approved 5-0 spending up to \$500 for procurement and installation of two no-parking signs to be placed at each end of this area with arrows indicating the no-parking area.
- c. **Maintenance checklist.** Mr. True prepared and updated the Villas maintenance checklist, incorporating suggestions from members. No additional suggestions were received, and the list will be distributed to home owners.
- d. **Request for handicapped parking spaces.** A homeowner requested designation of two handicapped parking spots in the visitor parking area opposite 8725 to provide assured parking spots for visitors, some of whom are handicapped. Mr. True provided data he collected on the availability of parking spots in that area. At least one of the five spots was available in every instance he checked. The homeowner said there were instances where none were available due to residents parking there. The Board decided 4-1 to table the issue, allowing for reconsideration at a subsequent meeting.
- e. **Restriping.** The Board then approved 5-0 proceeding with the restriping of all visitors parking areas. (If additional handicapped spots are subsequently approved, handicapped markings and signs would be added to those spots.)

8. **Open Forum for Unit Owners**

- a. no comments.

9. **Adjournment** at approximately 9:40 pm.

Prepared by David Perin, Secretary

Date: July 25, 2018

Signed: _____