

# Wellington Trace Homeowner's Association Board of Director's Meeting

## Minutes

March 8, 2016

6:30 pm

**Board Members** Present (P) Not Present (NP)

Christopher Watkins, President, (P)  
 Steve Shugarts, Vice President, (P)  
 Douglas Browning, Treasurer, (NP)  
 Jen Shell, Secretary, (NP)  
 Heather Siefers, Member at Large, Assistant Secretary (P)  
 Cathy Price, Residential Realty Group, (NP)  
 Linda Collins, Residential Realty Group, (P)

\* Denotes action item

Topic	Responsible	Discussion	Action
Called to Order	Christopher Watkins		C. Watkins made the Motion and all were in favor to call the meeting to order at 6:31PM.
Roll Call	Linda Collins		C. Watkins took Roll Call of the BOD
*Adoption of the Agenda	All		The BOD approved the Agenda as presented. No amendments were requested.
*Minutes Review	Christopher Watkins		Minutes from the January 12, 2016 meeting were not available for approval. Will be presented for approval at the April 12, 2016 meeting.
Old Business	All		See Ongoing Board items
Spring Pool Repairs and Supplies Proposal from Continental	Linda Collins	The pool company has submitted a proposal for maintenance requirements and recommendations.	The BOD purchased replacement Blood Borne Pathogens and first aid kit from Amazon therefore these items can be removed from the proposal. The BOD also purchased "no running" and "no diving" stencils and will work with a Wellington Trace volunteer to remove the old signage from the pool concrete and replace with newly painted signs. This line item can be removed from the proposal. Residential Realty found the recommended pool vacuum on Amazon for \$40 less than the

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			<p>pricing in the proposal, the BOD recommends giving Continental the opportunity to match this pricing, otherwise the BOD will purchase the item through Amazon at a \$40 savings.</p> <p>C. Watkins moved to approve all remaining maintenance items on the proposal, S. Shugarts seconded. The motion was approved.</p>
Collection Policy	Linda Collins	A policy for the Collection of Assessments was submitted by Elmore and Throop for approval by the BOD.	C. Watkins moved to approve the Policy as submitted, S. Shugarts seconded. The motion was approved.
Tot Lot Mulch	Linda Collins	Awaiting proposals	L. Collins made the recommendation to get pricing for regular mulch and the rubber tire mulch. Additionally, it was recommended that before any additional mulch is laid in the tot lots that the old mulch is completely removed. This should address the issue of molding of the mulch and prevent the mulch washing away after heavy rain.
2016 Annual Member Meeting	Linda Collins	The annual member meeting will be held on April 12, 2016.	Residential Realty will be mailing out the notices to all homeowners on March 9, 2016.
Ongoing Board items	All	Items listed on next page.	C. Watkins reviewed the Action list
Adjournment	Christopher Watkins		C. Watkins made the Motion to adjourn the meeting at 7:21 PM.

## New Item:

H. Siefers raised concerns over the health of some of the trees on community property. Shawn Siefers, a MD Board Certified Arborist, has volunteered to perform a walk-through of the neighborhood identifying any trees of specific concern which will be reported to the BOD.

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### On-going Board Items/Email Communication

Topic	Information Communicated	Action/Follow-up
Architectural Inspections	All homes noted to be in violation of the HOA Architecture policies were re-inspected in the fall. 130 homes are still in violation.	S. Shugarts recommended that all homes be re-inspected this spring by the committee to ensure consistency among the inspections. Residential Realty will include in the notice letters to homeowners with violations that homeowners must use the original paint and siding colors that were approved at the time of home construction. M. Swank recommended that the letter should refer homeowners to their builder's packets which list the approved paint colors and brand in order for them to be compliant with the HOA policy. If homeowners do not have the original builder's packets they can contact Residential Realty to obtain this information.
Concrete repairs	O'Leary Asphalt will schedule a walk-through with a BOD member or Residential Realty.	After the walk-through has been completed, O'Leary Asphalt will determine how many square feet falls under warranty, will develop a scope of work and then schedule the repairs accordingly. It was noted during the meeting that O'Leary Asphalt needs to remove some of the boards blocking the storm drains that were left from previous concrete repairs.
2016 Pool Rules and Applications	The first Pool Pass Day on March 5 was a success. Residential has received 10 complete applications and passes have been mailed to owners.	Residential will process all applications received during the March 5 Pool Pass Day and mail out passes to owners. A second Pool Pass Day is scheduled for April 2.