

Wellington Trace Homeowner's Association Board of Directors - Annual Meeting

DRAFT Minutes

May 24, 2016
6:30 pm

BOARD OF DIRECTORS		
NAME	POSITION	PRESENT
Christopher Watkins	President	Present
Steve Shugarts	Vice President	Present
Douglas Browning	Treasurer	Present
Jen Shell	Secretary	Present
Heather Siefers	Member at Large, Assistant Secretary	Present
RESIDENTIAL REALTY GROUP, INC. (non-voting)		
Cathy Price	Association Managing Agent	Present
Linda Collins	Assistant Managing Agent	Present

- A. *Call to Order* - C. Watkins made the Motion and all were in favor to call the meeting to order at 6:40 PM.
- B. *Election of Chairman of the Meeting* – not required
- C. *Roll Call of Eligible Owners* - Sign in sheet was presented to attendees in lieu of a roll call. Due to Quorum not being established at the April 12, 2016 Annual Meeting, 5-206 of the Corporation and Association Article of the Annotated Code of Maryland was invoked. Therefore, those members present at this re-scheduled meeting constituted quorum and all business brought before the meeting was conducted.
- D. *Proof of Notice of Meeting* – Proof was established by those in attendance, and C. Price advised that a Notice was mailed to all owners on or about May 12, 2016, and it was also posted on the community announcement board on April 12, 2016.
- E. *Reading or Waive the Reading of the Minutes from the last Annual Meeting* – A copy of the 2015 Annual Meeting Minutes was provided to meeting attendees, therefore the reading of the meeting minutes was waived. C. Watkins moved to approve the 2015 Annual Meeting Minutes. J. Shell seconded the Motion. A vote was held and the minutes were approved unanimously.
- F. *Financial/Management Report* – C. Watkins provided the following information to all members in attendance:

Wellington Trace Homeowner's Association Board of Directors - Annual Meeting

FINANCIAL – As of April 30, 2016

Operating \$ 9,821.89
Savings \$ 16,973.81
Reserves \$ 518,776.00
TOTAL \$ 545,571.70

Assessment Delinquency - \$41,085.46

OPERATIONAL REPORT

A year in review of accomplishments May 2015 – May 2016

- All 3 entrance signs were enhanced with new landscaping
- Concrete replacement/repairs started and will resume this spring/summer in order of priority.
- Architectural inspections resumed
- Miscellaneous maintenance throughout the community
- Miscellaneous tree removal/trimming and landscaping throughout the community
- Clubhouse carpet and upholstery was cleaned
- Legal opinions were obtained for clarification on ownership of the sidewalks adjacent to English Muffin Way and maintenance of Monument on Lot 561, and for Board of Directors authority to implement painting of curbs and erection of “No Parking” signs at painted curbs
- Coordination with local wellness and safety vendors to participate in community safety day
- Community clean-up day was held
- Coordination with local fire department to bring Santa on the fire truck to the community
- Updated pool rules
- Implemented new photo pool passes
- Board members held two volunteer pool pass days at clubhouse for community member to submit pool pass applications in person and have photos taken
- Board members volunteered their service to remove Popsicle signs throughout the community at no charge.
- Playground and tot lot inspections were completed

Wellington Trace Homeowner's Association

Board of Directors - Annual Meeting

G. *Election of five (5) Members to the Board of Directors* – There were five (5) positions open and five (5) candidates on the ballot. C. Watkins made a call for nominations from the floor. There were no additional names added to the ballot. Jeanie Watts made the Motion, Dawn Kraham seconded the Motion, and all were in favor with no objection to appoint Chris Watkins, Steve Shugarts, Doug Browning, Jen Shell and Heather Siefers to serve as Board of Directors for 2016-2017 by affirmation with one abstention from the vote.

- Immediately after the Meeting adjourned the Board re-convened and appointed Officer Positions as follows:
 - Christ Watkins, President
 - Steve Shugarts, Vice President
 - Doug Browning, Treasurer
 - Heather Siefers, Secretary
 - Jen Shell, Member at Large

H. *Unfinished Business* –

- a. Curb Painting – Discussion on curb painting was deferred until the June 14, 2016 meeting.

ACTION ITEM: H. Siefers will advertise on the community website (www.wellingtontrace.com) and Facebook page that this topic will be on the June meeting agenda.

- b. Tot Lot Inspection/Recommendation/Proposal for Maintenance – C. Watkins reviewed the Play N' Learn, Inc. proposal (see attachment) to furnish and install two (2) belt and two (2) bucket swings, repair spring animal, remove old mulch from the playgrounds, stretch and staple landscape fabric and install 130.5 yards of Wood Carpet[®] mulch at all three playground sites. The total cost quoted for these services is \$8,367.10. C. Watkins moved to accept the proposal. S. Shugarts seconded the Motion. The motion was approved unanimously.

ACTION ITEM: H. Siefers will provide updates to the community on the timelines for repairing the equipment and installing the mulch on the community website and Facebook page.

The cost to perform a full playground inspection and replace the railroad ties will be considered in future budgeting.

- c. Traffic Calming – Only one person has expressed interest in joining this committee. The Board will include a discussion on traffic calming during the June 14, 2016 meeting.

Wellington Trace Homeowner's Association Board of Directors - Annual Meeting

ACTION ITEM: H. Siefers will advertise on the community website and Facebook page that this topic will be on the June meeting agenda.

I. New Business –

- a. Potomac Edison Company Easement Request – C. Price presented the easement request (see attached map) made by Potomac Edison to install underground power lines across the retention pond near Lysander Court. The Board agreed to the easement request with the condition that Potomac Edison is responsible for ensuring the land and fence is returned back to its original condition upon completion of the work. These conditions will be documented and notarized; Residential Realty is responsible for taking before and after photographs to confirm Potomac Edison's compliance. C. Watkins moved to accept the easement with the requested conditions. S. Shugarts seconded the Motion. The motion was approved unanimously.

J. Homeowner's Forum –

Hillary Houston expressed concern over the quality of the landscaping work provided by Brickman, specifically with tree pruning as there is not enough clearance to walk on the sidewalks in some areas. Brickman had initially committed to pruning the trees in question by May 10; however as of May 24 the service was still not completed.

H. Houston noted that Residential Realty was doing their due diligence in trying to resolve this ongoing issue.

It was also mentioned that Brickman is damaging fences while weed-whacking, missing areas while mowing and not cleaning up grass clipping. L. Collins is scheduled to meet with Mark from Brickman to discuss resolution to these reported issues and overall lack of service provided by the company.

- K. Adjournment* – C. Watkins adjourned the meeting at 7:21 PM.

Respectfully Submitted,
Heather Siefers

PLAY N' LEARN, INC.

9133 Red Branch Road • Columbia, Maryland 21045
Baltimore (410) 992-0992 DC (301) 621-4131 Fax (410) 715-9287

Submitted to: Wellington Trace HOA	Proposal # FG-161011
c/o: Linda Collins	Date: Tuesday, May 10, 2016
Project Name: Playground Maintenance	Email Address: lcollins@residential-realty.com
Address: 3600 Crondall Lane, Suite 103	Phone: 410-654-4444
Address: Owings Mills, MD 21117	Fax: 410-654-5666

We hereby submit specifications and estimates for:

Site One (end of Claredon)

Area 1

- Remove and properly dispose of existing spring animal due to broken handholds.
 - Furnish and install spring animal to match existing.
- Furnish and install 4" (22 yards) of Certified Safety Surfacing (Wood Carpet®) spread evenly throughout the entire playground area.
- Existing exposed landscape fabric will be stretched and stapled to earth prior to the placement of Wood Carpet®.

Area 2

- Furnish and install 4" (18.5 yards) of Certified Safety Surfacing (Wood Carpet®) spread evenly throughout the entire playground area.
- Existing exposed landscape fabric will be stretched and stapled to earth prior to the placement of Wood Carpet®.

Site Two (at Stapleton and Croydon)

Area 1

- Remove and properly dispose of 2 each existing broken belt swings and clevis hangers.
 - Furnish and install 2 each belt swings with galvanized chain
 - Furnish and install 2 each 2 3/8" clevis hangers
- Remove and properly dispose of 2 each existing broken full bucket swings and clevis hangers.
 - Furnish and install 2 each full bucket with galvanized chain
 - Furnish and install 2 each 2 3/8" clevis hangers
- Furnish and install 5" (24 yards) of Certified Safety Surfacing (Wood Carpet®) spread evenly throughout the entire playground area.

- Existing exposed landscape fabric will be stretched and stapled to earth prior to the placement of Wood Carpet®.

Area 2

- Furnish and install 4" (36 yards) of Certified Safety Surfacing (Wood Carpet®) spread evenly throughout the entire playground area.
- Existing exposed landscape fabric will be stretched and stapled to earth prior to the placement of Wood Carpet®.

Site Three (McGrath Place)

Area 1

- Furnish and install 5" - 6" (30 yards) of Certified Safety Surfacing (Wood Carpet®) spread evenly throughout the entire playground area.
- Existing exposed landscape fabric will be stretched and stapled to earth prior to the placement of Wood Carpet®.

Equipment	\$ 1,200.00
Surfacing	\$ 5,335.00
Sales Tax	\$ 392.10
Freight	\$ 140.00
Labor / Installation	\$ 1,300.00
TOTAL	\$ 8,367.10

Notes:

Resilient surfacing will be Certified Wood Carpet® that meets or exceeds current Consumer Product Safety Commission and American Society of Testing and Materials guidelines, as well as American Disability Act.

Prices on this proposal are valid for 30 days.

Terms:

1/2 deposit at proposal acceptance and balance at completion.

Submitted By: Play N' Learn, Inc.

Accepted By: Wellington Trace HOA

Frank Goldstein

Linda Collins

Date:

Date:

AT 208770C1506:
 INSTALL 1 -SINGLE PHASE 3 WAY JUNCTION
 INSTALL 2 -LB ELBOWS
 INSTALL 1 -INSULATING CAP

INSTALL 570' OF SINGLE PHASE #2 ALJCN

208770
 C1506

ROBERT & LAURIE BECKER
 BOOK 2158/PAGE 594

208810
 C1495

JEFFERY & ROBIN WHIPP
 BOOK 8982/PAGE 700

AT F72311:
 DISCONNECT SERVICE AT WEATHERHEAD &
 METER SOCKET
 DISCONNECT SERVICE AT OH XFMR
 REMOVE 15 KVA XFMR
 SCRAP 85' OF #2 OH TPX

25
 C (E)
 F72311
 PE12

AT 20010C1495:
 INSTALL 1 -SINGLE PHASE 25 KVA PM TRANSFORMER
 INSTALL 1 -#2 LB ELBOW
 INSTALL 1 -ARRESTER ELBOW
 INSTALL 85' OF 3/0 TPX FROM XFMR TO CUSTOMER INSTALLED MTR SKT.
 DISCONNECT & REMOVE 15 KVA OH XFMR
 SCRAP 85' OF #2 TPX

SET 400A SC METER

INSTALL 380' OF SINGLE PHASE #2 ALJCN

72

74

1070164
 PE12

LYSANDER CT

2001079
 PE12

AT 2001079:
 INSTALL 1 -#2 LB ELBOW
 SCRAP 1 -INSULATING CAP

2001078
 PE12

76

1070165
 PE12

79

80

U
 E

ST SIMON CT

78

2001077
 PE12

1070162
 PE12

81

77

Designer : DIETRICH,BRIAN S	Phone : (301)894-4467	WR Name : 57941700	FirstEnergy Region : Potomac Edison - Potomac Edison Region
Sales Rep : SCHEIB,DAVID A	Phone : (301)894-4418	Township - County: -----	Substation : MCCAIN Circuit : ROUTE 340
Scheduler : LAWTON,BRENDA M	Phone : (301)894-4428	and Cust/Elect Name: -----	Upstream Device: N
Work Request: 57941700	SAP Order # : 14893478	Customer: ROBERT CLINT BECKER,	Primary Voltage : 2
Apprv: _____ Date: _____	Apprv: _____ Date: _____	Street No : 6340	Forestry Req: N Easment: N
Proposal :[Y or N] #'s: Y	City : FREDERICK	Street Name : LYSANDER CT	Foreman's Signature: _____ Const. Comp. Date: _____
		Zip : 21703	



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