

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

## Minutes

May 16, 2017  
6:30 pm

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

- A. *Call to Order* - C. Watkins made the Motion and all were in favor to call the meeting to order at 6:42 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 11, 2017 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 9, 2017, and it was also posted on the community announcement board on April 11, 2017.
- E. *Reading or Waive the Reading of the Minutes from the last Annual Meeting* – A copy of the 2016 Annual Meeting Minutes was provided to meeting attendees, therefore the reading of the meeting minutes was waived. C. Watkins moved to approve the 2016 Annual Meeting Minutes. S. Shugarts 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:

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## **FINANCIAL** – As of March 31, 2017

Operating \$ 83,511.22  
Savings \$ 17,022.42  
Reserves \$ 553,114.25  
**TOTAL \$ 653,647.89**

Assessment Delinquency - \$43,225

## **OPERATIONAL REPORT**

A year in review of accomplishments May 2016 – April 2017

- The entrance sign along English Muffin Way was enhanced with new landscaping
- Tot lots were maintained/updated
- Miscellaneous maintenance throughout the community and pool
- Miscellaneous tree removal/trimming and landscaping throughout the community
- Implemented No Curb Parking on Duncan Place, Marsden Place, Dartmoor Place and Croydon Terrace
- Held a Community Day at the pool
- Hired a new pool company
- Coordinated with local fire department to bring Santa on fire truck to the community
- Updated the pool rules
- Implemented yearly stickers for existing picture pool passes
- Board members volunteered their service to remove popsicle signs throughout the community at no charge
- Power washed pool and monument signs
- New gym maintenance contract established
- Appointed additional volunteers to the architecture committee
- Fixed sinking sidewalks throughout the community/mud jacking of sidewalks
- Security cameras added to the clubhouse and surrounding area
- Approved installation of additional lighting along Tennison Drive

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*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. As no additional homeowners attended the meeting, Chris Watkins, Steve Shugarts, Doug Browning, Jen Shell and Heather Siefers were approved to serve as Board of Directors for 2017-2018 by affirmation.

- The Board 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. Installations of Lights along Tennison Drive – No update from County
- b. Parking Restrictions – “No Parking” signs need to be ordered for Dartmoor Place and Croydon Terrace. C. Watkins to get a sign count.

*I. New Business* –

None

*J. Homeowner's Forum* –

No homeowners attended the meeting

*K. Adjournment* – C. Watkins adjourned the meeting at 7:11 PM.

Respectfully Submitted,  
Heather Siefers