

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

Minutes

July 11, 2017
6:30 pm

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

TOPIC	RESPONSIBLE	DISCUSSION	ACTION
Called to Order	C. Watkins		C. Watkins made the Motion and all were in favor to call the meeting to order at 6:33 PM.
Roll Call	C. Watkins		C. Watkins took roll call of the Board
NEW BUSINESS			
Financial Review	C. Watkins	C. Watkins reviewed the current financial statements.	
Minutes Review	C. Watkins	June 13, 2017 meeting minutes were reviewed by the board.	C. Watkins made the Motion to approve the June meeting minutes. S. Shugarts seconded. A vote was held and the motion unanimously.
Grant Application/ Community Grant Program (FCPRC)	C. Price	Residential Realty requested an application to consider applying for a grant to fund an installation of a new recreational facility in Wellington Trace. This application will be for	<i>Action Item: activate the Playground Committee to assist in responding to the grant application.</i>

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		the 2018 funding period.	
Insurance Renewal	C. Price	Wellington Trace has requested a change of Broker of Record and the policy is being shopped by the new agent.	
Park Bench Maintenance	C. Price	A homeowner has requested that the park benches and metal picnic tables be repainted. After speaking with a contractor, the labor associated with removing the peeling paint and repainting is cost prohibitive and it may be more economical to replace them. The HOA will include these replacement costs in the FY2018 budget.	
OLD BUSINESS			
Tennison Drive Lighting	C. Price	Brian Dietrich responded to C. Price's inquiry regarding the status of street light installation. Mr. Dietrich indicated that there is a problem with the conduit. Once the conduit issue is resolved the contractor will come to complete the installation. No tentative completion date has been established.	<i>Action Item: C. Price to call the conduit installation contractor and set a completed by date for the work.</i>

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Architectural Inspections	C. Price	Inspections have resumed. Letters have been mailed to all single-family homes. Townhome letters are in process.	<i>Action Item: inspectors will provide more detail in their submitted reports.</i>
Concrete Repairs/Replacement	C. Price	The rain delayed the repairs on Marsden Place and Croyden Terr. They are rescheduled for July 14. Duncan place was completed on July 7, with reported damage to the asphalt and landscape. O'Leary is scheduled to make all repairs.	
Website	C. Price	C. Price confirmed that the website domain has been paid for and that all administrators should be able to access the website. H. Siefers confirmed administrative access works	<i>Action Item: H. Siefers to upload all previous minutes to the website.</i>
Funbrella Maintenance	C. Price	The repair contractor determined the crank and cable are both broken. After the crank has been welded, the contractor will replace the broken cable and reinstall the crank.	

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Grant Application/Sidewalk Ramp Improvements	C. Price	Residential Realty sent a letter in support of the Grant Application submitted by Frederick County to improve sidewalk ramps within the community. A decision should be made by the end of July.	
HOMEOWNER'S FORUM			
N/A	N/A	There were no homeowner questions posed during the July meeting.	
CLOSED SESSION			
Legal Matters	C. Price	Pending legal matters were discussed in a closed session with the Board.	
Adjournment	C. Watkins		The meeting was adjourned at approximately 7:36 PM.

Respectfully Submitted,
Heather Siefers