

Oella HOA Board of Directors Meeting  
Monday August 16, 2010, 7:00 pm, Westchester Center

Attendees:

Board members: Raina Rath, Amanda Lauer, Shari Youngblood, Dan Hood, Scott Hall

ACM: Alan Mangen

Called to order at 7:11 p.m. by Treasurer Scott Hall and the meeting commenced. Alan Mangen stated that since a Quorum was present, a vote could be taken to approve July's minutes. July minutes were approved as amended. President Rath joined the meeting at 7:20 p.m. President Rath signed the engagement/representation letter and gave it to Mr. Mangen. Director Hood reminded the Board that the minutes from May's meeting had been approved via e-mail and would be posted to the website immediately; however, June's minutes were awaiting additional comments by Vice President Altemus.

#### Treasurer's Report

- Treasurer Hall stated that his delinquency report indicates that the HOA is currently \$8,097 in arrears, with 49 of 161 households in dues arrears. However, only 9 of those households are more than 30 days behind in paying their dues.
- REQUEST: Treasurer Hall would like to compile a master e-mail list, comprised of e-mail addresses from all 161 Oella homeowners to be used for past-due reminders, etc. Currently, postage has to be paid every time ACM sends something out on the Oella HOA's behalf. He posited that although there may be an initial collection cost, the benefits of having a master e-mail list would quickly make up for it.
- Mr. Mangen stated that it would be possible to put a notice requesting e-mail addresses in the annual meeting notice to be mailed in October. President Rath noted that the phrasing of the request needs to be made positive, as it will benefit both the residents who choose to share their e-mail addresses and also the community as a whole (saving money on postage, etc.).
- Mr. Mangen stated that he was unsure whether a late notice for fees could be sent via e-mail. Treasurer Hall pointed out that although late notices could not be sent by e-mail, reminders could be. Many homeowners, particularly those who are fewer than 30 days behind, may simply be forgetting that their quarterly fees are due.
- Treasurer Hall reminded the Board of the discussion to change the dues collection policy to an annual collection versus a quarterly one. Director Lauer stated that she believes the Board has the authority to determine the payment schedule. President Rath added that she likes the idea in theory, but that some people may argue that they in fact budget quarterly. Director Lauer stated that a decision should be postponed until the annual meeting. Mr. Mangen pointed out that the Blue Book states that dues are "payable in quarterly installments."

- MOTION: Treasurer Hall made a motion to ask ACM to collect e-mail addresses. Director Lauer seconded, and the motion was unanimously APPROVED.
- President Rath noted that she believes the HOA needs to be even more diligent in dues collection than it has in the past, as she believes Oella is a PUD (Planned Unit Development). As an example, condominium owners who own units in a development with a 15% delinquency are often unable to sell their units because people are unable to obtain loans in order to buy there. A similar law is going into effect for PUDs.
- Treasurer Hall stated that he will write up the e-mail address request so that it can be slipped into the envelope containing the annual meeting notice, which will be mailed to homeowners in mid-October.
- Mr. Mangen stated that the “call for candidates” notice must go out at least 45 days before the notice for the annual meeting, and that the notice for the annual meeting must go out 30 days before the meeting itself.
- Treasurer Hall noted that since the annual meeting will occur on November 15<sup>th</sup>, the budget will need to be approved by mid-October. He will send out a draft budget 2 weeks before the meeting.
- Director Lauer stated that in addition to the money needed for mowing, etc., she would like \$1,200 for weeding.
- Treasurer Hall stated that he would like to revisit Director Hood’s question of using parking assessment funds towards maintenance expenses (such as snow removal, etc.).
- Director Hood stated that Charles Wagandt said the original intent was to use the money in that manner. Treasurer Hall stated that he would like a second opinion. President Rath noted that she did call attorney Heather Swan, but that she was out. She will try again.
- Treasurer Hall added that by using the parking assessment funds in this way, the HOA could still have regular reserve deposits and adjust those as needed, but there would still be a flow of money to use for such things as snow removal. It would allow the HOA to fix its budget while still keeping the landscaping budget. He further added that he will now prepare two draft budgets: one based on the assumption that using the parking assessment funds for maintenance expenses is o.k., and the other based on the assumption that the parking assessment money cannot be used. Treasurer Hall pointed out that the good news in reference to the HOA’s budget is that many large-ticket items were one-time expenses that will not be incurred again.
- Director Lauer stated that there is a petty cash account for landscaping expenses, but that she has no card to access it. She asked if it could be gotten rid of, and if the money could be transferred to the general operating account. Mr. Mangen replied that, yes, the Board can do that.

- MOTION: Director Lauer made a motion to move petty cash to the operating account. Treasurer Hall seconded, and the motion was unanimously APPROVED.

#### Parking Committee

- Director Marcia Ames and Vice President Anne Altemus were absent from the meeting, so discussion of parking was postponed.

#### ARC Update

- Director Ames was absent from the meeting. Currently, there are no ARC requests pending.
- Director Lauer stated that Charles Wagandt has requested by e-mail that the Board send a violation notice to the homeowner at 917 Logtown Road. Because 917 Logtown Road is not a member of the HOA, the Board does not feel it has any jurisdiction over the property. Mr. Wagandt's lawyer, Gregory Reed of Ballard Spahr, wrote a letter indicating that the HOA does indeed have the right to enforce the Architectural Covenants against the property, and provided a list of excerpts from the Blue Book in support of this.
- No motion was made concerning 917 Logtown Road because at the time of the meeting, the Board had had only three days to review the letter from Ballard Spahr. The topic will be revisited at the September meeting.
- President Rath has signed the agreement extending the transfer deadline until December 31<sup>st</sup>, 2010. Director Hood agreed to scan the agreement and file it, and will also send a copy to Alan Mangan of ACM.
- President Rath noted that the Drehooffs did choose a mediator and that dates are currently being discussed. Steve Appler, Charles Wagandt, and Marcia Ames (as Board representative) are required to be in attendance.

#### HOA Landscaping and Common Areas

- Director Lauer stated that she needs the funds for more weeding. She requested approximately five hours of weeding time to be billed at \$30 per hour.
- MOTION: Director Lauer made a motion to spend \$150 on weeding. The motion was seconded by President Rath, and unanimously APPROVED.
- Director Lauer noted that the strip in front of 781 and 783 Oella Avenue is now covered in mulch. She will seek reimbursement for the mulch from the plant sale funds. In addition, the bushes at the end of Mary Jo Way are no longer being trimmed.
- Director Lauer stated that the Fall mulching costs approximately \$1,700 and does indeed help, but she expressed concern that it might be \$1,700 the HOA does not have.

- Director Lauer asked Mr. Mangen to tell Kurtis to hold off on Fall mulching until the Board has a better idea of the HOA's budget and expenses.
- Director Lauer stated that the Lillies Lane garden was burned in the heat this summer, and she asked Kurtis to cut it off. She also requested that he weed-whack between the parking spaces at Short Brick Row.
- Treasurer Hall stated that he will check on Wednesday to see if the weed-whacking has been done; if it hasn't, he will do it himself to avoid the cost of having Kurtis do it.
- Director Lauer noted that she had contacted the County to cut the overgrowth hanging onto Oella Avenue, and that they did it.

#### Guidelines Committee Update

- Secretary Youngblood stated that the Guidelines were nearing completion and that the Guidelines Committee would like to send a notice to the community to alert all homeowners that the Guidelines will be available for review and commentary once a 2-week window has been identified.
- Secretary Youngblood asked Mr. Mangen about the dates for the two upcoming mailings from ACM. Mr. Mangen stated that the Call for Candidates would go out in approximately 2 weeks, and that it would be comprised of two pages (a letter to the community and a separate resume sheet for candidates). The Annual Notice is a one-page letter. He added that it is o.k. for the Guidelines Committee to send a notice in either envelope, but that anything over three sheets of paper would normally require additional postage.
- Secretary Youngblood stated that most likely a notice from the Guidelines Committee would need to be included in the envelope containing the Annual Notice, which Mr. Mangen indicated would be mailed in mid-October.

#### Board Action Items

- President Rath asked about taxes and the audit. Treasurer Hall stated that both were completed.
- 730 Pleasant Hill Road. In light of a letter received from the homeowner that he is currently out of the country, Director Lauer asked that an extension be granted until Labor Day. If he has not made arrangements to move the items onto his own lot or elsewhere by that time, they will be removed the week of September 7<sup>th</sup> at his expense. Mr. Mangen noted that the homeowner has already been granted multiple extensions. Director Hood stated that, given the homeowner is out of the country for an extended period of time, he is in favor of granting the extension. It was agreed that the homeowner has until Labor Day to remove his items from HOA property.

- President Rath asked about the proposal for reduced management fees. Treasurer Hall requested that the Board wait until Director Ames and Vice President can be present before discussing the topic.
- Director Lauer stated that she needs another nominating committee member. Currently, she has Kelly Drehoff, but needs a third.
- Lillies Lane run-off issue. MOTION: Director Lauer made a motion to make a decision and to clearly outline the HOA's contribution to the project. Treasurer Hall seconded, and the motion was APPROVED. The following statement was drafted:

While we have determined that the drainage problem belongs to the homeowner at xx Lillies Lane, the Board has agreed, in the spirit of cooperation, that the HOA will contribute funds to the project to divert water from the drain located at xx Lillies Lane and into the Baltimore County storm drain in an amount not to exceed \$200. Understanding that it has no legal obligation to do so, the HOA will contribute an equal share of the project cost with the condition that the contractor undertaking the project restore all HOA property to its current state upon the project's completion.

- Mr. Mangen reminded the Board of the Expo at Martin's West on September 23<sup>rd</sup>. ACM has arranged for 2 tickets for the Oella HOA Board members wishing to attend. He also noted that there is an insurance seminar on September 11<sup>th</sup> from 8:30-10:30 a.m. ACM has contacted Zurich Insurance about HOA group rates, and is negotiating a 15% savings on insurance rates.

#### New Business

- Director Hood brought up the HOA website issues. He is currently moving both Board and ARC documents to Google Apps.

Meeting adjourned at 8:40 p.m.

An executive session was held to discuss a sensitive issue regarding a tenant.