

Oella HOA Board Meeting Notes -- Unapproved Draft

Meeting Date: Monday, November 21, 2011, Westchester Community Center

In Attendance: Raina Rath (President), Anne Altemus (Vice President), Bruce Elliott (ACM Liaison), Dan Hood (Director), Wendy Watt (ARC Director), Shirley McMonigle, Cynthia Roth, Briana Wilson

Call to Order: 7:02 PM

2012 Budget:

Approved by the members at the November 14, 2011 Annual Member's meeting. Please see the [online budget](#) for detailed information on the proposal that was approved. In summary, an increase of 10% for both annual dues and parking assessments was approved in order to generate funds for much needed paving repairs and to increase our reserve fund contribution.

2012 Dues 10% increase	
\$372.46	New Annual Dues
\$165.09	New Parking Assessment

Per Maryland State law, the budget can only be adopted 30 days after being passed by the members, or no earlier than December 14, 2011. The Board agreed to approve the budget via email after December 14, 2011, given the holiday schedules of the Board. After December 14, 2011, the Board will move to approve the proposed budget.

Committee Member Leads:

Bruce Elliott was unanimously re-elected as the ACM Liaison and Snow Captain
Cynthia Roth was unanimously elected as Landscaping Committee Lead
Anne Altemus will lead the ad-hoc Parking Committee and the Annual Nominating Committee (later in the year) as necessary

Standing Board Positions:

Raina Rath was unanimously re-elected as President
Anne Altemus was unanimously re-elected as Vice President
Shirley McMonigle was nominated Treasurer and unanimously elected
Briana Wilson was nominated Secretary and unanimously elected

Architectural Review Committee (ARC) Update:

- No new requests received.
- Work still going on at 781 Oella Ave.
- 743 Oella Ave's porch was approved.
- Suggestion to update ARC forms to ask all appropriate questions on the form at the start rather than having to go back to the homeowner after a request has been submitted.

ARC will consider this.

- Still looking for members - a nomination for Nancy Pascal was approved by the Board, Bruce will check with Henry Berger to see if he would be interested in joining the ARC as well.

Landscape Update:

- Kurtis does the mowing but done for the season. He will need to do the mulching soon.
- A complaint about precarious trees over Oella Ave has been received so Cynthia will look into this.
- Amanda Lauer (former Landscape Committee lead) has offered to show Cynthia around Oella to familiarize her with the HOA properties.

Old Business:

Timber Point Encroachments

- Board previously gave permission for owner of plat #53069 to gather votes to allow encroachment of deck as easement. List of member names given to owner's legal counsel. The petition needs to be initiated by the homeowner and 2/3rds of HOA members must sign petition. There is a liability issue for the Board with the current encroachment.
- Mary Child will draft language for the petition for the Board to review prior to going out to the membership.
- Question raised: Could removal of the deck destabilize the hill?
- Question raised: For legal documentation, would petition signatures suffice or would mailed letters to each member be required?

Logtown Road Mediation

- Fence put up without HOA approval. A similar style picket fence was later allowed but never built.
- A December 10, 2011 mediation has been scheduled to agree on a resolution. Raina will attend on behalf of the Board.

760 Oella Window Violation

- Owner was informed that new windows did not conform to rules and was informed of possibility of a fine if the windows weren't replaced. To date, HOA approved windows were purchased but not installed. Board will schedule a Fine hearing to abide by letter previously sent.
- Fine Hearing will be used to establish the amount of the fine - usually \$10 for each day the home remains in violation.
- Question raised: Does the Blue Book say legal fees can be assessed against the homeowner?

New Business:

Parking in Short and Long Brick Rows

- Parking Assessments used to be based on number of people parking in any given

area but this was changed to a blanket parking assessment. Blue book language says assessment is proportional to # of people parking.

- Board will consider removing some of the random HOA owned grass 'islands' to use as parking.
- Question was raised on whether a change the parking plots would require a civil engineer to redraw or reassess the parking plots?
- Still the issue of the 2 cars per household that Board is bound to enforce.
- Changes to the Blue Book require 2/3rds vote from all members. Should a list of all proposed changes go out to members to update Blue book in one fell swoop?
- Should HOA undertake process of educating members on where property lines are?
- Where is a copy of the Revised Blue Book with all amendments available to all members - is there a way to get this online for easier access than checking with County - as County has the 'official' Blue Book.

Repavement Issues

- Bruce will gather bids for repavement of pothole on Long Brick Row and cracking of Pleasant Hill.

Closing Business

- Dan will add new members to board lists (including ACM).
- Board will vote via email to approve budget. This info will be included as a follow up to the 11/21 notes.
- Next meeting will be January 16, 2012 due to Holidays in December.
- Will discuss Collection Policy at the next meeting since ACM wants HOA to have a formal policy.

Meeting adjourned at 8:50 PM

Notes by Briana Wilson

Addendum -- 2012 Budget:

On December 16, 2011, Bruce Elliott moved (via email) that the Board approve the budget as presented and reviewed at our annual meeting by email vote. This was seconded by Anne and Briana. Additional "Yea" votes were received from Raina, Shirley, and Bruce. No "Nay" votes were received.

Raina asked Bruce to inform ACM, which he did via email on 12/17/11. ACM needed clarification on whether coupon books with amounts due should be sent out. Since this was discussed at the All Member meeting, Bruce confirmed with previous Treasurer-Secretary, Amanda Lauer. Amanda indicated that the resolution was "no coupons, with quarterly due dates announced at the beginning of the year. Same as last year. Even with the cost of late notices, we saved money."

On December 28, 2011, Bruce confirmed that he had "asked Amber to send the January statement using the quarterly amounts she stated along with the due dates, but stated that we

will not use coupon books. Since Amanda's budget was based on the assumption that we would do this, as opposed to spending the additional fees for coupon books, I believe this was the best way to go.”