

Oella Homeowner's Association (OHOA)
Board of Directors Meeting
Westchester Community Center

January 14, 2008

Director Richard Gambrill called the meeting to order at 7:00 PM, pursuant to notice duly given. Board members present were Richard Gambrill, Anne Altemus, Toni Mullin and Joe Greer. Kathy Tompkins and Marcia Ames were not able to attend the meeting. Other members present were Henry Berger, Scott Hall, David Lychenheim and Charles Wagandt.

Mr. Scott Hall asked a question to the Board concerning the election of a 4th Board member. Director Gambrill replied that it will not be addressed at this meeting.

Appointment of Board Officers

Director Anne Altemus made a motion to appoint Director Gambrill as President of the Board for 2008 and the motion was seconded by Director Joe Greer. The motion was approved unanimously by all board members present.

President Gambrill made a motion to appoint Director Altemus as Vice President and the motion was seconded by Director Greer. The motion was approved unanimously by all board members present.

Election Results Discussion

Mr. David Lychenheim asked the Board when the election results will be officially announced and provided to the members. Discussion ensued as to the collection of the proxy ballots and the verification of the ballots during the tabulation process. Mr. Henry Berger, Elections Supervisor, described how he and Pam DeAngelis counted and verified the ballots. He pronounced the vote count to be valid and legitimate. Vice President Altemus asked for additional time to review the ballots since there was a question raised concerning the unofficial results. The discussion ended with the board agreeing to allow those board members time to review the ballots in order to resolve any outstanding questions raised concerning the election results. Once this process has taken place, the results will become official and posted to the OHOA website.

Common Area Discussion

Discussion ensued concerning the statues and other artifacts placed on Oella's Common Property across from Short Brick Row. This issue was documented during the October 7, 2007 OHOA Board of Directors Common Area Walkthrough. Mr. Charles Wagandt reported that two other property concerns that had been documented during the walkthrough (740 and 671) have been resolved.

Landscaping

Director Toni Mullin had nothing new to report. President Gambrill mentioned that we may want to consider doing something special to celebrate Oella's 200th Birthday

celebration and also in conjunction with the Spring House and Garden tour showcasing Oella in May.

Mill Discussion

Items discussed were the installation of the sidewalks, ongoing BGE work and the installation of a repeater on the rooftop. Mr. Hall mentioned that the procedures in getting a repeater installed in the community is a standard boilerplate process that he is very familiar with and offered to bring in material and review the process with the board at the next meeting.

Oella Avenue Repairs

Mr. Wagandt reported that he had talked with a Baltimore County official concerning the Oella Avenue road repair and they mentioned that they will have everything completed and the road opened by the end of April 2008. They are diligently working 7 days a week to get the repairs completed and the road opened again for traffic.

Communications

Ms. Amanda Lauer has offered her continued services to keep the OHOA website updated. Vice President Altemus mentioned that we need to have a better understanding of the website content.

Other Discussion

Mr. Wagandt mentioned to the Board that a member from the Board needs to be appointed to the Architecture Review Committee (ARC). President Gambrill responded that the Board will not make that commitment at this meeting. Discussion ensued and the decision made was that the Board needed to understand the member's role on the ARC. Further offline and continued discussions need to take place to understand the responsibilities of this member on the ARC.

The meeting was adjourned at 8:35 PM.

Respectfully submitted,

Kathy Tompkins, Secretary Richard Gambrill, President

Oella Homeowner's Association (OHOA)
Board of Directors Meeting
Westchester Community Center

February 11, 2008

President Richard Gambrill called the meeting to order at 7:05 PM, pursuant to notice duly given. Board members present were Richard Gambrill, Anne Altemus, Toni Mullin, Kathy Tompkins, Marcia Ames and Joe Greer. Other members present were Henry Berger, Scott Hall, David Lychenheim and Geoff Baker.

Minutes from the December 10th Annual Meeting, December 17th and January 14th meetings were submitted previously via email. Upon motion duly made by President Gambrill the minutes from December 17th and January 14th were unamously approved. The minutes from the December 10th meeting will need to be approved by the members at the next annual meeting. Secretary Kathy Tompkins will email the minutes from the December 10th Annual Meeting, December 17th and January 14th Board of Directors Meetings to Ms. Amanda Lauer to be posted on the OHOA website.

Treasurer's Report

President Gambrill announced that Director Toni Mullin has been appointed Treasurer, replacing Mr. Larry Rodbard. Treasurer Mullin mentioned that she had sent over the invoices to the accounting firm, UHY Associates, which is in the process of setting up the OHOA account. President Gambrill mentioned that with the departure of Mr. Rodbard, it was decided to hand over the accounting duties to a firm that was previously used by the OHOA.

Review of the Architectural Change Applications and Standards Discussion

President Gambrill announced that Director Joe Greer represents the board to the Architecture Review Committee (ARC).

Director Greer mentioned that a third member will need to be appointed to the ARC and that member has not been appointed. There was an electronic vote of the Board to appoint Director Greer as a member of the ARC for a period of 30 days.

Director Greer brought up the outstanding issue concerning the erecting of a deer fence on Mr. Scott Hall's property without receiving approval from the ARC and the fine that was subsequently imposed by the board. Director Greer mentioned that the board would suspend the fine and offer Mr. Hall the opportunity to have a hearing. The first opportunity to hold that hearing would take place on February 28th or the board members can stay after the meeting tonight and provide Mr. Hall the opportunity to present his case realizing that he may not be prepared. Mr. Hall responded that he would be willing to stay after the meeting to discuss his case and indicated that he is willing to file a retroactive plan for the deer fence and submit it to the ARC for approval.

Director Greer provided the following status:

- A large tree on 759 Long Brick Row was cut down probably in combination with BGE doing some work. He mentioned that he will be contacting the resident about planting another tree in its place.
- The board will be delivering a letter to Mr. Charles Wagandt asking for the artifacts in the Spring Street common area to be removed within 60 days. Mr. Wagandt has already had a previous discussion with the tenant concerning this issue.
- A deer fence had been erected on 921 Logtown Road and he will be following up concerning the status of an application being filed with the ARC.
- President Gambrell will be working with Baltimore County to address the water around the speed bump across from Lillies Lane.

A discussion ensued concerning the January 10th clarification by the developer as to the deer fence policy. Mr. David Lychenheim questioned whether the board has approved this policy and it was recommended by Vice President Altemus that the board review the policy and vote.

Common Area Maintenance Report

Treasurer Mullin stated that before the May 18th House and Garden Tour there are several projects that she wants the board to consider for approval; removal of the wall on Logtown Road and the painting of all of the outhouses in Oella. Vice President Altemus made a motion on the floor to approve the expenditures as recommended by Treasurer Mullin to improve the common areas for the upcoming tour. The motion was seconded by Director Ames. The vote was taken and approved unanimously by the board.

Treasurer Mullin reported that she emailed Mr. Tom Berry and he is going to work on the design for the landscaping project for Lillies Lane. She also reported that she had told the landscaping contractor that all of the mulching needs to be completed by May 1st.

General Discussion

Director Greer made a motion to appoint Mr. Hall to the board and the motion was seconded by Director Marcia Ames. Discussion ensued concerning the resolution of the outstanding deer fence issue and the process that needs to be followed to ensure successful resolution. Mr. Hall stated that the deer fence that he erected was a temporary structure and further discussion ensued as to whether a temporary structure required approval by the ARC. Secretary Tompkins asked that the motion on the floor to elect Mr. Hall to the board be tabled until the deer fence resolution has been successfully resolved and the motion was seconded by Vice President Altemus. The vote was taken to table the motion and was unanimously approved by the board.

Election Results Discussion

Vice President Altemus wanted to understand the process and review the ballots because the process did not work well and needed improvement. The process was greatly improved and she thanked Mr. Henry Berger and Ms. Pam DeAngelis for doing a

thorough job. Results of the balloting are as follows:

- 84 ballots were submitted, which is a 50% turnout
- 231 votes out of 252 available were cast
- 30 proxies submitted, which is 30% of the submitted ballots

Vice President Altemus made a motion to appoint Mr. Steve Appler to the board and the motion was seconded by Director Greer. The vote was taken and Mr. Appler was appointed to the board with a 4 to 1 vote in favor of the motion.

There was a question from the floor concerning the results of the election. Election results are official and have been posted on the OHOA website blog. It was agreed upon that since everyone in the community may not have access to the internet or may not read the blog a letter will be sent out to all members officially announcing the election results. The officers of the board were appointed and officially announced:

- Richard Gambrell – President
- Anne Altemus – Vice President
- Kathy Tompkins – Secretary
- Toni Mullin – Treasurer

New Business

Mr. Geoff Baker presented a video documenting erosion of the hill behind Short Brick Row as a result of water runoff coming down from Mary Jo Way. The area that is affected by this runoff is Common Area property and the board needs to investigate the lots behind Mary Jo Way to determine if it is a private residence problem. As an action item, President Gambrell and Mr. Appler will take a look at the situation to determine the next steps.

Pleasant Hill – Director Greer reported that work being done on Pleasant Hill has been reported to the ARC. Mr. Berger replied that the work that is taking place is repairs rather than an expansion. Director Greer will be investigating the Pleasant Hill work.

Mr. Lychenheim raised a question concerning the role of the board and the ARC. Under the 2004 Agreement, the developer retains the rights to any proposed structure. The board must appoint a member to the ARC as part of the 2004 Agreement which is a legal document. At this time, the board is seeking legal opinion concerning the 2004 Agreement. Until otherwise recommended by legal council, the board has appointed Director Greer as a member of the ARC for a term of 30 days.

Mr. Hall reported that T-Mobile will be meeting with Southern Management within the next 2 weeks to discuss placing a tower or repeater on top of the Mill. This will provide a benefit to all Oella residents by providing better cell phone reception.

Vice President Altemus reported that due to time constraints of Ms. Amanda Lauer the printing of the Oella newsletter will be stopped because the newsletter is posted on the blog. Director Greer raised a concern that some members may not have access to a computer. Vice President Altemus recommended that the issue needs to be revisited and

perhaps that an annual or semi-annual version is printed providing members with board member contact information and information concerning the website blog. Vice President Altemus recommended asking for any volunteers interested in organizing content for the newsletter to volunteer and this “call to volunteer” could be placed in the annual letter due to the members.

Mr. Berger recommended that the bills sent out to the members for the collection of the dues indicate the time period, e.g. January 1 through March 31, for which the members are paying the dues for. President Gambrill mentioned that he will have the accounting firm look into this matter.

The meeting was adjourned at 8:50 PM.

Respectfully submitted,

Kathy Tompkins, Secretary Richard Gambrill, President

Oella Homeowner's Association (OHOA)
Board of Directors Meeting
Westchester Community Center

March 12, 2008

Vice President Anne Altemus called the meeting to order at 7:00 PM, pursuant to notice duly given. Board members present were Anne Altemus, Toni Mullin, Kathy Tompkins, Joe Greer and Steve Appler. Richard Gambrill and Marcia Ames were not able to attend the meeting. Other members present were Henry Berger, Scott Hall, Jennifer Hall, Amanda Lauer and Geoff Baker.

Minutes from the February 11th meeting were submitted previously via email. Vice President Altemus noted that the minutes needed to reflect that Mr. Scott Hall's nomination was seconded by Director Marcia Ames and not by Vice President Altemus as was reflected in the minutes. Secretary Kathy Tompkins will make that additional change to the minutes. The other changes submitted via email by board members have been made to the minutes. Upon motion duly made by Director Joe Greer and seconded by Treasurer Toni Mullin, the minutes from February 11th were unanimously approved. Secretary Tompkins will email the minutes to Ms. Amanda Lauer to be posted on the OHOA website.

Treasurer's Report

Treasurer Toni Mullin reported that the association has \$77K in the bank. There is \$5K in past due accounts. Treasurer Mullin handed out a copy of the new quarterly statements from UHY Associates. There will be 2 inserts that will be going out to the members with their quarterly statements; both of them involve letters from the ARC involving house painting and window air conditioners.

Legal Council Discussion

Vice President Altemus referred to the agenda that this part of the meeting was supposed to be a closed session so that the board could discuss the legal response received by Ms. Susan Rapaport. Vice President Altemus decided not to close the session because the board needed additional time to review the letter in order to understand the legalize before discussion.

Architecture Review Committee (ARC) Discussion

Director Joe Greer provided the following updates:

- Mr. Scott Hall submitted a retroactive request to the ARC to have the deer fence approved. The request was approved by the ARC.
- 921 Logtown Road – The resident has submitted a request to the ARC for approval of a temporary deer fence. This request was approved by the ARC. A landscaping plan has been submitted to the ARC for approval.
- 925 - Oella The garbage has been removed.
- Spring Street Common Area – A letter was delivered to Mr. Charles Wagandt to have the artifacts removed from the Common Area garden by March 30th.

- 759 Long Brick Row – A tree was cut down and needs to be replaced with a small tree.
- 718 Oella – A request was made to the ARC to approve the removal of a large white maple tree that is dead. The tree will need to be replaced with another 3-5 foot tree. Because of the expense to the owner for removing the tree, the resident will have a year to replace the tree with another one.
- A request was received by the ARC to erect a sign in front of a residence. The ARC responded that the board must approve this request. The board denied the request. Discussion ensued concerning a residence sign behind 1001 Lillies Ln and additional information needs to be gathered concerning their approval process.

Director Greer provided a status concerning outstanding issues:

- 603 Pleasant Hill – Re-plans to add an addition to the house have been submitted to the ARC for approval. Director Greer reported that the situation has become a stale mate between the owner and Mr. Wagandt. The owner has paid a lot of money and has lost a lot of time waiting on the ARC to have these plans approved. Director Steve Appler has provided technical consultation in this matter to aid in achieving a successful resolution. Director Appler made some recommendations to the plans which were not accepted by the owner. The plans submitted by the owner and not acceptable to Mr. Wagandt have the approval of the resident's neighbors. Director Greer has asked for the board's assistance with this matter.
- 921-923 Logtown – Fence construction needs to be approved.
- 604 Pleasant Hill – The yard is littered with trash and debris. Residents in that area are requesting assistance from the board for problem resolution.
- 783 Oella – The owner has requested to paint the house and trim. The owner wants to change the original color of the trim to dark brown. The other duplex owner doesn't want to change the trim color.
- 877 Oella – The house requires painting.

Director Greer's temporary appointment to the ARC is about to expire and a motion on the floor by Director Appler to appoint Director Greer to another term of 30 days was seconded by Secretary Tompkins. The motion was voted and approved unanimously by all board members present.

Director Greer mentioned that another member needs to be appointed to the ARC. He reported that Mr. Wagandt recommended the appointment of Mr. Chris Innes to the ARC. Discussion ensued concerning the nomination and Vice President Altemus recommended that since all board members were not present that all members would be polled via email for a vote.

Common Area Maintenance Report

Treasurer Mullin reported on the following:

- Herring Hill - The trash will be removed by March 21st.
- MaryJo Way – The water runoff problem reported by Mr. Geoff Baker at the February 11th Board of Director's meeting was investigated by President Richard Gambrill and Director Appler. Based upon their investigation, the source of the runoff problem is the 4 end houses on MaryJo Way. A letter needs to be drafted to the residents of those houses concerning the drainage flow problem.
- Mill Race Trail – Reported on erosion problems.

Mill Liaison Discussion

Vice President Altemus reported that she and Director Marcia Ames will be following up with the Mill Property Liaison concerning access to the Mill Race Trail and mutt mitts.

Landscaping

Treasurer Millin provided the following status:

- Lillies Ln – The doughnut shaped hedge has been removed from the entrance.
- Logtown Road – The stone wall needs to be removed.
- The painting of the outhouses can not occur until the trash has been removed.

Association Management Company Search Discussion

Vice President Altemus reported that the search is on hold. Director Appler reported that he may be able to provide a recommendation to the board because of previous experience.

New Business

CCR Revision Task Force – Director Appler reported that he is looking at where we are now and what direction we need to go moving forward.

Parking Hangers – Ms. Amanda Lauer provided an example of a parking hanger to Vice President Altemus. Discussion centered on the number of tags per household, guest passes, renewal stickers and a renewal process tied with payment of OHOA dues. It was recommended that a design and cost estimates are needed before any firm decisions can be made.

Towing – Director Marcia Ames is the point of contact for towing enforcement. Discussion ensued that there seemed to be an inadequate number of signs enforcing no parking and towing enforcement around Oella.

Mutt Mitts (Mill) – This was addressed earlier in the meeting.

Trash Cans – A letter needs to be drafted and sent out to Mr. Wagandt concerning unlidded trash cans.

Covenant Compliance Documents – Requests have been sent to the board asking for compliance letters for those residents who are trying to sell their homes and being asked to prove compliance for settlement purposes. One of the homeowners requesting this letter resides at 760 Oella and it was mentioned that a letter needs to be sent out requesting that the fence be repaired.

Old Business

Tabled motion (Scott Hall nomination) – The motion to elect Mr. Scott Hall to the board was tabled at the February 11th Board meeting until the deer fence issue was successfully resolved. Since Mr. Hall's request for a deer fence was approved by the ARC, Vice President Altemus asked that the vote be postponed until the other absent members were present to participate in the voting process. Mr. Hall agreed with Vice President Altemus's recommendation.

Geoff Baker Request – Mr. Baker's request was addressed earlier in the meeting.

The meeting was opened to resident input and questions. Below is a highlight of items discussed:

- Signs need to be posted indicating the speed limit on Oella Avenue. Due to the increase in traffic from the construction workers, residents are noticing that people are driving too fast. Discussion ensued concerning installing more speed bumps like the ones they have in the Long Gate parking lots may resolve the problem.
- Recommended that the OHOA may want to pursue a different type of account to earn more interest than what is currently earned as Interest Income on the Balance Sheet.
- Recommended that we have zone maps drawn up depicting the areas within the Oella community and distributing the maps to all residents at a “before the road opens” party.
- Clarified the distinction between the developer and the ARC. The developer is responsible for only new development in Oella and the ARC is responsible for new additions to existing structures.

The meeting was adjourned at 8:34 PM.

Respectfully submitted,

Kathy Tompkins, Secretary Richard Gambrill, President

Oella Homeowner's Association (OHOA)
Board of Directors Meeting
Westchester Community Center

April 21, 2008

Vice President Anne Altemus called the meeting to order at 7:00 PM, pursuant to notice duly given. Board members present were Marcia Ames, Toni Mullin, Kathy Tompkins, Joe Greer and Steve Appler. Other members present were Scott Hall, Amanda Lauer and a Lillies Ln resident.

Two items under New Business in the Agenda were addressed:

- Confirm Director Steve Appler as Board President - Vice President Altemus mentioned that Mr. Richard Gambrell resigned his position as board member and President effective April 2, 2008. The board needs to nominate a new President. Director Joe Greer nominated Director Steve Appler as President and the nomination was seconded by Director Marcia Ames. The vote was taken and the motion was approved unanimously by all board members.
- Confirm Scott Hall's nomination to the Board - Director Joe Greer made a motion on the floor to nominate Scott Hall to the board. Director Ames seconded the nomination. The vote was taken and the motion was approved unanimously by all board members.

Minutes from the March 12th meeting were submitted previously via email. Secretary Kathy Tompkins mentioned that she had received an email from Director Greer clarifying the addresses that needed clarification in the minutes. Secretary Tompkins mentioned that she has made those corrections to the minutes. President Appler mentioned that Ms. Jennifer Hall needs to be mentioned as an attendee in the March meeting minutes. Secretary Tompkins mentioned that she will make the correction to the minutes to include Ms. Hall's name as attending the meeting. Upon motion duly made by Vice President Altemus and seconded by Director Greer, the minutes from March 12th were unanimously approved. Secretary Tompkins will email the minutes to Ms. Amanda Lauer to be posted on the OHOA website.

Treasurer's Report

Treasurer Toni Mullin handed out the quarterly statement prepared by UHY Associates. President Appler recommended that the Treasurer's Report be posted on the web. Vice President Altemus asked a question concerning Miscellaneous Expense. Treasurer Mullin noted that the Miscellaneous Expense pertained to the removal of the stone wall.

Architecture Review Committee (ARC) Discussion

Director Joe Greer provided the following updates:

- Spring Street Common Area – The artifacts have been removed from the garden. The owner of the bird feeders will have to submit a retroactive request to have the bird feeders remain in the common area. Director Greer will follow-up with the

resident on this matter.

- ARC Member – Director Greer reported that he needs to get in touch with the nominee before officially nominating them for the position.
- 752 Oella – Owners repaired cellar door and painted it a metallic silver color which is not compliant.
- Charles James Circle – The issue with the large For Sale signs have been resolved.
- 736 Oella – Resident has requested the temporary placement of a POD. This request was granted for a duration of 7 days. Resident has submitted plans for a sunken hot tub.
- 963 Logtown Road – A letter has been sent to the resident concerning their fence.
- 704 Race Road – Resident received approval for the flagstone patio.
- 711 Race Road – Resident received approval for landscaping plan.
- 879 Oella – There is a large tree that is posing a hazard to Stone Row. An arborist will be coming out on Tuesday, April 22nd to make an assessment.
- 758 Oella – Resident has requested the installation of a screen door.
- 530 Oella - Director Scott Hall volunteered to talk with the residents concerning their water pit.

Common Area Maintenance Report

Treasurer Mullin reported on the following:

- Our landscaper provided President Appler with a tour of the HOA Common Areas which has netted another list of items to be addressed in addition to the items from the previous walkthrough.
- Lillies Ln – Ms. Barbara Gambrill volunteered to work with Ms. Lisa Baum and Treasurer Mullin for landscaping the corner of Lillies Ln.

Discussion ensued for the need to develop a 3-5 year capital improvement plan.

Mill Liaison Discussion

Vice President Altemus reported that she, Director Ames and President Appler will meet with Ms. Pam Martin, Southern Management, to discuss access to the Mill Race Trail. It was mentioned that access behind Long Brick Row is not permitted. It was mentioned that the Mill residents will not be members of the OHOA but will work with the board.

Landscaping

Treasurer Mullin provided the following status:

- Spring Street – Work is completed.
- Lillies Ln – The garden across from Lillies Ln is ready for mulching. The Nursery will be out on Thursday, April 24th to landscape the corner at Lillies Ln.
- 935 Oella – There is caution tape around a large box elder tree. Director Mullin asked Director Greer if the arborist that is coming out on Tuesday, April 22nd can make an assessment on this tree too.
- Oella Sign (bottom of Pleasant Hill) – Mr. Tom Berry has volunteered to do the landscaping work if the Board approves the expenditure of \$400 to

purchase plants from Sun Nursery. Vice President made a motion to approve the funds and the motion was seconded by Director Ames. The vote was taken and the motion was approved unanimously by all board members.

Old Business

CCR/ARC Review – Nothing to report.

Parking Hangers – Discussion ensued that a policy is needed for enforcing the parking hangars. This policy needs to be provided to our attorney. Vice President Altemus volunteered to draft a policy. The policy will be sent out to the members via mass mailing and posted on the web site.

Parking Numbering – Discussion ensued concerning painting spaces and numbering of those spaces. Director Hall volunteered to send out letters to the residents of Pleasant Hill and Herring Hill via certified mail to vote for one of two options; ticking without numbers or ticking with numbers. A self-addressed stamped envelope will be provided in the mailing and the residents will have 10 days to respond. The decision will be based upon the majority vote. It was mentioned that Greenwood Towing would charge \$100 for painting of all the parking spaces.

Mutt Mitts and Residents – Need a volunteer to fill the Mutt Mitt dispensers.

3rd Member of ARC – This was addressed earlier in the meeting.

Association Management Company Search – The board has received 2 quotes and need to review those quotes.

New Business

Appoint Scott Hall Treasurer – Treasurer Mullin tendered her resignation as Treasurer effective at tonight's meeting (April 21st). Director Ames made a motion to nominate Director Hall as Treasurer and Director Mullin seconded the nomination. The vote was taken and the motion was approved unanimously by all board members.

Email Voting Legitimacy – A question arose concerning the legitimacy of voting by email. The Lillies Ln resident, an information security specialist, remarked that it would be very expensive to install the necessary software required to ensure legitimacy of an individual. The idea was tabled to pursue legitimacy as a result of the discussion.

Speed Bump – Looking at installing a speed bump on Spring Street near 935 Oella.

Other

Posting Meeting Minutes – A discussion ensued concerning posting the meeting minutes before the Board has officially approved them at the Board meetings. After much discussion, it was agreed upon that the Secretary will send out the minutes to all board members via email soliciting feedback within a specified timeframe. After that timeframe, the minutes will be posted on the website with a disclosure indicating that the

minutes are a draft version and have not officially been approved by the Board and any revision and/or discussion of the minutes will be addressed at the next Board meeting.

Budget – Discussion ensued concerning the amount of monies in the parking reserve budget (\$46,000), the monies needed for resealing and repaving and the amount of money that the association should have in reserve (1 year operating expense). It was also noted that the Board needed to do a better job of explaining the budget to the residents.

Parking Hangers – Ms. Amanda Lauer asked for the Board’s approval to proceed with having Mr. Brian Chambers print the hangar tags and renewal stickers. Vice President Altemus made the motion to have 500 tags and stickers printed and the motion was seconded by Director Mullin. The vote was taken and the motion was approved unanimously by all board members. Also, Ms. Lauer volunteered to write the parking policy.

Input from Community Members

The Lillies Ln resident posed the following questions to the Board:

- If the Lillies Ln residents are assessed a parking fee, why do they have to pay extra to have the lane plowed?
- Does the parking assessment fee apply to the pad across from Lillies Ln? Also, who has the right to park in that area? Should that area be paved and marked with spaces too?
- Can some kind of containment be constructed to place the Lillies Ln trash in for collection instead of just dumping it in the gravel pad across from the lane?

After much discussion, the Board agreed that they needed to study the plans concerning the area across from Lillies Ln, understand how the parking assessments are charged and look at the current trash collection points and determine best way to handle the Lillies Ln trash situation.

The meeting was adjourned at 9:30 PM.

Respectfully submitted,

Kathy Tompkins, Secretary Steve Appler, President

Oella Homeowner's Association (OHOA)
Board of Directors Meeting
Westchester Community Center

May 12, 2008

President Steve Appler called the meeting to order at 7:07 PM, pursuant to notice duly given. Board members present were Anne Altemus, Toni Mullin, Kathy Tompkins, Joe Greer and Scott Hall. Marcia Ames was not able to attend the meeting. Other members in attendance was a Lillies Ln resident.

Minutes from the April 21st meeting were submitted previously via email and the draft minutes were posted on the OHOA website. Secretary Kathy Tompkins mentioned that she had received no changes to the minutes. Upon motion duly made by Treasurer Scott Hall and seconded by Director Joe Greer, the minutes from March 12th were unanimously approved. Secretary Tompkins will remove the draft watermark from the minutes and send the approved minutes to Ms. Amanda Lauer to be posted on the OHOA website.

Treasurer's Report

Treasurer Hall reported that we have \$64K in our savings account which is earning .9% interest from Bank of America. Treasurer Hall mentioned that Capital One provided the best investment for moving our reserve account because of the interest rate earned which is 3.75% with a minimum balance of \$5K, free online bill pay, the ability to write checks and pay individuals from the account, view statements online and the issuance of a debit card are a few of the privileges received by switching banks. This account would yield us an extra \$2K in interest income annually. Director Greer made a motion to move the OHOA savings and reserve account (not the checking account) from Bank of America to Capital One. The motion was seconded by Secretary Tompkins. There was a call for discussion on the floor. There was no discussion and the motion was voted on. The vote was taken and the motion was approved unanimously by all board members.

Treasurer Hall reported that several homeowners are in arrears concerning their dues. He will be notifying those homeowners who are a month (30 days past due) in arrears. This amounts to about \$2500 in arrears which is about 12% of our operating income.

Treasurer Hall reported that 604 Pleasant Hill is still an issue. President Appler reported that the lien papers have been served.

A discussion ensued concerning the amount of money that UHY Associates is charging OHOA for performing accounting functions and it was mentioned that the OHOA has not signed any official agreement with UHY Associates. The OHOA Board will be receiving bids from other recommended accounting firms to determine the best value for services rendered.

Architecture Review Committee (ARC) Discussion

Director Joe Greer provided the following updates:

- 720 Mary Jo Way – Resident received approval for painting the addition.
- 722 Mary Jo Way – Resident received approval for tree removal.
- ARC Member – Director Greer reported that he needs to get in touch with the nominee before officially nominating them for the position.
- 752 Oella – Owners repaired cellar door and painted it a metallic silver color which is not compliant. Director Greer reported that this is still an outstanding issue.
- 762 Oella – Cellar door needs repainting.
- 530 Oella - Treasurer Hall reported that he had talked with the resident concerning the drainage pool problem and it has been resolved.

HOA Landscaping and Common Area Maintenance

Director Toni Mullin reported on the following:

- 875-935 Spring Street – Director Mullin received estimates from 2 companies to remove the large tulip poplar tree and trim the box elder. Appalachian Tree Service's bid was \$3200 and Cutting Edge's bid was \$5000. Director Mullin reported that the cost to trim the box elder is \$320. Vice President Anne Altemus made a motion to approve the funds to have the tulip poplar tree removed and the box elder trimmed. The motion was seconded by Director Mullin. There was a call for discussion on the floor. There was no discussion and the motion was voted on. The vote was taken and the motion was approved unanimously by all board members.
- Timber Point (Charles James Circle) – Director Mullin proposed a perennial garden at the center point of the circle. She reported that she has received a quote of \$1600 for prepping the garden. Residents have volunteered to do the labor for the garden.
- Outhouses – Director Mullin received a quote of \$200 to paint the outhouses plus material costs from our landscaper. She recommended that the colors for the outhouses should be Behr Imperial Palm (green), New Roof (red) and Country Lake (blue). All board members agreed with the color scheme. Treasurer Hall made a motion that the funds be approved to paint the outhouses with the recommended color scheme. The motion was seconded by Director Greer. There was a call for discussion on the floor. There was no discussion and the motion was vote on. The vote was taken and the motion was approved unanimously by all board members.
- 770 and 780 Oella – Reported that mowing was completed and that the mowing will be stopped for 780 because the resident is responsible for mowing their property, not the OHOA.
- 761-765 Short Brick Row – President Appler will work with Mr. Charles Wagandt to resolve this ongoing problem with the trash cans.

Mill Liaison Discussion

Vice President Altemus reported that she, Director Marcia Ames and President Appler met with Southern Management representatives; Mr. Ronald Frank, President and Chief

Operating Officer, Ms. Pamela Martin, Director of Community Relations and Mr. Roy Raines, Resident Property Manager. Mr. Raines is the onsite resident manager and will represent the tenants and work with the OHOA. Vice President Altemus provided the following status:

- Parking – Southern Management indicated that the Mill parking situation is good, they have more spaces than needed by the tenants. There are 1.74 spaces per rental unit.
- Mill Race – There will be no access to the trail via Long Brick Row.
- OHOA Membership – Mill residents will not be members of the OHOA. They may be interested in a special associate membership.
- Meeting Space – There is none available for use by the OHOA.
- Use of other Mill facilities, e.g. gym – Mill facilities are not available to OHOA members.
- Air Conditioning Fan Noises – The Board has received a complaint concerning the loud noise from the Mill air conditioning fan unit. Southern Management is addressing the problem.

A discussion ensued as to the role the Mill representative will have with regards to the Board.

Old Business

CCR/ARC Review – Nothing to report.

Parking Hangers – Ms. Amanda Lauer drafted a policy which needs to be reviewed by the Board. Discussion ensued that we need a way of tracking the resident's vehicles so that in case a resident doesn't have their parking tag they won't get towed. A suggestion was to have members enter their vehicle tags via the web and any changes/updates could be sent to an OHOA mailbox for updates/changes only. The community would be notified of the registration process when the quarterly statements are sent out. Tags will only be distributed to those residents when they have completed vehicle registration. This process is necessary to ensure that a database is created and maintained to prevent residents from having their vehicle(s) unnecessarily towed.

761-763-765 Oella – Discussion ensued concerning this property. There are 3 residences listed on the platt but more than 3 residences exist.

Property Management – Vice President Altemus mentioned that the Request for Proposal (RFP) needs to be refined and sent back out to those companies who have sent us literature so that they may be able to provide updated bids. Also, President Appler recommended some companies and the RFP needs to be sent out to those companies.

Pleasant Hill Rd – Baltimore County removed trailer and took care of cleaning and repaving the road leading up to Pleasant Hill.

Parking Line Numbering – Treasurer Hall presented the letter to the Board and some minor revisions were made. This letter will be sent out to the Pleasant Hill residents and

we will wait on their response before proceeding with further action.

Erosion of hill behind Short Brick Row – At the February 11th meeting, Mr. Geoff Baker presented a video to the Board showing the erosion of the hill as a result of water runoff coming down from Mary Jo Way. This problem was investigated by President Appler and Mr. Richard Gambrell. At tonight's meeting, President Appler reported that the water runoff problem stems from a pipe from Pleasant Hill according to Mr. Charles Wagandt.

Lillies Ln Parking Assessment – President Appler reported that the plats indicate that the area across from Lillies Ln is OHOA property. There is a utility easement that goes through it but it is still considered OHOA property. A discussion ensued as to what the Board should do about that property since it is in need of some maintenance. President Appler will look into the feasibility and the cost of paving the area and look at enclosing the area where the residents dump the trash so that the area is not blocked by cars.

New Business

604 Pleasant Hill – As discussed earlier, the lien papers on this property was served on May 1st.

Lighting Behind Short Brick Row – Director Marcia Ames was looking into this and will report at the next meeting.

Poll of HOA members to seek spending priorities – Discussion ensued among board members concerning polling the community to gauge interest level in expenditure of funds. The Lillies Ln resident mentioned that the Board needs to focus on improving the community by enhancing our property values which requires spending more on landscaping. The Lillies Ln resident brought up some issues concerning the quality of the landscaping work that was done at Lillies Ln. The tree that was planted in the garden was a poor specimen according to comments received from Ms. Lisa Baum, a master gardener. Discussion ensued concerning doing due diligence in ensuring that we are receiving a quality product/service for services rendered. Also, a discussion ensued as to the need to develop a strategic long term plan which should be the role of the Property Management company that will be selected by the Board. The Board needs to determine the maximum expense that is needed for lot maintenance and have that money held in reserve to handle those expenses.

Duplication of effort of Board Members for Problem Resolution – President Appler raised the topic concerning the need to avoid several directors trying to solve the same problem separately at the same time. He mentioned that once a problem is brought to the Board's attention we need to have a Director take the lead on the problem and then delegate some of the responsibilities as needed to other directors. Hopefully this will avoid everyone from stepping on each other's toes.

Business Advertisement on the Blog – Since the OHOA is not tied to the blog then there is no concerns with placing advertisements on the blog since it is not supported or sponsored by the OHOA. There is a disclaimer on the blog stating that the OHOA

doesn't endorse any of the businesses that are posted on the blog.

Input from Community Members

Nothing to report.

The next board meeting will be held on June 9th at 7:00 PM in the Westchester Community Center.

The meeting was adjourned at 9:15 PM.

Respectfully submitted,

Kathy Tompkins, Secretary Steve Appler, President

Oella Homeowner's Association (OHOA)
Board of Directors Meeting
Westchester Community Center

June 09, 2008

President Steve Appler called the meeting to order at 7:05 PM, pursuant to notice duly given. Board members present were Marcia Ames, Toni Mullin, Kathy Tompkins, Joe Greer and Scott Hall. Anne Altemus was not able to attend the meeting.

Minutes from the May 12th meeting were submitted previously via email and the draft minutes were posted on the OHOA website. Secretary Kathy Tompkins mentioned that she had received no changes to the minutes. Upon motion duly made by Director Joe Greer and seconded by Treasurer Scott Hall, the minutes from May 12th were unanimously approved. Secretary Tompkins will remove the draft watermark from the minutes and send the approved minutes for posting to the OHOA website.

Treasurer's Report

Treasurer Hall reported that we have spent \$7,800 towards landscaping and our budget is \$20K. Treasurer Hall mentioned that our other bills that we paid were for ordering more Mutt Mitts and legal fees that dealt with letters sent out to those homeowners for dues compliance. Financially, the OHOA is in good shape.

Architecture Review Committee (ARC) Discussion

Director Joe Greer mentioned that effective June 1st he has resigned as the Board's ARC representative.

There was a motion on the floor made by Director Marcia Ames to appoint President Appler as the Board's ARC representative for a 90 day term. The motion was seconded by Treasurer Hall. There was a call for discussion on the floor. There was no discussion and the motion was voted on. The vote was taken and the motion was approved unanimously by all board members.

Action Item – President Appler will email the Granite Hill ARC documents to the board members.

HOA Landscaping and Common Area Maintenance

Director Toni Mullin reported on the following:

- Lillies Ln - Director Toni Mullin reported that the nursery will replace the tree planted at the corner of Lillies Ln with a crepe myrtle tree.
- Timber Point (Charles James Circle) – Director Mullin proposed a perennial garden at the center point of the circle. She reported that she has received a quote of \$1300 for prepping the garden. Treasurer Hall made a motion that we approve the funds for the perennial garden at Timber Point. The motion was seconded by Director Greer. There was a call for discussion on the floor. There was no discussion and the motion was voted on. The vote was taken and the motion was

- approved unanimously by all board members.
- Tree trimming and removal quotes – President Appler reported that he was not able to contact Appalachian Tree Service company for a bid.

Mill Liaison Discussion

There was nothing to report since Vice President Anne Altemus was not able to attend the meeting.

Old Business

CCR/ARC Review – Nothing to report.

Parking Policy – A parking policy was drafted by one of Oella's residents and Director Greer provided comments to the author. Overall, Director Greer reported that he did not have any issues with the policy and found it acceptable. It was mentioned at the meeting that a procedure is needed for handling calls concerning towing which would need to be handled by a property management company.

Mutt Mitts – As mentioned previously, mutt mitts were ordered.

Property Management – Nothing to report since Vice President Altemus was not at the meeting.

Parking Line Numbering – Treasurer Hall reported that he is waiting on responses from the letters that had been mailed to the residents.

Drainage from Mary Jo Way – Director Ames mentioned that the residents would like to have some extensive landscaping work done in that common area. The residents will need to work with the contractors to come up with some plans and proposals for the work.

Lillies Ln – President Appler is looking at having pavers placed in the area and looking at two companies; MT Laney and American Infrastructure to provide quotes.

Reserve estimation for HOA paving – It was agreed upon that the board members will get together on Monday, June 23rd at 7 PM for a walkthrough.

Lighting behind Short Brick Row – Director Ames reported that she had sent out a survey to the Short Brick Row residents and to the duplexes asking whether additional lighting needs to be installed. She reported that the majority of the responses received favored some lighting. There were some responses that opposed it more strongly than others. One of the residents, Mr. Joe Jones, provided a detailed drawing depicting where the lighting should be installed. Director Ames passed the drawing around to the board members for review. Director Appler mentioned that he will contact Mr. Jones concerning the lighting. There was a discussion concerning what type of lighting should be installed. Director Mullin mentioned that the Timber Point residents liked the lighting that had been installed in that area. Several board members said they would like to take a

look at the lighting in that area. No decisions concerning the lighting were made at this time.

Cellar doors – Director Greer reported that the problems with the cellar doors along Long Brick Row have been taken care of.

SMC as “associate” members of HOA – Nothing to report but will be kept on the agenda.

604 Pleasant Hill – Director Greer reported that there has been some improvement in clearing away the debris.

New Business

Animal control – The board has received an email concerning an ongoing problem with a resident that has aggressive dogs and the dogs are not leashed. This seems to be an ongoing problem with this resident. Director Greer presented a letter to the board that he wants to send out to the resident. The board recommended some minor revisions and omissions from the letter along with recommending that the letter be sent registered mail.

ARC – representatives – There was discussion concerning having each board member rotate on the ARC for a 90 day term. As previously mentioned, Director Appler was approved to server a 90 term as the board’s ARC representative.

Oella Historic Society (donation of \$100) – Director Ames made a motion to donate \$100 to the Oella Historic Society. The motion was seconded by Treasurer Hall. There was a call for discussion on the floor. There was no discussion and the motion was voted on. The vote was taken and the motion was approved unanimously by all board members.

Oella Historic Society (share address list) – There was a discussion among the board members concerning whether to provide a list of OHOA members and their addresses to the Oella Historic Society. After much discussion, President Appler will provide the Oella Historic Society with a sanitized list of only addresses with no names.

Other

Treasurer Hall recommended to the board that we consider having a professional company provide Web services that would include the design and maintenance of the site. There was nothing decided at this time.

Input from Community Members

Nothing to report.

The next board meeting will be held on July 14th at 7:00 PM in the Westchester Community Center.

The meeting was adjourned at 8:17 PM.

Respectfully submitted,

Kathy Tompkins, Secretary Steve Appler, President

Oella Homeowner's Association (OHOA)
Board of Directors Meeting
Westchester Community Center

July 14, 2008

President Steve Appler called the meeting to order at 7:05 PM, pursuant to notice duly given. Board members present were Marcia Ames, Toni Mullin, Kathy Tompkins, Joe Greer and Scott Hall. Other members in attendance included Ms. Amanda Lauer.

Minutes from the June 9th meeting were submitted previously via email and the draft minutes were posted on the OHOA website. Secretary Kathy Tompkins mentioned that she had received no changes to the minutes. Upon motion duly made by Vice President Anne Altemus and seconded by Director Joe Greer, the minutes from May 12th were unanimously approved. Secretary Tompkins will remove the draft watermark from the minutes and send the approved minutes for posting on the OHOA website.

Landscaping and Common Area

Director Toni Mullin provided the following status:

- Timber Point – Completed the perennial garden.
- Lillies Ln – Director Mullin asked Secretary Tompkins if the crepe myrtle had been planted at the corner of Lillies Ln and she reported that the tree had not been planted. President Appler will follow-up with the nursery concerning the status of planting the tree.
- Pleasant Hill – Sent an email to the resident on Pleasant Hill concerning moving the trees and has not received a response back.
- Lillies Ln Parking Pad – Received 2 proposals for placing green pavers in the parking area. Before any decision can be made, the Board needs to wait for the reserve numbers before deciding on the course of action.

Treasurer's Report

Treasurer Scott Hall provided the following status:

- \$75,000 is the parking reserve account.
- Membership Dues – Treasurer Hall reported that 20% of the members are past due; at least one month past their due date. He mentioned that the dues are due upon receipt of the invoice, not 30 days after. Treasurer Hall provided a status on the following properties:
 1. 604 Pleasant Hill – In the process of being garnished. The 2007 dues have not been paid and 2008 dues are \$851.81 in arrears.
 2. 745 Oella – The amount in arrears is \$403.76.
 3. 937 Oella – The entire amount in arrears, \$1218.04, was written off as a result of the foreclosure.
 4. 780 Oella – Follow-up with the resident concerning dues.

Treasurer Hall indicated that he will follow-up with those members whose dues are past due with a polite phone call and then take necessary action by sending out a certified letter requesting payment for the past dues.

- A request was made by Director Mullin to break down the landscaping expenses to a more detailed line item expense. She would like to see Neighborhood Lawn Care and Scientific Plant Service combined. All other landscaping expenses could be shown under Landscaping/Other. This is an action item for Treasurer Hall to have this completed.
- Recommended that a readable plat be available to the members and posted on the website. This is an action item for President Appler to have this completed.
- Answered a question from a board member concerning payment of dues. Treasurer Hall stated that payment of dues are upon receipt of invoice and are to be remitted to CHY Associates in Columbia, MD.
- Reported that monthly AR statements will be distributed next month.
- Reported that overall we are in good financial standing at this time.

Mill Liaison

Vice President Altemus provided the following status:

- SMC as “associate” members of HOA – There is nothing to report. This item should remain on the agenda.
- Trail Connection – Need to investigate OHOA’s liability concerning Mill residents walking on OHOA property. Liability insurance may need to be increased and reimbursement of premium needs to be considered.

Old Business

- CCR/ARC Task Force - There is nothing to report.
- Parking Hangar Policy - Director Mullin proposed that the towing company be the first point of contact and the second point of contact would be a list of board members to be contacted until a property management company takes over that responsibility.
- Pleasant Hill Survey Results – Treasurer Hall reported that a third of the recipients (6-2) voted in favor of only having tick marks to mark the spaces rather than having numbered spaces.
- Property Management Bids – One of the companies that is being considered, Tidewater, has additional questions that need to be answered by the board. It was decided that the board will limit the bids to 4 companies for consideration.
- Drainage from Mary Jo Way to Short Brick Row – President Appler reported that an engineer is needed to determine how to control the water flow.
- Estimate of Reserves to Determine Paving Needs – President Appler reported that a spreadsheet is needed to determine current paving needs and to determine reserves that will be needed for future paving. He wants the board to approve the necessary funds (\$15 per hour not to exceed 16 hours) to develop the spreadsheet. Vice

President Altemus made a motion on the floor to approve the funds as requested by President Appler. The motion was seconded by Director Mullin. The floor was open

for discussion and there was no discussion. The vote was taken and the motion was approved unanimously.

- Lighting Behind Short Brick Row – President Appler reported that he needs to contact Mr. Joe Jones before proceeding.
- Animal Control – A letter needs to be sent to the homeowner of 770 Oella concerning an unleashed dog and dog poop.
- Drainage at Lillies Ln Speed Bump – Our landscaper has not gotten back to the board concerning this ongoing problem.

New Business

- Pleasant Hill Parking – A resident, Mr. David Weeks, has reported an issue with the parking on Pleasant Hill. It was decided that additional information is required before the board can accurately assess the situation. Treasurer Hall will follow-up with the resident and report back at the next board meeting.
- Pleasant Hill Roof Repair – President Appler reported that he received a letter from the resident on 736 Pleasant Hill suggested that all residents should replace the entire roof with matching or compatible asphalt shingle roofing at the same time. President Appler replied that he will respond back to her stating that it is a good idea but the board has no authority and that the neighbors should get together on their own and work with each other.
- Cell Phone Access – President Appler reported that the board received an email from a resident concerning the bad cell reception in Oella.
- Paving Needs from Walkthrough – It was determined from the board walkthrough that the following areas in priority order need to be addressed: Reservoir Hill (steep incline with curb), Pleasant Hill and Behind Short Brick Row and Long Brick Row.
- Vice President Altemus reported that there was a vacancy on the board left open by the resignation of Mr. Richard Gambrill. Vice President Altemus placed into nomination Ms. Amanda Lauer to serve in Mr. Gambrills vacant position until term end which is December 2008. The nomination was seconded by Director Joe Greer. The floor was open to discussion. After much decision, the vote was taken and the motion was approved unanimously.
The next meeting date is August 25, 2008 at 7:00 PM in the Westchester Community Center.

The meeting was adjourned at 8:44 PM.

Respectfully submitted,

Kathy Tompkins, Secretary Steve Appler, President

Oella Homeowner's Association (OHOA)
Board of Directors Meeting
Westchester Community Center

August 25, 2008

President Steve Appler called the meeting to order at 7:08 PM, pursuant to notice duly given. Board members present were Toni Mullin, Scott Hall and Anne Altemus. Director Amanda Lauer arrived shortly thereafter. Richard Pearle joined the meeting when it was already in progress.

Minutes from the July 14 meeting were submitted previously via email. Director Mullin requested one minor change to the comments she made regarding how the HOA accounts for landscaping expenses. Upon motion duly made by Vice President Anne Altemus and seconded by Director Toni Mullin, the minutes from July 14 were unanimously approved.

Treasurer's Report

Treasurer Scott Hall reported that the HOA has \$82,550 in total assets and that we are in good financial standing at this time.

ARC Update

President Appler reported on the two current ARC issues. He and Charles Wagandt will be meeting with the owner on Logtown Road regarding a fence issue when Charles returns from vacation. The second issue was the installation of a swing set at 1010 Oella Avenue. An approval letter from the ARC was sent to owner. However, a subsequent Disapproval letter was sent by ARC to owner when the ARC determined that the installation did not comply with the conditions of approval.

HOA Landscaping

Director Mullin reported that things are fairly quiet at this time, but she will be meeting with Neighborhood Lawn Care on Friday to go over a list of maintenance issues and some minor work. She also reported that there are three dead/dying trees behind Long Brick Row that should be removed. She will follow up with quotes for the tree removal.

Mill Liaison

Director Altemus reported that no further progress has been made on the issue of SMC as "associate" members of HOA. A meeting was held Saturday morning with several residents and a representative from the Mill regarding the Mill Race Trail connection. A location for entry was agreed upon, but several items of concern were noted and will be forwarded to the Mill representative and Charles Wagandt for further discussion. Director Altemus suggested that the HOA should place a sign behind Long Brick Row stating that the Mill Race Trail (at that entry point) is for the HOA members and their guests. Director Hall will get price quotes for the sign.

The issue of the Mutt Mitt dispenser for the Mill remains unresolved at this time.

Parking Committee

Director Altemus and Director Lauer provided a report on the HOA effort to provide equitable parking accommodations for residents of the HOA. Parking hangers have been produced and a letter will be sent to homeowners once a community management company is identified as the first point of contact for towing and other issues regarding parking.

An inventory was taken of Long Brick Row and Short Brick Row homes, where there is currently a shortage of parking spots. Suggestions included reallocating and/or creating additional spots. Pleasant Hill residents voted 14-2 in favor of tick marks only and will not have numbered spots, but will receive hangars. An additional issue exists with the property at 781 Oella Avenue. Special consideration was granted in the past for parking and this needs to be revisited. Directors Altemus and Lauer will meet with the owner. An additional parking issue exists at 945 Oella Avenue. The owner at this home has one assigned spot, despite there being space for two assigned spots. Director Hall motioned and Director Altemus seconded that the HOA paint a second numbered spot for this location. The vote was taken and approved unanimously.

Property Management Search

Director Mullin reported that a list of requirements were developed and sent to five management companies. After narrowing the selection down to three, representatives from those companies will be at the September board meeting. The board will be interviewing the representatives, but will take questions ahead of time from the community.

The board has already begun prioritizing a task list for a management company, should they proceed with hiring them.

Old Business

CCR/ARC Task Force

President Appler reported on a meeting that was held with Susan Rapaport (HOA attorney) concerning transfer from ARC to HOA. She said this can be accomplished by a simple transfer. Director Hall motioned and Director Altemus seconded a motion to proceed with the transfer. The vote was taken and approved unanimously.

President Appler has created a draft of procedures and Director Mullin is working on ARC guidelines. Eventually, the CCRs will need to be updated and revised to remove developer references and for minor changes.

Drainage at Lillies Lane Speed Bump

President Appler would like to contact a contractor to complete this work by the end of September. Director Hall motioned and Director Altemus seconded a motion to proceed with funding approved up to \$3000. The vote was taken and approved unanimously.

Pleasant Hill Parking Complaint

David Weeks contacted the board about parking in front of the stairs leading to the six row homes. He was told 3 years ago by a previous board president that a yellow line would be painted to indicate how close the car should be parked. Director Hall will follow up.

Cell phone reception issue.

Spring and Verizon have been installed inside the Mill. Director Anne Altemus will follow up to see if this will improve cell phone reception for residents outside of the Mill.

New Business**Resignation**

The board received Secretary Katherine Tompkins resignation in August. A vacancy will be posted to the blog advertise the opening.

HOA Plats

President Appler has printed all the plats for Oella and is working on having them put on cd.

Update Letter

President Appler will work on an update letter for residents to be mailed out with the October invoices.

Questions and Comments from Residents

Richard Pearl explained that he feels he is not getting any services and asked why he is still paying the same amount of dues now that he lives in a single family house instead of a row home. Director Altemus explained that dues are for upkeep of common areas, liability insurance, plowing and salting, mutt mitts and maintenance of the Mill Race Trail and bridge.

The next meeting is scheduled for 7:00 p.m. on September 8.

The meeting was adjourned at 8:48pm.

Respectfully submitted,

Toni Mullin, Director Steve Appler, President

Oella Homeowners Association
September 8, 2008 Regular Board Meeting Minutes

7:05pm—Call to Order

Attendees: President Steve Appler, Vice President Anne Altemus, acting Secretaries Toni Mullin and Amanda Lauer, Treasurer Scott Hall, resident Raina Rath

Interview of community management company representatives. Each rep was asked to provide a brief overview of the company's services (companies provided literature describing services prior to the meeting), followed by questions from the board and the resident in attendance. The board will consider the companies and vote on the issue of hire at the October board meeting.

1) Tidewater Property Management—Stanley Greenburg, President

- Represents ~150 communities; full-service, tailored to meet needs of community
- Reviewed basic services, emphasizing dues collections via a lockbox bank (SmartStreet); uses a coupon book system; automatic checking debit, credit cards accepted
- Fee for web administration, flexible design
- One manager assigned to our community
- 24 hr emergency service (e. g., towing, downed trees)
- Questions:
 - Q: how would you handle a long-term landscaping plan? A: deal with ~20 different landscaping companies; obtains bids and develop specs
 - Q: autopayments clarification
 - Q: website fee clarification; A: fees for setup, monthly admin; board can add content or PM can do it
 - Q: document management/storage; A: flat monthly fee, hosted by separate company
 - Q: secure website areas for board access; A: Yes
 - Q: site walks; A: board and PM agree on a certain number of walk-throughs a year, drive-throughs several times a month
 - Q: transfer fees (to change databases, etc.) when home is resold? No
 - Q: paving, seal-coating, stabilization; A: PM handles it, determines what needs to be done and solicits bids, can get good prices
 - Q: length of contract; A: flexible, can be multi-year, kick-out provision
 - can send out sets of registered documents to residents as needed
 - Q: questions for the board?; A: number of units, existing collections issues, amount of dues?
 - Q: lag time until start; A: 30days

2) Howard Property Management—Paul Gerulaitis, President

- 22 years old; small company, 33-34 properties, mostly older (~25yrs); Paul has a background in government project management, forensic accounting
- Very local, office located close by in Ellicott Ridge
- Very hands-on; staff of 7 tries to do a lot of small jobs (cutting branches, etc.) in-house to

ensure a fast response

- Spends a lot of time on property
- Little nickel-and-diming with fees (e.g., no fee to send letter to a homeowner)
- Manages bids for contracts, board chooses vendor
- Questions:
 - Q: paving, reserves; A: probably need reserve study, based on trade literature; works with Wisconsin Advisors; also possible reserve studies for tree maintenance/removal
 - Q: what about immediate paving needs such as sealing cracks ; A: must jump on now to prevent further damage
 - Q: long-term landscaping plan; A: lots of planning and coordination with board; start with wish list, develop budget and multi-year plan; may be in-house and outside companies
 - Sensitive to needs of different locations, microclimates, stream restoration
 - Identify general maintenance plan, long-term goals, generate reserve budget
 - Q: ARC, architectural review requests and approval processing; A: provides assistance with requests, approval; has experience writing controls, individual inspections are inclusive in contract
 - Q: claims must be handled within 30 days; A: efficient procedures for processing
 - Q: follow-up on compliance with approval/disapproval conditions; A: yes, photos and other evidence provided as necessary
 - Q: web services; A: none right now, will offer eventually; can recommend services; will generate docs, pdfs, watermark
 - Q: automatic dues payments; A: not online because of fees to assoc., may offer in the future, automatic checking debit is available; provides detailed invoices rather than coupons
 - Q: 24 hr emergency service; A: yes, Paul does it; pre-establish can and can't do's with the board; mostly parking & trees
 - Q: resale package; A: yes, \$125, also property compliance certificates, follow-up inspections
 - Q: transfer fees; A: Yes. \$25 to cover time

3) American Community Management—Mel Herzberger

- Since 2001, merger of two companies; 170 communities, 53 people on staff (11 accountants)
- Uses GenArc record system
- Big on online support, encourages direct debit of dues, accepts credit card payments
- Periodic billing, coupons
- Provides detailed monthly reports to board with all correspondence, financials, other happenings
- Encourages lots of education of employees, certifications, CAI membership, legislative action committee
- Full maintenance department
- Deals with ~600 contractors, 11 law firms, multiple insurance companies
- Can link our website to theirs

- Write checks for HOA under certain amount; requires board approval for withdrawal from reserves
- Lock-box bank (BB&T); re-bids bank every 3 years; BB&T offers extra .25% on money markets, discount loans
- Attends annual meetings, budget meeting, quarterly meetings, special issues meetings
- Managers go through community at least once a week
- Questions:
 - Q: paving reserves; A: suggests reserve study depending on structural needs
 - Q: 24 hr emergency service; A: yes for maintenance, not really for towing; board must develop policy
 - Suggests having a collection policy
 - Q: ARC, architectural requests; A: processes request & approval in required time, tracks in computer system online
 - Q: do other boards you work with typically meeting quarterly instead of monthly?; A: yes, supplement with newsletters, etc.
 - Q: can reserves be kept in bank of choice?, A: yes
 - Q: rates of return of current bank; A: 4-5% on 1-3 yr CD
 - Q: long-term landscaping plan; A: will assist with multi-year plan, water conservation, reduce impact on environment, works with extension service
 - Q: resale packages; A: yes, provided on CD
 - Q: transfer fees; A: no
 - Encourages association to use outside printing companies for mailings
 - Questions for the board?; A: volunteer involvement (can help with); concerns of funds audit?, incorporated?
 - Will act as resident agent

Other board business items:

1) VP Altemus moved to appoint Raina Rath to fill the vacancy left by Joe Greer (no candidates responded to previous blog announcement of board vacancy). The motion was seconded by Treas. Hall. The motion was unanimously approved.

2) VP Altemus moved to approve August minutes. The motion was seconded by Treas. Hall. The motion was unanimously approved.

Adjourned, 9:15pm.

Amanda Lauer, Acting Secretary Steve Appler, President

**Oella Homeowners Association Board of Directors Meeting Minutes
October 13, 2008**

The meeting was called to order at 7:03pm. Directors Appler, Ames, Rath, Hall, Altemus, and Lauer were present. No residents were in attendance. The first order of business was the unanimous approval of the September meeting minutes. Treasurer Hall reported that the association is in good financial standing, but that there are still some outstanding dues. Mr. Hall noted that the invoices may not reflect overdue balances in a way that is clear to the homeowners, and the next invoices will be clearer. Further discussion of collection of outstanding dues will occur at the next meeting.

Director Hall, as the new board representative to the ARC, provided an update on several issues before the committee. Director Lauer then reported on the landscaping. She toured the HOA common areas with the landscaper and will obtain estimates for some necessary maintenance work, including grass seeding and weed trimming along the riverside. Director Lauer reported that several trees have been planted around the neighborhood recently. Discussion of the need for a formal process to request landscaping changes to the common areas and a long-term landscaping plan ensued. This topic will be revisited with a property management company.

President Appler reported that there has been no further progress in making the Oella Mill an associate member of the association at this time. He also reported that there has been no response from Southern Management to his draft proposal for mill residents' access to the mill race trail. It was mentioned that mill residents continue to access the trail via the Long Brick Row common area and that there have been some recent problems with dogs.

Vice President Altemus reported on a recent meeting with Charles Wagandt regarding possible reallocation of spaces currently used by his tenants at Short Brick Row. She reiterated that the parking policy and hanging tag use will be formalized with the assistance of the property management company to be hired.

Vice President Altemus reported that the search for a property management company had been narrowed to two candidates pending reference checks. Directors Ames and Rath reported on the reference checks. All references were positive and informative. A motion was made and seconded to hire American Community Management (hereafter known as ACM) as the OHOA property manager. The motion was unanimously approved.

Old Business

President Appler reported that under the auspices of the ARC task force, Director Mullin has been compiling ARC policies, procedures, and guidelines from other sources. President Appler is still trying to find someone to fix the drainage problem at the Lillies Lane speed bump. President Appler is also compiling plats of HOA properties to provide to the property manager and possibly upload to the website. He is also working on a 2008 update letter to be sent to residents and the recordation of mill race trail easements.

New business. A revised draft of the ARC transition/transfer agreement document drafted by the HOA attorney was discussed. Several necessary revisions were discussed,

including the composition of the new ARC and authority over new construction. The poor repaving of Oella Ave. was discussed, and it was agreed that Sam Moxley should be contacted. Director Lauer brought up the need to form a nomination committee for the upcoming elections. Director Rath agreed to chair the committee. Two community members will be recruited as well. Director Lauer also requested that the minutes reflect the prior approval of the outhouse to be installed in the Long Brick Row common area. The outhouse was approved by the ARC and the board via e-mail due to the time-sensitive nature of rescuing the structure before demolition. President Appler also presented a certificate of honor from the Oella Historical Society (OHS) to the Oella HOA for its patronage. The board expressed its gratitude to the OHS for the certificate.

The meeting was adjourned at 8:29pm.

Amanda Lauer, Acting Secretary

Steve Appler, President

Oella Homeowner's Association (OHOA)
Board of Directors Meeting
November 12, 2008

President Steve Appler called the meeting to order at 7:05 PM, pursuant to notice duly given. Board members present were Toni Mullin, Anne Altemus, Scott Hall, Amanda Lauer and Raina Rath.

Minutes from the September meeting were unanimously approved without changes.

Treasurer's Report

Treasurer Hall reported that overall the HOA is in good shape; however the percentage of accounts greater than 30 days continues to be a concern. This will be addressed by American Community Management (ACM) shortly. A small percentage of payments continue to be sent to the HOA's mailbox instead of the accounting firm. The mailbox may be closed when ACM formally takes over.

A draft 2009 budget was presented.

ARC Update

Treasurer Hall reported that activity has been very quiet, with the exception of a request for a patio extension. The board decided to wait until after the holidays to appoint his replacement.

HOA Landscaping and Common Areas

Director Lauer reported that leaf removal is currently underway and once that is finished the fall mulching will begin. Once both are complete, trimming along the riverside can begin. Invasives as well as vines covering trees will be cut back or removed. Trimming will begin at the Lillies Lane end of Oella Avenue. A motion was made and passed unanimously to allow HOA funds (not to exceed \$840) to be spent for determining boundaries of common areas near Lillies Lane.

Director Lauer is looking into community grants for improving the HOA common areas.

Mill Liaison

Since no progress has been made with regards to making Southern Mgmt (a.k.a. The Mill) an associate member of the HOA, the issue has been closed. The board is still waiting for a response on the proposed trail connection. Director Altemus pointed out her concerns about the increase in foot traffic behind Long Brick Row. Pres. Appler noted that the HOA portion of the trail was mentioned in a biking blog. The board decided to place signs on HOA property indicating that it is for HOA members only. Director Altemus will work to determine the various locations.

Old Business

ARC Task Force - President Appler continues to work with Charles Wagandt on the revised Transfer Agreement.

ARC Policies, Procedures and Guidelines – Director Mullin will continue to work on refining.

Parking Hanger Implementation – Directors Ames, Altemus and Lauer will work with ACM on implementation.

Drainage at Lillies Lane – President Appler has contacted someone to do the work and is waiting for a return phone call.

Recordation of Mill Race Trail Easement – President Appler is working on.

New Business

President Appler will set up an initial meeting with ACM representative Ruth Ann Shea.

The meeting was adjourned at 8:45 pm.

Respectfully Submitted,

Toni Mullin, Acting Secretary

Steve Appler, President

**Oella Homeowner's Association
Annual Meeting
December 8, 2008**

Vice President Anne Altemus called the meeting to order at 7:10pm. Board members present were President Steve Appler, Treasurer Scott Hall, Marcia Ames, Amanda Lauer and Toni Mullin.

After brief opening remarks, Director Altemus introduced all the board members and Ruthann Shea from American Community Management (ACM). Ms. Shea spoke briefly about the services that will be offered by her company. A suggestion was made to put the contact information on the HOA website.

Treasurers Report

Director Hall passed around the 2009 budget and explained the highlights. The cost for ACM is around 32% of the annual dues. Overall the HOA is in good shape; however there are around \$8000 in arrears. The HOA will be operating with a small deficit this year, but due to the current balance for all HOA accounts (\$83,000) it was decided not to raise dues. Plans for 09 include a reserve study for paving, long term landscaping plans and an operating funds study.

HOA Landscaping

Director Lauer highlighted some of the changes in landscaping over the past year. They include fall mulching, several small landscape projects, and grass seeding. She also pointed out the need for professional help and long term planning. Projects for the upcoming year include removing invasive plants from along the riverfront, the runoff problem behind Short Brick Row and the garden across from Lillies Lane. Director Lauer is applying for grants to help with the cost of some projects.

Parking Committee

Director Altemus reported on the parking committee that she and Directors Ames and Lauer are heading. Over the next few months, the HOA will be developing a parking policy and mailing parking hangars to residents that use parking lots. Yearly stickers will be sent to residents providing dues are current. New stripes, re-numbering and new towing signs will also be completed as part of the project. This will all be coordinated with re-paving of several parking lots. ACM will be the point of contact for parking problems

ARC Transfer

President Appler reported that the ARC Transfer Agreement was signed on 12/8 and the Board is now in control of the ARC. As part of the agreement, the Board will be forming a committee to develop and implement policies and procedures. He reported that the procedures are almost complete and they will be using the Howard County Historical Guidelines until more specific guidelines can be developed for Oella. This will be done with the guidance of a professional familiar with developing historic guidelines. The transfer agreement will be available on the HOA's website. Over the next week, the HOA will update its website with the procedures, a form and its guidelines. Once completing the proper paperwork, residents will forward

everything to ACM. ACM will track all requests and make sure that the ARC committee responds timely.

Elections

There were no nominations from the floor. Since Director Lauer was the only nominee (from the nominating committee), it was suggested that those in attendance have a show of hands for voting. After a brief explanation of her role on the board, Director Lauer was re-elected.

Blue Book Revisions

President Appler reported on the need to clean up the HOA documents. The current version includes numerous references to the “developer” as well as other outdated language. Hopefully, the Board can tackle this project later in 09.

HOA Website

Treasurer Hall spoke about the HOA website and the possibility for future updates. Some suggestions were plat maps, additional information for new homeowners and a discussion board. Ruthann Shea pointed out that her company is currently investigating the possibility of having individual owner accounts. Each homeowner would be able to log on to ACM’s website and check their account balance. She also encouraged the use of direct payments and electronic payments as a way to save the HOA money.

The meeting was adjourned at 8:20.

Respectfully Submitted,

Toni Mullin, Acting Secretary

Steve Appler, President