

**Spring Ridge Conservancy**  
**Annual Meeting Minutes**

November 5, 2009 @ 7:00 p.m. in the Visitor Center

**Board Members Present:**

Karen Ritter, President  
Tom Winebrenner, Vice President  
Fred Schumacher, Secretary arrived at 7:35pm  
Jerry Alexandratos, Treasurer  
Paul Flynn, Member At-Large

**Others:**

Richard Gemmell, PMP  
Victor Rocha, PMP  
Nadena Mowry, PMP  
Liz Van Brunt, Recording Secretary  
Al Moreau, Finance Committee  
Kim Winkler, Rec Committee  
Nancy Moreau, Rec Committee  
April Rashell, Landscaping committee  
Donna Schiller, Landscaping committee  
Corporal Donald Dumann  
Mark Perry, ACC  
Art Robinson, SR Condo Board President  
Jennifer Brant, Inspector of Elections

See sign in sheet for owner attendance

**I. CALL MEETING TO ORDER AND APPROVAL OF AGENDA**

Meeting called to order at 7:08 p.m.

**Review and approval of Minutes from the last regular meeting held October 20, 2009.**

Motion to approve the minutes from the October 20, 2009 regular meeting as is.

**Motion: Paul**

**In Favor: 4**

**Seconded: Jerry**

**Against: 0**

**Review and approval of Minutes from the last annual meeting held November 6, 2008.**

Motion to approve the minutes from the November 6, 2008 Annual Meeting as is.

**Motion: Jerry**

**In Favor: 4**

**Seconded: Tom**

**Against: 0**

## **II. ROLL CALL & CERTIFICATE OF PROXIES**

Motion made by Jerry to dispense with the roll call and allow those present, together with the signed proxies, to be tallied to see if quorum has been achieved. The motion was seconded by Tom and passed without dissension.

## **III. ESTABLISH QUORUM**

Quorum is 10% of the total number of members for each Class member, in person or by proxy. Ten percent of 1394 Class A (single family and townhouse) units is 139 & Class C (condo owners and senior apartments) of 452 is 45 votes or proxies needed.

The sign in sheet proxies reflected 147 Class A and 67 Class C present and by proxy. Quorum was reached.

## **IV. PROOF OF NOTICE OF MEETING**

Management presented and explained the notices that were sent which verified the owners received appropriate notice. A call for nominations was sent out. There are two nominations for two open positions.

## **V. REPORT BY BOARD PRESIDENT**

Karen gave an overview on the state of the Conservancy. There was a recognition of PMP's staff and the volunteers; Tom Winebrenner's service, whose term expires; and the other board members; and Clay Townsend as neighborhood watch coordinator who served many years. The condo presidents and board members were appreciated for their service. Each committee chair was mentioned and thanked. There will be no dues increase this year. Many capital expenditures were highlighted. The board worked to update safety within the neighborhood in multiple ways. A part time employee will be added to the PMP staff. Work on a potential dog park is still underway.

## **VI. NOMINATION OF DIRECTORS FROM FLOOR AND BRIEF PLATFORM OF EACH CANDIDATE**

The process was explained to the attendees. There were no nominations from the floor.

April Rashell spoke about her background living in the neighborhood. She is an account manager with a landscaping company in Montgomery County. This gives her a unique perspective of working on the contract side with neighborhoods. Her primary focus is fiscal responsibility and community curb appeal. She spoke of her experience with owning a landscape company with her husband in Seattle. She has three children.

Karen Ritter spoke about her service to the community. Her concern is the needs of the community. A big accomplishment was not needing to raise the dues in 2010. She appreciates the support of all the volunteers who are committed to making the community a great place to live. She invites as many people to come to the meetings as wish to. A special thanks went out to her children and husband.

Motion to close nominations from the floor.

**Motion: Tom**

**In Favor: 4**

**Seconded: Jerry**

**Against: 0**

## **VII. APPOINTMENT OF INSPECTOR OF ELECTIONS**

Motion made to appoint Jennifer Brant as the Inspector of Elections. The motion was made by Jerry and seconded by Paul and passed without dissension.

## **VIII. COMMITTEE UPDATES**

### **A. Corporal Donald Dumann**

He spoke about the offenses in the neighborhood these past few months. A decibel reading will be made at a house that has continuing noise complaints.

### **B. Spring Ridge Condo President – Art Robinson, Board President**

The SR Condos are financially healthy. They don't need to raise their dues either. The upgrades and upkeep were explained. Some landscaping was replaced and replanted (over 900 pieces). Art spoke about the Maryland law changes that affected the condo management and insurances. The fire inspection advised some changes that were made. Recycling is not provided by the county for condos. They may work out a plan on their own at their own expense. An issue was discovered about a unit that was kept very unsanitary. This has been resolved. An issue of vandalism was mentioned. It was immediately handled by PMP management.

The other condo associations weren't represented.

### **B. Committee Reports**

#### **Recreation Committee – Kim Winkler and Nancy Moreau**

The varieties of events were outlined. The youth programs were mentioned. 2010 will have some new options available for community activities. There might be a chess club for the youth. Volunteers are welcome – you don't necessarily have to come to meetings. Volunteers can just work on one event if they so choose.

#### **Finance Committee – Al Moreau**

Al mentioned the other committee members and explained the committee's duties. They review management's reports each month, look for inconsistencies and make suggestions. Their attendance at the board meetings helps both the board and committee to stay on track. Close tabs are kept on delinquent accounts (6%) and the legal remedies if needed. The budget is started in July and presented to the board in September. A Reserve study was done a few years ago and although it was a little off it gives a general plan of upcoming reserve expenditures. He explained the reserve amount and the plan it provides. Income

was \$1.627 million and expenses were \$1.506 million. Some of the income is accrued so it's not all in cash dollars. Operating cash on hand was roughly \$117,500, up from \$55,980. This is a healthy amount.

### **ACC Committee**

The committee dealt with 136 change applications - 127 were approved. Of the applications 46 were previously installed items, 41 of those were approved.

### **Landscape Committee**

Donna thanked the board for establishing the committee. Together with the board the committee worked on giving the community a facelift. The committee worked with the current landscaper on improvements. Signage was upgraded. They want to show that the community cares about where they live. The potential dog park is being worked on. There is a townhouse beautification project underway. Low maintenance, low water and lots of color plantings are some of the goals. New members are always welcomed.

### **Sharks Committee**

A report was handed in to the board is in the management file.

## **IX. MANAGEMENT REPORT**

### **A. Open Items List**

This is not a comprehensive list:

- Long term repair of walk bridge repair behind Hampton Court II condos
- Long term plan for the asphalt path between Claridge Dr. and Spring Forest Road
- Doggie Waste stations (optional but has been discussed)
- Storage shed(s) for additional pool furniture storage
- Pond improvements and potential dock for fishing
- New pool furniture for lap and baby pools
- Community Center interior redecorating
- Tennis Court practice wall
- Landscape enhancement phase II (III, IV)
- Vending machines at pool (generate income for the community)
- Remodel the lifeguard room to increase functionality
- New flooring in men's and women's locker rooms

### **B. Spring Ridge Directory**

Only \$1,280 in advertisement income has been collected so far with the goal of \$4,000 to cover the cost of production. PMP does solicit sales once they taper off, which they have.

### **C. Violations**

The top 3 areas of most violated rules of the HOA were *10.01 Lot Maintenance, Play Equipment/Toy Storage and Trash Container in public view*. PMP's inspections are part of the contractual relationship with the community. The number of violations has held fairly steady over the years. There were 442 total violations last year and 444 this year. This seems to hold steady over the years.

**D. Planned Development**

Richard outlined the upcoming plans for the proposed development of the Baer property. There will be 10 single family homes. The stall was because the County put in a moratorium on building. Things will start moving forward. .

**E. Newsletter**

124 residents receive the newsletter by email now. It would save a lot of time and money if more residents received it on line.

**X. ACTION ITEMS**

**A. Tree and Shrub Replacement**

ValleyCrest proposed \$3,329 for replacement of 11 white pine trees. Their drop in price was because of the realization that many of the trees don't actually need removed since they are already gone. Brickman's price is \$1,700 for the tree installation and \$1,700 for the stump removal for a total of \$3,400. The 2009 budget has \$12,000 set aside for Additional Landscaping but only \$5,538 remains in this GL category. The board did not like that ValleyCrest wasn't very thorough in their original proposal. Management reiterated that they never share proposals between contractors although ValleyCrest is aware that Richard is shopping contracts.

The Hillsborough Drive median proposal was mentioned but not enough data is in yet to have a discussion.

Motion to select Brickman for the white pine tree installation and removal.

**Motion: Fred**

**In Favor: 5**

**Seconded: Tom**

**Against: 0**

**B. Split Rail Fence**

Repairs are needed on the split rail fence at the Quinn Road/Claridge Drive entrance as well as the soccer field area. Signature Fence offered \$1,389 and CCC Fence offered \$1,750. Some new black welded wire (150') will be installed at the soccer field location

Motion to select Signature Fence to do the fence repairs.

**Motion: Jerry**

**In Favor: 5**

**Seconded: Tom**

**Against: 0**

**C. Bridge Over Stream**

The bridge over the stream near the condos needs repair and replacement. The replacement will be a bigger engineering job. The current snow removal company, who is also a hardscape provider, offered to desilt the creek and move the bridge so it's functioning. Deer Valley's price to do this work is \$995. The contractor will go up and down stream to

remove the silt and then reposition the bridge over the stream. There will be more clearance under the bridge. The money would come from the 2009 funds.

Motion to accept the Deer Valley proposal to desilt the stream and move the bridge back in place.

**Motion: Fred**

**In Favor: 5**

**Seconded: Tom**

**Against: 0**

#### **D. 2010 Budget**

Al presented a PowerPoint of budget numbers. New this year were the actuals from the past year. This had been requested by some homeowners.

Income is mainly from homeowner assessment (96.43%). There is a small amount of commercial assessments and other income (3.57%). Potential reserve and non reserve expenses were outlined.

Seventy-seven percent of the budget is spent in six areas (contributions to Reserves, trash pickup (the actuals reduced this year due to the increased recycling), grounds maintenance (price reduction due to 3 year contract), community management (increase this year due mainly to part time position addition), pool management and electricity (the decrease is due to an incorrect estimate by the electric company). Snow removal is planned for an average year with the knowledge that a big winter can happen. The suggested dues increase from the reserve study was to make a large increase but the board decided to increase it at a slower pace.

The Reserve funds were outlined. Unused snow removal money is put into the snow reserve line item each year. The townhouse assessments are higher than for single family homes due to the fact the Conservancy owns the streets and sidewalks in those areas.

A resident asked about the delinquent account reduction in the budget. The board explained a different attorney was hired this year and has been successful at recouping a percentage of the overdue funds. There are some accounts where there is no hope of reclaiming the funds. The reporting now more accurately reflects the balances. The accounts have been cleaned up quite a bit and the bankruptcies in the neighborhood are low.

Motion to approve the budget in its current form for 2010.

**Motion: Paul**

**In Favor: 5**

**Seconded: Fred**

**Against: 0**

#### **XI. HOMEOWNER FORUM**

A resident spoke their disappointment in the landscaping on Hillsborough Drive. The board spoke of their question of the actual need for the medians and how they are gathering data to make improvements there. The homeowner also questioned other medians and the loss of bushes without replacement and the weeds that aren't removed. The board responded

that they are working on a coherent landscaping plan/theme and, with feedback from residents, making specific changes to high traffic areas. They would like color through out the year. They encouraged resident input. Bids on Hillsborough will be accelerated.

**XII. ELECTION RESULTS**

Karen Ritter and April Rashell have been elected to the board for 2010. The board pointed out that there are still positions within the committees and there will be another board opening in 2011.

**XIII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:50 p.m.

Respectfully Submitted,

Liz Van Brunt  
Recording Secretary