

# Spring Ridge Conservancy Regular Meeting Minutes

December 18, 2018 @ 7:00 p.m. in the Visitor Center

## **Board Members Present:**

April Rashell, President  
Fred Schumacher, Secretary  
Bryant Meldrum, Treasurer  
Marie Ayton, Member At-Large

## **Others:**

Victor Rocha, PMP Manager  
Nadena Mowry, PMP Asst Manager  
Vinny Perella, PMP Project Manager  
Joe Rzepka, Finance Committee  
Bryan Kenny, PGC Landscape  
Liz Van Brunt, Recording Secretary

## **Absent:**

Karen Ritter, Vice President

Lauren Stanczyk, Rec Committee

See sign in sheet for owner attendance

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

Meeting called to order at p.m.

Motion to approve the revised agenda. Bryant/Fred Vote: 4/0/0

## **II. GENERAL COMMUNITY ISSUES**

**David Grove - Attorney** – Dave reported that his main office support changed and they have worked through the transition. The Exxon property looks better. The biggest homeowner issue he has been handling recently has been sold as a foreclosure at the courthouse this fall. The earliest that someone could move in is January. There is still trash on the property. There are 18 active collections cases right now. The issue with Pleasants is still open and moving forward. Some discussion of the avoidance of deed filings, recordation delays, etc. The board and finance committee appreciates the quarterly reports. According to the HOA declarations attorney's fees can't be assessed until a suit is filed. A standard procedure change was suggested so that open issues over \$500 will go to Dave and he will file suit immediately.

The collections numbers are up a bit from last year although the financial amount is down.

Some discussion of the various issues with mitigating the stream and flooding issues. A proposal from Wetland Solutions would involve the State Highway or Chesapeake Bay Authority which would pay for some work and would also have a lease or an easement on the areas. Dave warned the board that such collaborations could be impacted by determinations from those two authorities and demands they may choose to make. Dave suggested he look at the documents before the board signs them and that all are sure that the property would still be bound by the HOA covenants, declarations and restrictions. Two other entities with which SRC could partner up with are MD Conservancy Fund and Ducks Unlimited

## Committee Reports

**Recreation Committee** – Lauren Stanczyk reported that she is retiring from the committee after 2019. Quite a few new members are needed starting in 2019 to take over in 2020. This will be posted on the website and in the newsletter. 2018 events were a success. The recent Mr. Jon concert was very well attended. Spring Festival dates are April 13 (rain date 14). Vendors are being finalized. The Small Creatures’ event will be repeated this year. Yard Sale dates are being considered once a coordinator is found.

**Finance Committee – Joe Rzepka** The storage area expense has been consistently wrong and will be corrected by PMP. The February meeting will have a CD due but some cash may be needed for work. There are not as many CDs coming due in 2019. Reserve Transfers: Funds were transferred from reserves to the operating account:

\$2,250 to pay for the Bannister Drive easement evaluation. Money was moved from the contingency reserves.

\$63,624 to pay for the asphalt and sidewalk work. Money was moved from the single-family reserves (\$14,595) and townhome reserves (\$49,028.50).

\$28,903.34 for the final payment for the Newport Drive Playground.

\$15,034 to pay for the final sidewalk work. Money was moved from the single-family reserves.

## Resident Forum

No residents were in attendance.

## III. ASSOCIATION BUSINESS MEETING

### A. Board Appointment

Motion to have the board members occupy the same positions as 2018. Bryant/Marie  
Vote: 4/0/0

## IV. MANAGEMENT REPORT

### A. Assessment Fee Payment Books

There is no fee for the books. There is an opt-in for coupon books. An EFT payment option will be coming soon.

### B. Spring Ridge Elementary School Crosswalk

Management sent an email to the County requesting that the crosswalk asphalt markings near the Spring Ridge Elementary School be refreshed.

### C. Storm Water Correction Approval

For the Association records, the Board approved via email that Wetland Solutions perform the corrective work required by Frederick County to the storm water pond #668. The work

was approved with the votes in favor by April Rashell, Fred Schumacher, Bryant Meldrum and Marie Ayton. The work was done by Wetland Solutions for \$6,800.

**D. Work Orders**

Contractor	Scope of work	Cost and Results
Margarito Dorantes	Cut down 4 dead pine trees; repair damaged turf at Ridgefield Cir; remove storm damaged oak tree.	\$3,362.50
Tri-County Plumbing	Pool repairs done in June	\$300.55
Wetland Studies & Solutions Inc	SWM 676 compliance repairs	\$5,300
Wetland Studies & Solutions Inc	Reserve easement work at Bannister Drive North side	\$27,174.08
Wetland Studies & Solutions Inc	Easement work at Bannister Drive East Side – engineering study. Reserve work	\$2,250
Ehrlich Pest Control	Treat building for ants	\$122.50
PGC Landscape	Pruned Overhanging Pine Trees	\$213.75
PVI	Additional chair	\$316.94
Service Master	Club house initial mold remediation	\$3,707.32
Margarito Dorantes	Removed large tree branches	\$125
Premier Fire	Back flow preventer repairs	\$220
Wetland Studies & Solutions Inc	Johnson grass removal	\$3000
Gardener’s General	Repair bent trash can near VC and Ridgefield Cir	\$60
Great Valley Home Improvements	VC repairs	\$2,375
PGC Landscape	Remove fall tree/remove stump	\$2,153.75
Gardener’s General	Miscellaneous work	\$1,999
Wetland Studies & Solutions Inc	SWM repairs and Johnson grass treatment and removal	\$6,462.31
Deer Valley	Snow removal – 11/15 and 11/24	\$8,176.75
O’Leary	Asphalt path repair Claridge Drive North	\$3,850.50
Margarito Dorantes	Repair damage fire lane gate	\$750

**E. Streetlight Pole Inspection**

PMP inspects the poles and reports those that need repaired or bulbs replaced each January.

**F. Bashears’, now Pleasants’ Property**

It was suggested that Comstock communicate with Pleasants about the unpaid assessments because if Pleasants refuses to pay and judgment is made that dues were not due until the date Pleasants states, then the continuity of the annexation will be lost and homes on that property will not be members of Spring Ridge, which means no trash collection, no pool privileges, etc.

Action: Victor will talk to Dave Grove about how else Pleasants can be informed of the seriousness of failing to keep the continuity of the annexation.

**V. ACTION ITEMS**

**A. Drainage Project at Bannister Drive**

Wetland Solutions has finalized their study and have submitted the revised engineered plan to address the storm water problems at the 6359 Bannister Drive easement area. This system should handle up to ‘100 year storm’ event. The work is budgeted to not exceed \$42,000.

Motion to approve the Wetland Solutions proposal for 6359 Bannister Drive as presented.

Bryant/Marie                      Vote: 4/0/0

**B. Storm Water Repair**

Wetland Solutions submitted a proposal to address a county request for correction to be done at SWM Facility 667. The work to bring the facility to code will cost \$5,800.

Motion to approve the Wetland Solutions proposal for SWM 667 as presented.

Bryant/Fred                      Vote: 4/0/0

**C. 2019 Extra Duty Schedule (1st half of the year)**

The budget for next year is \$20,000. The schedule is usually arranged around the school schedules.

Motion to approve the extra duty schedule for the first half of the year in 2019.

Bryant/Fred                      Vote: 4/0/0

**D. PGC - Common Area Tree Care Proposal**

PGC has submitted a common area tree care proposal. They propose to do extensive pruning to all common area trees along roadways, sidewalks, tot lots, encroaching signs and light poles. They propose to do this work for \$86,228. The board recommends breaking this down into 4-5 sections and put it into a maintenance schedule spread over a few years. More bids could be sought.

Tabled until more bids are sought.

**E. Assessment Payment Plan Request**

The homeowner at 8828 Briarcliff Lane is requesting the Board to allow her to pay \$100 dollars per month to pay off her debt to the association. As of December 10, 2018, she owes \$2,024.20. The board needs to know that the \$100 is in addition to the monthly assessment.

Motion to accept the payment plan request if the 2019 assessments are kept current and the extra \$100 a month is in addition.

Bryant/Marie                      Vote: 4/0/0

**F. David Grove Request**

David Grove is requesting the Board of Directors authorize him to file a complaint as soon as Management turns a debtor over to David Grove's office. This will permit that the 15% attorney fees be added to the debtor's balance. Currently, the attorney sends a letter that gives 30 days to the debtor to respond before they file suit, on that letter no attorney fees can be added. Spring Ridge Bylaws do not allow a 15% attorney fee to be added to the balance until the complaint is filled.

Motion to authorize the Conservancy attorney to file a complaint as soon as Management turns a \$500+ debtor over to their office.

Fred/Bryant                      Vote: 4/0/0

**G. Recreation Committee Request**

The Recreation Committee is requesting Board approval to use the Visitor Center on Saturday, January 26 at 5 p.m. for the “Small Creatures Presentation” event. April 13 would be the Spring Fest with a rain date of the 14<sup>th</sup>.

Motion to approve both dates requested by the Rec Committee. Bryant/Fred  
Vote: 4/0/0

**H. Probable Cause**

Case 1: 9265 Ridgefield Circle - General lack of lot maintenance.

Motion to find probable cause for lot maintenance at 9265 Ridgefield Circle.  
Bryant/Fred Vote: 4/0/0

Case 2: 9265 Ridgefield Circle - for trash disposal issues. This is based on a homeowner’s complaint. The board discussed that this complaint is not proven. The board recommends stronger language with the real threat of suit.

Tabled until more violation letters are sent.

**I. Meeting Schedule for 2019**

The following is the proposed meeting schedule based on the pattern that has been established for years.

January 15, 2019	July 16, 2019
February 19, 2019	August 20, 2019
March 19, 2019	September 17, 2019
April 16, 2019	October 15, 2019
May 21, 2019	November 7, 2019 (Annual Meeting)
June 18, 2019	December 17, 2019

Motion to accept the 2019 meeting schedule. Bryant/Marie Vote: 4/0/0

**J. Storm Water Backup Behind 6123 Brookhaven Drive**

The homeowner’s basement is lower than the storm water management unit. The suggestion is to dig it deeper and change the orifice so the outflow is lower and it can hold more water. Since the area can’t handle the amount of water that collects the county will need to get involved with a retrofit or some other additional solution(s). The original was a county approved design. The proposal is for \$18,000.

Tabled until further information is collected.

Action: Victor will find out the confidence level of the proposed options of Wetland Solutions as a permanent fix and check with the county. An email vote could be held.

**K. Potential County Lane Painting**

Motion to authorize Victor to approve any county requests for street lane painting.  
Bryant/Marie 4/0/0

**VI. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:47 p.m.

Respectfully Submitted,

Liz Van Brunt  
Recording Secretary