

Spring Ridge Conservancy Regular Meeting Minutes

January 21, 2020 @ 7:00 p.m. in the Visitor Center

Board Members Present:

April Rashell, President
Marie Ayton, Member At-Large
Fred Schumacher, Secretary
Mike Casagrande, Treasurer

Board Members Absent:

Karen Ritter, Vice President

Others:

Victor Rocha, PMP Manager
Nadena Mowry, PMP Asst Manager
Vinny Perella, PMP Project Manager
Matt Lanctot, Finance Committee
Brandon Lowe, PGC Landscape
Liz Van Brunt, Recording Secretary
Ashley Boumel, 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 Agenda. Marie/Fred Vote: 4/0/0

II. GENERAL COMMUNITY ISSUES

PGC Landscaping – Brandon Lowe

Attorney Dave Grove reported there has been a staff change in his office and that has improved the reporting frequency. Dave needs board approval to be able to initiate court action on outstanding accounts. The issue with Pleasants will be resolved within four weeks and weekly updates will be sent to Victor. Dave updated the board on the various properties and the legal status of collections. One will be written off to bad debt. Others have judgements and some will have suits filed, with board approval. A list of paid in full accounts from 2019 were outlined. Some houses were foreclosed on and some payment plans were not fulfilled. One account has a small balance but is accruing late fees. The board discussed small balances that need to be considered differently. Assessments are due in full each January first but the HOA allows monthly payments. One account paid their judgment but that did not fully meet the current assessment total. Some discussion of the accounting software that comes from PMP once accounts go in arrears. It may say ‘remanded to attorney’ although that is not always true. Collection accounts are higher in 2019 than in the recent past.

Committee Reports

Recreation Committee – Ashley Boumel reported on their January 6 meeting. There are dates for events that need board approval. She outlined the events, of which three have pending contracts. A new event is an adult party with a DJ on March 21 potentially at Brewers Alley’s upstairs room from 7-10 p.m. with possible transportation. It would be

similar to the Boo Bash. The board suggested looking at 10th Ward as a facility for such an event. April 5 is the Spring Fling proposed date. They may repeat the rock climbing wall. The Spring Yard Sale will be on May 9 with more advertising and a food truck. There will be Hershey Park tickets available this year. Busch Gardens may be considered. Details will be in the newsletter.

Sharks Swim Team – April Hunter reported that the team planners are starting planning next week. Spring Ridge is on deck to host the All Stars swim meet July 25, 2020. It would be as big as the divisional meets with about 200-250 swimmers. Setup might start at 5:30 a.m. The pool would open somewhat later than normal on that day. They will request the least amount of home meets in order to balance the impact of the pool closure for the All Stars meet. They should have their full schedule by the end of February.

Finance Committee – Matthew Lanctot is looking for another committee member. Some items are being resolved in the reporting. Some items were explained. There was a potential entry error between the state and federal taxes due to a refund check received. There were adjustments to the budget as reflected below. The reserve balances could be built up a bit by working with CD maturity schedules and moving some cash into a new CD considering the timing of the planned improvements for 2020. The board inquired about the limitations on investment. The next reserve study will be 2021. The board is interested in a more precise improvement plan using the 20+ years of data we have collected. The Committee included a graph with a projection of a new approach to spending which is very useful for the board in planning spending requests that come up during the year. There is a line item for the amount collected through the lawyer. .

Action: Victor will send the HOA investment guidelines and targets to the Finance Committee and board.

Action: Victor will ask the home office to get a full explanation of how the monies collected through the lawyer are reported and which GL accounts are assigned.

Resident Forum

No residents spoke.

III. ASSOCIATION BUSINESS MEETING

A. Review of Minutes from the December 17, 2019 regular meeting.

Motion to approve the minutes from the December 17, 2019 regular meeting as is.

Fred/Marie Vote: 4/0/0

IV. MANAGEMENT REPORT

A. Security Patrol

DOA in the report does mean dead on arrival and it was a hospice patient so it was not unexpected. All was handled appropriately. Not very many patrols signed up for January so there are more slots available in February.

B. Deer Mitigation Program

So far this season 12 deer have been removed. This is 4 more deer than last year. They will have a final number for the Board next month. Hunting is only from sunrise to sunset and only females are sought in order to reduce the overpopulation.

C. Common Area Work Orders

The heating system was installed in the Visitor Center and is a great improvement. It can be set remotely.

Contractor	Scope of work	Cost
Gardener's General Contractor	-Soccer field soccer/tennis nets replaced 11/6/19	\$204
	-Baldrige playground - removed spray paint/graffiti -10/19/19	\$130
	-Berkley Ln. replaced street sign. 10/17, 10/29/19	\$217
Margarito Dorantes	-2nd application of insect control on spruce trees	\$350
	-Removed cherry tree from common area @ front walking path	\$975

D. Streetlight Inspection

Management reported to Potomac Edison that these streets have lights out: Baldrige Circle – 1, Baldrige Drive – 1, Bannister Court – 1, Birchwood Lane – 1, Hillsborough Drive – 2, Newport Drive – 2, Remington Drive – 1, Remington Place – 1 and Ridgefield Drive – 3. It often takes a long time for them to make repairs. The board suggested a spreadsheet be kept with dates of reporting in order to better press for improved service.

E. Hawkins Court North Road Issues

Homeowners have been complaining for some time that the grassy island in the center of the cul-de-sac at Hawkins Ct North is much too large and cars parked around the cul-de-sac create a problem for the trash trucks and emergency vehicles to enter the street. Management asked the County about modifying the center court island since it is a county road. The county suggested that the HOA reduce the island and create parking spots within its center. Management will gather some bids for the board to review. A suggestion was to remove some of the landscaping and add drivable stone. Unfortunately the curb is not curved for accommodating driving over. More research will be done and then presented to the county and the board.

F. 2020 Budget Correction

The board approved via email the following changes to the 2020 budget on the expense side:

- Reduce ledger 7500 – “pool management contract/lifeguards’ bonuses” - to show \$218,000 instead of \$225,000
- Reduce ledger 5215 – “PMP Fee - Compliance/Inspection/Other” – to show \$9,000 instead of \$16,000.
- Increase 7030 - Clubhouse Cleaning – from budgeted \$1,150 yearly to \$1,500. Increases to the month of November will be made to pay for window and carpet cleaning of the VC +\$250.

- Increase 5411 – Telephones – from budgeted \$4,800 yearly to \$6,000. The last bill for phones and internet was much higher than expected and it is expected to be the same in 2020. +\$1,200
- Increase 5128 – postage expenses – from budgeted \$2,500 yearly to \$4,000. The higher violation letter volume combined with the regular mailing, this ledger will have a variance in 2019 of about \$1,500. Tendency is likely to be the same in 2020. +\$1,500
- Increase 5132 – printing and reproduction - from budgeted \$2,000 yearly to \$2,500. The higher violation letter volume combined with the regular mailing, this ledger will have a variance in 2019 of about \$1,000. This ledger is closely related with ledger 5128. Tendency is also likely to be the same in 2020. +\$500
- Note: 5128 and 5132 are two ledgers very hard to predict. It depends on the volume of mail sent.
- Increase 6025 – “Security Patrol” – from budgeted \$20,000 yearly to \$25,000. This ledger will have a variance in 2019 of about \$3,200 plus the increase expected for 2020. +\$5,000
- Increase 5144 – “Storage Area Costs” – from budgeted \$3,400 yearly to \$4,000. The price increased in 2019 to, \$3600. It is expected that they will increase it again in 2020. +\$600
- Increase 9100 – “Contingency Reserve” - from budgeted \$55,008 yearly to \$59,858. The left over \$4,850 will go here.

G. Invoices

Management has invoiced the Senior Apartments for the 2020 assessments and pool passes. Management has also invoiced Comstock for their final assessment owed. All homes/lots have now been sold. Common area maintenance needs to be outlined once all the bonds are cleared. There is another storm water management area that will become part of Spring Ridge responsibility.

H. Write Offs and Transfer

The board requested that PMP write-off all accounts that owe up to \$5 dollars in assessments. This was completed by the end of December 2019.

As requested, \$38,258 was moved from Capital Reserves to pay for the final HVAC installation work at the Visitor Center.

V. ACTION ITEMS

A. Recreation Committee Events

1. Small Creatures Presentation – February 8 from 1-2:30 p.m. in the Visitor Center
2. Backyard Inflatables Night – March 6 from 6-8:30 p.m., IDs will be required
3. Adult party at Brewer’s Alley – March 21 – (appetizers and cash bar)

4. Spring Fling – April 5, 1-3 p.m.
5. Spring Yard Sale: May 9, 8 to 1:00 p.m.
6. Hershey Park and Busch Gardens discount tickets

Motion to approve the Recreation Committee dates and ticket sales as requested.

Fred/Marie Vote: 4/0/0

B. Volunteer Appreciation Party

The Volunteer Appreciation Party was held last month, and had very good attendance. December is busy so setting aside a date now is wise. Thursday, December 3 is the suggestion. This date has no conflict with meeting dates in the Visitor Center. Different food can be planned for next year.

Motion to approve the date of December 3, 2020 for the Volunteer Appreciation Party.

Marie/Fred Vote: 4/0/0

C. Bulk Trash

Suggested pickup dates are Saturday, May 16 (The community yard sale is May 9) and Saturday, October 3.

Motion to approve the bulk trash pickup dates as suggested: May 16 and October 3, 2020.

Mike/Marie Vote: 4/0/0

D. Payment Plan Request

A homeowner submitted a payment plan request to pay their past due assessment at 9006 Elkridge Lane. The proposal is to pay \$100 per month for the next 3 months to bring the account to be paid in full while continuing to remain current with their 2020 HOA assessments. All will need to be caught up by April 1, 2020

A judgement was applied against this account but they have fallen behind in their previous payment plan. If they don't stay current then the board can accelerate the 2020 assessments plus the 456.41 that is due and require it to all be paid in full.

Motion to approve the payment plan of \$100 extra a month with the final 'catchup' payment to be paid by April 1st and to stay current on 2020 assessments. Marie/Mike

Vote: 4/0/0

E. Common Area Trash Cleanup Agreement

PMP requested two bids for the 2020 weekly trash cleanup of Ridgefield Drive and Spring Ridge Parkway. C&G and Gardener's General Contractor submitted proposals. Gardner's has been used in the past and their contract is much clearer. C&G has been used for bulk pickups.

Motion to approve the Gardners proposal for weekly trash cleanup of Ridgefield Drive and

Spring Ridge Parkway for \$90 per visit. Marie/Fred Vote: 4/0/0

F. Sharks Swim Team

The Sharks submitted a request to hold the All-Star Meet at Spring Ridge on 7/25/2020.

Motion to approve the Sharks request to host the All-Star Meet at Spring Ridge on 7/25/2020.
Fred/Marie Vote: 4/0/0

G. Probable Cause

From time to time, residents will refuse to correct a violation on their property. Regardless of the multiple letters that management sent them, no correction efforts are made. Management must bring these cases to the level of the Board of Directors. Below are cases where the residents have neglected to respond to multiple letters, including the standard "Cease and Desist" letter that is required to be mailed. Normally the Board gives a specific amount of time to resolve the issue such as 15 days, if not resolved, a \$50 fine is imposed then \$10 each day thereafter.

6069 Flagstone Court - Violation notice – 7/30/2019 for lot maintenance issues. Second notice – 9/12/2019 for lot maintenance issues. Cease & Desist notice – 12/11/2019 for lot maintenance issues - Window A/C unit without approval.

Motion to move forward with probable cause at 6069 Flagstone Court for the removal of the unapproved AC unit, and they have 10 business days to remove it or submit a doctor's order.
Marie/Fred Vote: 4/0/0

6423 Spring Forest Road - Violation notices – 7/24/2019 stains/flower beds/various lot maintenance issues. Second notice – 9/16/2019 stains/flower beds/various maintenance issues. Cease & Desist notice – 12/11/2019 stains/flower beds/various maintenance issues. The unit seems to be vacant.

Motion to find probable cause and to give the homeowners 15 days to rectify the maintenance and then fines will start at \$50 then \$10 each day thereafter. Marie/Fred
Vote: 4/0/0

H. Reserves Write Off

In 2019 \$100,000 was moved from reserves to the operating account for project expenses in 2019 and it won't be paid back to reserves within 2019 so it will be written off. The plan is to move money from the operating account back into reserves in 2020. Until then the amount will be written off so the debt does not carry into 2020.

Motion to write off the \$100,000 reserves account debt in 2019. Mike/Marie
Vote: 4/0/0

VI. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:45 p.m.

Respectfully Submitted,

Liz Van Brunt
Recording Secretary