

The Trails at Woodlot Homeowners Association Annual Meeting – December 10, 2019

Call to Order:

Jayne Kaiser, HOA President, called the meeting to order at 7:02 pm.

Proof of Notice:

Carol Gleason confirmed that the notice of the annual meeting was mailed to all owners on November 6, 2019, and that the HOA was compliant with the meeting notice requirements.

Proof of Quorum:

There were 24 households represented in the meeting, of which 2 were by proxy.

Introductions:

- New Homeowners: none in attendance
- Board of Director Members (BOD): Jayne Kaiser, Jeff Biggs, Kathy Hofstad
- Officers: Marylou Carlson (Vice President), Carol Gleason (Treasurer), and Jayne Kaiser (President). Sharon Bogden (Secretary) was noted as unable to attend the meeting.
- Architectural Committee (AC): Carol Gleason (Chair), Sue Brazzel, Joan Misenick, and Sarah Dorff. Other members of the committee who were not in attendance included Kathleen Plunkett and Barbara Avent.
- Townhouse Advisory Committee (TAC): members present at the meeting were Donna Myers (Chair), Jeff Biggs, Bob Hartranft, and Preston Faulkner.

Approval of the February 2019 annual meeting minutes:

Jayne Kaiser requested a motion to approve the prior year annual meeting minutes. The motion was made, and the minutes were approved as written.

Review of 2019 Accomplishments:

Jayne Kaiser highlighted the more significant accomplishments of 2019. These included the elimination of PayPal for dues payments, common area tree and turf maintenance and enhancement, and the focus on safety by working with Howard County Police department on speeding concerns and stop sign violations within our neighborhood.

Plans and projects for 2020:

- Jayne Kaiser highlighted plans for continued tree and turf maintenance as well as additional signage / lighting at entrance.
- Jayne kicked off the discussion on the annual picnic. Carol Gleason confirmed that there were 90 attendees at the 2019 HOA picnic. Jayne listed the options for an annual picnic then requested a vote from attendees. Of the attending households, 21 voted "yes" to have an annual HOA community picnic. The overwhelming majority of attending households voted to retain the annual picnic. The subsequent picnic options, and resulting votes by attending households, were as follows:
 - use budgeted amount (\$8.20 per household) to purchase food for picnic (16 households)
 - reduce budgeted amount to purchase main course of picnic with attendees to bring side dishes (0 households)
 - remove picnic budget entirely and use a potluck approach (2 households)
- Jayne Kaiser communicated some important decisions impacting the Townhome (TH) residents during 2020. She explained the timing changes for quarterly dues. Additionally, Jayne highlighted three initiatives for the TH area, including enhanced lighting, fire lane painting, and parking space line painting projects. These projects may result in a special assessment to fund the work. Each of these were identified by TH residents as a concern; budgetary bids were obtained for each of the items. Jayne also reminded TH residents that the TAC has the authority to make binding recommendations, unless 51% of the TH owners, by written consent, advise the BOD otherwise. She strongly encouraged all TH residents to attend the TAC meetings. The TAC meeting agenda on March 9, 2020, will include a vote on the lighting and painting projects.

Budget and Payment Methods:

Kathy Hofstad gave a recap of the 2019 financials. She also provided an overview of the 2020 proposed budgets for the single family and townhomes. There was a brief discussion of legal fees, following a resident's question. Jayne Kaiser requested a motion to approve the proposed budget. The motion was made, and the budget approved as proposed. A resident recommended that an HOA self-addressed envelope be provided with the invoices.

New Business / Discussion:

Jayne Kaiser mentioned several other items of note for residents.

- Safety
 - There were two recent incidents of automobile break-ins overnight. A reminder to keep vehicle doors locked to reduce risk of theft (vehicle or contents).
 - There will be continued engagement with the Howard County police to reduce speeding and stop sign violations within the neighborhood.
 - A reminder to check for visibility of residential house numbers at night. There was a brief discussion on how to improve the house number visibility for the flag lot areas. If emergency personnel are unable to find the house number at night, there may be a delay in response time for assistance.
- Property maintenance and by-law compliance
 - A reminder that exterior modifications need to be approved by the AC prior to work taking place. The AC is compiling a supplementary document to provide additional guidance on exterior work and the approval process.
 - Violation letters continued to double each year, for the past three years. Common violations were garbage/recycling bins not stored properly, lawn and tree maintenance issues, house maintenance (shutters, eaves/gutters, etc.), and visible mildew. Enforcement of violations will be enhanced on a going forward basis, with increased follow up and legal involvement if necessary.
 - Trash and recycle bins should be stored in a manner so that they are not visible from the street.
 - The property inspections will be completed in the May timeframe. A new checklist was developed for use by the AC team. The property inspection checklist will be mailed to all homeowners in advance of the walkthroughs, as well as posted on the website and Facebook.
 - A reminder for pet owners to clean up after their pets and to ensure compliance with the Howard County leash law.
 - A reminder that leaves should not be placed/blown into the streets, drainage systems, or the woods/conservation areas.
- Volunteers
 - We are always looking for volunteers to join committees and to assist with event planning (such as the picnic, Earth Day, etc.).
 - The AC would like to have at least one volunteer from the TH area to join the committee.
- Upcoming Events
 - Earth Day neighborhood cleanup – early spring
 - Neighborhood picnic – September
 - HOA Board meetings – 3rd Monday of each month
 - TAC meeting – March 9, June 8, September 14, and December 14
- Neighborhood Ride Share
 - Marilyn provided a summary of the Neighborhood Rideshare program and offered brochures detailing this volunteer opportunity.
- Gift Card Drawing
 - Donna Myers won the drawing, which was for a gift card to Target.

Adjournment:

Jayne Kaiser adjourned the meeting.