

**Minutes of the  
Board of Directors Meeting of the  
Crescent at Cherry Lane Homeowners Association, Inc.  
December 7, 2010 7:30 PM  
7320 Archsine Lane, Laurel, Maryland**

Board Members: Mike Chittenden, Wm. Carl Isler, II, Robin McCormick

I. Approval of the Minutes from the Prior Meeting

Prior meeting minutes were approved by the current board members (Mr. Isler & Mr. Chittenden)

II. Election of New Board Member and New Secretary

- Mr. Chittenden explained that Ms. Shah was not able to complete her term and that the board wanted to separate the roles of 3<sup>rd</sup> board member from the Secretary position as it was observed that the individual charged with maintain minutes was often unable to be a part of the conversation.
- Robin McCormick and Jackie Zimmermann both volunteered describing why they would like to participate. Ms. McCormick specifically stated that she would like to be the board member.
- Ms. McCormick was approved as the third director and Ms. Zimmermann was approved as the new Secretary.

III. Old Business

A. Landscaping Contract Review

- The landscaping contract includes:
  - Mowing April through October
  - Weeding two times per year
  - Mulching of all common areas
  - Fertilizing and aerating lawns
  - Planting annuals in the spring and Fall at the entrances
  - Picking up trash twice a month
- Three bids were received for the landscaping contract: McDunough Farms, Lasting Impressions, and Breckenridge.
- Asked for bids to include the cost for mulching all of the yards as well, but that would double the assessments for each house.
- McDunough Farms bid came in a few thousand less than the other two. While they are the same landscapers as last year, they have been very responsive to the Board's requests and have offered to com to board meetings.
- McDunough Farms' bid was unanimously approved by the Board.

B. Snow Removal Contract Review

- Two bids were received for the snow removal contract: Brickman and McDonogh Farms.

- Brickman required that they also have the landscaping contract.
  - McDonogh Farms contract charges \$85/vehicle hours and \$25/man hour for removal of snow from the roads & common area sidewalks. Snow removal must be complete within 24 hrs of the end of a snow event (as indicated by the weather bug at Laurel HS), though they are likely to come throughout a storm. Currently the developer still pays for the majority of the roads in the community and others are maintained by the city. The alleyways are really the main portion we are paying for.
  - McDonogh Farms is also offering (at no expense to the HOA) a service to the home owners to plow the driveways and shovel the sidewalks of individual properties. This requires advanced sign up and may be cancelled with 30 days notice. The charges are \$5 for ice, \$15 for 2-8", \$30 for 8-16" and \$45 for 16"+.
  - McDunough Farms' bid was unanimously approved by the Board.
- C. Covenant Updates
1. Mowing Assessments for Single Family Homes
    - This update codifies something already in practice; namely, that Single Family Homeowners are assessed for and receive the mowing service.
  2. Satellite Dish Installations
  3. Clotheslines
- D. Architectural Review Applications
- Screen doors at the following locations were approved:
1. 7331 Breckenridge (Screen Door)
  2. 7316 Breckenridge (Screen Door)
- E. Community Website
- A community website has been developed where documents pertaining to the HOA may be posted. It may also serve as a discussion board, a place for posting announcements and a directory of residents, if so approved by the HOA.
- F. Tot Lot Discussion
- Mr. Isler is currently researching the possibility of putting in a Tot Lot in the common area on the corner of Archsine and First Baptist Lanes. Full implications of such a project must be assessed before a decision may be made.
- G. Turnover Meeting Follow-Up and Committee Sign-Up
- Mailing was sent re: committee sign ups.
  - Mr. Chittenden is following up with Tidewater re: the extra mailings and the cost-ineffective manner in which the items were mailed. All mailing costs are passed straight through to the HOA.

#### IV. New Business

- A. Audit of Tidewater Billing
- Mr. Chittenden requested all of the bills from Tidewater Property Management to perform an audit.
  - Previously, Tidewater had not billed the Board. They paid themselves from the accounts they manage for the HOA.

- Contract states that Tidewater is to bill the greater of \$500 or \$9/home. Previously, Tidewater was billing at the \$9 rate using the total number of homes upon completion of the community.
- In total, they overbilled by \$13,199, which will be used to pay future costs.
- Tidewater acknowledged the error and has been responsive to reconcile the issue. We are recording a resolution that Tidewater may not collect the monthly fee without prior board approval through the president.
- We are only, as of November 2010, paying \$1,000/month.

B. 2011 Budget

- The annual budget was reviewed.
- Specific items discussed included:
  - Every 3 years the storm water system must be inspected for about \$5,000.
  - Storm scepters (at each end of Archsine) need to be checked annually and determine if cleaning is needed.
  - The quarterly assessment will remain the same.
- The proposed budget was distributed at the turnover meeting on 10/20 and mailed out to all home owners.
- The budget was approved.

C. Delinquent Accounts

- There is \$6,884.62 in delinquent funds, 20% of which is one home owner.
- Mr. Chittenden requested to send a letter personally to those home owners' with delinquent accounts. There were no objections.

D. Covenants

1. Screen Doors – motion passed
  - Generated a list of doors within resolution that can be installed without being approved by the panel.
  - Resolution will be amended as applications are submitted and approved for doors not on the list.
2. Solar/Battery Lights – motion passed
  - This update allows homeowners to install no more than eight (8) lights on their properties.
  - Resolution specifies details of placement and types of lights that are allowable.
3. Satellite Dishes – motion passed
  - This update brings the covenant into alignment with FCC regulations.
  - Specifies size and placements of satellite dishes.
4. Clotheslines – motion passed
  - This update brings the covenant into alignment with Maryland code by allowing clotheslines.
  - Specifies the placement of clotheslines and that they must be retracted when not in use.

## V. Member Discussion

- A homeowner brought up concerns re: the speed that vehicles travel on First Baptist Ln.
  - Discussed that Laurel Police Department could be called to try to get an officer to come around periodically
  - The thought is that a few tickets would get the word out and help make people slow down.
  - Another proposed possibility was having a sign that displays a person's current speed.
  - 3<sup>rd</sup> proposal – see if we can get the road striped. Studies show that the perceived narrowness of a roadway will discourage people from travelling as fast.
  - 4<sup>th</sup> proposal – get area marked as a school zone.
- Discussed towing contract after discussion of people parking on the driveway side of the road, despite being asked not to do so.
  - Tidewater has an agreement with Hoffman towing (right across 198)
  - Towee pays cost of towing
  - Option to have a truck patrol the neighborhood, but this is not recommended
  - Mr. Chittenden will check with the city on the rules about towing within the community in terms of whether it is allowed regardless of a road being public or private.

## VI. Adjournment