

**Minutes of the
Board of Directors Meeting of the
Crescent at Cherry Lane Homeowners Association, Inc.
March 6, 2011 7:30 pm**

Board members present: S. Michael Chittenden
Robin McCormick
Wm. Carl Isler, II
Officers present: Jacquelin Zimmermann.
Board members absent: None

I. Call to Order

Mr. Chittenden called the meeting to order at 7:39 pm.

II. Approval of the Minutes from the Prior Meeting

Mr. Isler moved that the minutes be approved without modification. Ms. McCormick seconded the motion. The motion passed unanimously and the minutes were approved without modification.

III. Old Business

A. Financial Review

Mr. Chittenden reported on the financial status of the HOA. Income and expenses are proceeding predominately according to budget. Only one new member has purchased thus far this year.

B. Architectural Application Review

The Board considered an application for exterior alteration for 14818 Hardcastle Street seeking approval of modification of deck materials. The Board had previously sent multiple notices to the homeowner that the existing deck violated the covenants. Mr. Chittenden reported that the property is no longer owner-occupied and the owner had asked the Board to waive any potential penalties if the deck is brought into compliance. Mr. Isler moved that the application be approved. Ms. McCormick seconded the motion. The motion was approved unanimously.

C. Board Secretary Vacancy

Mr. Chittenden asked for volunteers among the attendees. No members volunteered.

D. Update on Parking Restrictions

Mr. Chittenden reported that the city approved an ordinance in January to implement parking restrictions in the neighborhood. In addition, he reported that the city will be painting a stripe down First Baptist Lane that will be offset to indicate the parking on the one side of the road. The Board and the city hope that this will prevent people from parking on both sides of the road and reduce traffic speeds.

A member asked about the Breckenridge parking restrictions. Mr. Chittenden explained that the Board requested that the parking restrictions on Breckenridge Street would not go into place until the construction of the new homes on the south side of the street were in place. The city refused the request in order to have consistency throughout the neighborhood.

E. Selection of New Law Firm

The board currently uses Neil Steinhorn as attorney for collections and performance to-date has been unsatisfactory. The Board heard from Lisa Heimlicher of Winegrad, Hess, Friedman & Levitt, LLC, about their collection services.

Ms. Heimlicher discussed three methods of collections depending on the needs of the association:

- Collect under the MD Contract Lien Act – Action against the property that takes about 90 days. This is a per item charge.
- Collect under Breach of Contract – Action against the person that takes more time (6-8 weeks to get in the courts). However, this allows the debt to be listed on the person's credit report. More beneficial to get a judgment against a person. Often, defendant will not show up for court, and they are granted three opportunities to attend court. Recommendation is to provide information early to the firm (even after one notice has been sent to member) to increase the chance that the monies can be collected.
- Combination – Once it goes through the system, it can also be set as a lien against the property.

The law firm will provide copies of all letters sent out to the property management company. If someone is delinquent, then members can help the Board and the firm by providing anecdotal information. The firm can reach agreements for payment arrangements, provided that they divulge personal information that makes it easier to track them down later.

Lisa let us know that there are many judges within Prince Georges County that do not allow for the collection of the full fees for the attorneys. Mr. Chittenden asked about changing the language of the HOA bylaws to allow for higher fees, but Lisa stated that this will likely not change what the judges allow.

A member asked about the details of what this service is for and how it affects the remainder of the members. Mr. Chittenden explained that when members are seriously delinquent, those costs would eventually need to be covered by the other members. A portion of the delinquent amounts that are collected by the firm would go to paying the collection fees, but if the balance is considerable, the HOA still comes out ahead.

IV. New Business

A. Turf Rehabilitation Program

Mr. Chittenden discussed a turf rehabilitation program proposed to the Board by McDonogh Farms in response to inquiries about improving the appearance of the community. The program would cover:

- Remove all of the visible surface rocks.
- Install top soil in bare areas and rake the soil down 1 inch.
- Install tall fescue seed.
- Cover with straw for bare areas.

Estimates are:

- \$11,585 is the total to do all of the areas.

Mr. Chittenden explained that the program would need to start in next couple of weeks before the heat of summer made planting inadvisable. Additional areas would need to be done in the fall depending on the results.

Mr. Chittenden proposed that the Board might select a few of the areas to determine the effectiveness of the program. He cautioned against doing work in areas near the sidewalk that would be more likely to be destroyed by city projects. The Board discussed which areas would be best for a test. Mr. Isler proposed the area where the HOA had the picnic and the common area in front of 7401-7415 Breckenridge Street. Ms. McCormick expressed a preference for the most visible areas when entering the community. She recommended the picnic area and the common areas along First Baptist.

Mr. Chittenden estimated the cost at \$3,900 for two areas and \$6,000 for all three areas. Mr. Chittenden moved that the Board proceed with a turf rehabilitation program to work on the common area in front of 14800-14826 Hardcastle Street and in front of 7401-7415 Breckenridge Street. Mr. Isler seconded the motion. The motion was passed unanimously.

B. Reserve Study

Mr. Chittenden explained that a reserve study is when an independent organization performs an assessment of all items with regards to the community to determine if the amounts collected by the HOA will suffice to meet the community's probable needs over the next 30 years.

The Board has sought proposals from three companies for costs to perform a study. Two bids have been submitted to the Board: Becht Engineering and Association Reserves. The three companies from whom bids were requested were chosen based on Tidewater's experience with the companies. Mr. Isler would like to get additional information, but would prefer Becht.

Mr. Chittenden moved that he be authorized to move forward with a reserve study with an upper limit cost of \$3,000 and a decision to be made within 30 days. Ms. McCormick seconded the motion. The motion was passed unanimously.

C. Dues Reminder

Mr. Chittenden reminded members to pay the dues, which are due April 1.

The mailings are sent two weeks prior to the due date and should arrive at roughly the same time since it is mailed locally. Members stated that they have not received their mailings promptly. Renee Parks of Tidewater stated that if multiple member have experienced the same issue, then she should be notified to address the problem. The Board has asked that Renee look into the issue. Renee reminded members that including the account number on the check will help payments be applied promptly.

V. Member Discussion

Mr. Chittenden opened the floor to members for discussion.

A member asked whether recaulking around the front door of the home require approval. The Board said that approval was not required if the caulk was of like color to the original because it was not an alteration, just maintenance.

A member asked what is happening with the last group of Craftstar homes. Mr. Chittenden explained that once the remaining townhome(s) that have been constructed sells, Craftstar will hopefully construct the remaining townhome.

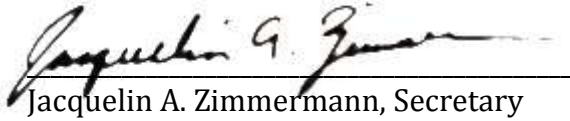
A member asked whether it was possible to have the alleyway between Breckenridge and Archsine paved. The Board said it would contact Jude to determine whether this was possible.

A member asked what can be done about not being able to get out of members' garages because of cars parked blocking the alleys and whether it was possible to have those cars towed. Mr. Chittenden explained that a Prince George's County ordinance now requires that the HOA post 18 by 24 inch signs at every entrance to the community in order to tow from the property. In addition, the ordinance requires that a Board member sign the tow slip or the car is in an area very clearly marked no parking (to the extent that the tow truck driver can take a picture showing the car is in a no parking area). The Board is working with Jude and Hoffman Towing to make the necessary steps to have illegally parked vehicles towed from the alleys.

VI. Adjournment

Mr. Chittenden asked if there was any further business, hearing none, Mr. Chittenden adjourned the meeting at 8:52 pm.

Approved by the Board of Directors


Jacquelin A. Zimmermann, Secretary

7/18/2012
Date