

**Crescent at Cherry Lane Homeowners Associations, Inc.  
Annual Meeting of the Members  
Agenda**

**October 13, 2011 7:30 PM  
First Baptist Church of Laurel**

Board Members Present: S. Michael Chittenden, W. Carl Isler II, Robin McCormick  
Officers Present: Jackie Zimmerman  
Board Members Absent: None

**I. Call to Order**

Mr. Chittenden called the meeting to order at 8:00 pm and apologized for the delay.

**II. Verification of Quorum**

The Board determined that including proxies from two members and the developer, more than 30% of the lots were represented, constituting a valid quorum.

**III. Approval of the Minutes from the Prior Meeting**

The Board reviewed the minutes from the July 26, 2011, Board of Directors meeting. Mr. Isler moved that the minutes be approved. Ms. McCormick seconded the motion. The motion carried.

**IV. Old Business**

**A. Picnic Update**

Mr. Chittenden thanked social committee and its chair, Jackie Zimmerman, for all of their work on the annual picnic. Mr. Chittenden reported that the event was well attended and seemed to be enjoyed by those who made it, including the entire Laurel City Council and Mayor.

**B. Dues Reminder**

Mr. Chittenden reminded members present that quarterly assessments were due on October 1. He asked that members submit payment as soon as possible if they have not already done so. Mr. Chittenden reminded members that the next assessment is due on January 1.

**V. New Business**

**A. Architectural Review Application**

The Board discussed a pending application for architectural review for the widening of a townhome driveway and the installation of a small retaining wall at 7306

Archsine Lane. The Board discussed the fact that the work had already been completed and personally viewed by the Board despite the lack of application before construction. Mr. Isler moved that the Board approve the application. Mr. Chittenden seconded the motion. The motion carried.

Mr. Chittenden reminded the members present that they should submit their applications in advance of construction.

#### **B. Election of Board Member**

Ballots were distributed to the members present. Mr. Chittenden asked Ms. McCormick to make a statement regarding her candidacy. After Ms. McCormick's statement, Mr. Chittenden stated that Ms. McCormick was the only member who submitted an nomination form. He asked if there were any nominations from the floor. Hearing none, the vote commenced.

Mr. Isler and Ms. Parks from Tidewater Property Management collected the ballots and tabulated the results. Mr. Isler and Ms. Parks announced that Ms. McCormick was unanimously re-elected to the board to serve until October 2014.

#### **C. Discussion of Proposed 2012 Budget**

Mr. Chittenden reviewed the proposed 2012 budget with the Board. Of most interest to members, the proposed budget does not increase the amount of quarterly assessments or on-lot maintenance assessments. The total amount of revenue is projected to increase due to an increased number of lots.

The 2011 budget included total expenses of \$53,000 against \$69,000 budgeted for 2012. Mr. Chittenden explained that much of the increase is due to management fee expense, which was offset in 2011 by a credit for overbilling identified in late 2010. Next year, we anticipate paying nearly the entire amount from cash flow. The budget also includes a higher amount from the landscape. Added a line item for the social committee of \$6,000 to cover the cost of the annual picnic and one or two smaller events each year. In addition, the Social Committee would send a newsletter.

Mr. Chittenden explained that the increase in landscaping expenses was due in part to a larger number of occupied lots and year-over-year cost increases. The budget is also designed to accommodate a higher cost vendor in an effort to improve service and receive more frequent mowing and additional weeding of the homeowner beds in response to complaints this year. Mr. Chittenden explained to the members present that the Board is current evaluating proposals from three vendors.

Mr. Chittenden reminded members that the annual budget will be discussed again and approved at the next scheduled Board meeting on October 17.

Mr. Chittenden reported that the Association is currently under budget for 2011 expenses and anticipates being so in 2012 as well. In part, this is due to the developer still covering a number of expenses. The budget is designed to be conservative and allow the association to build up sufficient reserves.

## **VI. Member Discussion**

A member asked what the status was of the last building of Craftstar townhomes. Mr. Chittenden reported that Board does not have any idea of when it will be constructed, but that he suspects that Craftstar is trying to finish selling the built homes. The alley will not be fully paved until they are built.

A member asked what was the status of the Association's discussions with the Postmaster about moving the single-family home mailboxes on First Baptist Lane and Hardcastle Street to the alleyways. Mr. Chittenden reported that the Postmaster had approved the change and was looking into necessary approvals from his supervisor. The developer has followed up with the Postmaster, but he has not been responsive.

A member asked about the status of the discussion about parking restrictions with the City of Laurel? Mr. Chittenden reported that the City has not been responsive, but that he has continued to ask them to move forward. He reported that it will be discussed at the Board's next meeting if any progress has been made.

A member stated that other residents have complained to her regarding the letters they have received regarding covenant violations. Member asked about the number of letters that go out and the cost of them. Mr. Chittenden stated that the bylaws require the Board to enforce the covenants and that the Board cannot ignore violations. As part of enforcing the covenants, a written notification is required. For any individual warning letter, the total cost is between 70 and 85 cents.

The member stated that the perception is that the warnings are often board interpretation, not the covenants. Mr. Chittenden stated that that is not accurate. The specific provision of the covenants being violated is cited in each letter. To date the majority of the violations have related to trash being placed curbside without a can. Mr. Chittenden noted that a Laurel city ordinance also requires trash be placed in a lidded container.

A member asked if the Villages at Wellington ever responded about allowing Crescent residents to use their pool facilities for a fee. Mr. Chittenden reported that he reached out, but did not yet receive a response.

A member asked for an update on the tot lot. Mr. Isler reported that the cost seems prohibitive and we would likely need to grow a fund for the construction. We are also limited on site location because of utility easements and space specifications for the equipment.

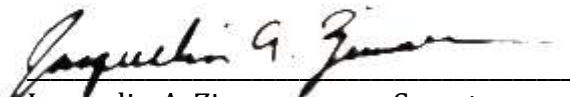
A member asked whether the individual homeowner snow removal program will be offered this year. Mr. Chittenden reported that it will depend on which company is awarded the contract for snow removal this year.

A member asked about the installation of pet waste stations. The Board noted that it is not included in proposed budget for next year. It may be something that the Board looks into in the future. Mr. Chittenden noted that the number of complaints about pet waste has declined since Board passed a resolution in July.

**VII. Adjournment**

Mr. Chittenden adjourned the meeting at 8:33pm.

**Approved by the Board of Directors**

  
Jacquelin A. Zimmermann, Secretary

7/18/2012  
Date