

Orchard Hill Homeowners Association

www.OrchardHillOHHA.com

OrchardHillOHHA@gmail.com
Chambers Management (301) 680-0700

Columbia, MD 21045

Annual Meeting Minutes

April 27, 2016 7:00-8:30pm East Columbia Library

1. Establish a Quorum

- a. Quorum established with 26 homeowners present and eight write-in proxies

2. Call to Order: 7:00pm

3. Approve 2015 Annual Meeting Minutes

- a. Motion to pass the minutes, Rusty Lutz motions, Cynthia Daniels Seconds
- b. Motion passed

4. President's Report

- a. Welcome: attendees have 3 minutes to speak during the open forum
- b. Introduce Members of the Board
- c. Introduce Molly Lindsey, Chambers Management
- d. General Report: Orchard Hill Homeowners Association
 - i. Currently working with State Farm to raise our liability insurance
 - ii. Special projects:
 1. Entry sign repainted, cleaned
 2. Tot lot to be cleaned and getting estimates to get new equipment
 - a. Asked for volunteers to be a part of this committee, speak to Susan after the meeting

5. Old Business

- a. Duties of Chambers Management
- b. Duties of Board of Directors

6. Election of New Board of Directors

- a. The Board is open for nominations for general board positions
- b. The Board will meet at a later date to decide on different positions
 - i. President appointed for 3 years
 - ii. Vice President appointed for 2 years
 - iii. Treasurer appointed for 2 years
 - iv. Secretary appointed for 2 years
- c. Question re: Members-at-Large - a non-voting position, attend meetings
- d. Question re: how homeowners can be made aware of dates of Board Meetings for homeowners to attend. Meeting dates can be posted on the website.
- e. Nominations:
 - i. Diane Fox volunteers for a Board position (would prefer not to be Treasurer)
- f. Diane Fox is now a member of the Board
- g. Motion to close the floor, motion seconded, motion passed with majority

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7. Treasurer's Report

- a. Approval of 2016 Budget
 - i. Each line item was explained
- b. Annual Assessments increased 5% to \$348.17
- c. Question re: the 2015 Actual Budget and 2016 Budget amounts
 - i. 2015 Actual amount is higher because dues from prior years were collected
- d. Lawn Care is a set fee, snow removal is the only variable
- e. Question re: Annual Inspection check list
 - i. Check List will be posted on the website for homeowners to review
- f. Question re: snow removal budget for 2016
- g. Question re: tree maintenance within our neighborhood
- h. Question re: Fidelity Bond; Jim Daley can inform homeowners more about this as needed
- i. Question re: reserve funds amount (~\$48k), the reserve funds will eventually be invested to earn interest
- j. Question re: the increase for 2016 based on the amount spent for 2015, and the need for a 5% increase. Chambers Management Fee, Attorneys Fees and Snow Removal Fees (some already incurred) warrant the increase.
- k. Motion to accept 2016 Budget
 - i. 20 votes to accept
 - ii. 1 vote opposed
 - iii. 2016 Budget is accepted

8. Secretary's Report

- a. New website and email address
 - i. Meeting Minutes and 2016 Budget will be uploaded to the website
 - ii. Inspection Checklist
- b. Phone Number
- c. Online Newsletter
 - i. Newsletter will only be distributed electronically. All homeowners are encouraged to submit their email address via the website in order to receive the newsletter.
- d. Nextdoor

9. ARC Report

- a. ARC Applications available on the OHHA website
 - i. Question re: violation and annual inspections (Chambers) and ARC inspections (OHHA Board)
 - ii. Questions re: what needs to be approved and what doesn't. Anything that changes the appearance of your home needs to be approved. If updates are to be made that do not change color or appearance, do not need to be approved. If in doubt, submit an application
- b. Home Sales: contact Chambers first
- c. Annual Inspections: May 15 to June 30, 2016

10. Arborist Report

- a. Survey
 - i. Back on track to finish survey within 2-4 weeks
 - ii. Common Area behind Dawn Day and Blue Dart and Tot Lot to be surveyed
 - iii. Final Survey of area that lines Oakland Mills Road

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- iv. No permanent stakes will be installed. Please leave markers in the ground. (Marked with pink ribbon.)
- v. Question re: area behind Light Point. This was the first area surveyed.

11. New Business

- a. 2017 Budget, Discuss
 - i. Change to Annual Assessment Due Date
 - ii. 2017 Budget will be set up in October
 - iii. Annual Assessments will be due January 1, 2017
 - iv. Homeowners should be alerted well in advance of this change
- b. Meeting Date for 2017
 - i. Annual Meeting will take place before the end of 2016 (possibly in October)
- c. Upcoming Events
 - i. Community Yard Sale, May 14, 8am-1pm
 - ii. July 4th Parade – would love more volunteers to coordinate
 - iii. National Night Out – August 2, 2016
 - 1. Community interact with HoCo Police and/or Fire Department
 - iv. Halloween Parade – held the Saturday before Halloween

12. Homeowner Issues/Forum

- a. Cynthia Daniels: suggestion to have house numbers painted on the curbs to be consistent, possibly hire a company, ask local Boy/Girl Scouts about completing this project. Cynthia will look into options.
- b. Bennett Moe: suggestion to have a free library in our neighborhood, Bennett will look into some options. Concern about possible vandalism.
- c. Rusty Lutz: question regarding number of homeowners who are in arrears on Annual Assessments.
 - i. 5 homeowners have not paid, 8 are in collections

13. Adjournment

- a. Motion to adjourn, motion seconded, motion passed
- b. Meeting Adjourned at 8:20pm