

Plantations Two Community Association
HOA Board Meeting Minutes – October 10, 2024

(In-Person Meeting held at Plantations Two Pool)

Attendance:

Board Members:

Cheryl Yost, President	Drew Lowe, Vice President	Jen Wrona, Treasurer
Judy Stephenson	Daniel Thorpe	

Community Members: (Homeowners & Guests): Chris Marth

Open HOA Board Meeting – Cheryl Yost

Request for Additions – There were no requests for additional agenda items.

Minutes:

1. Call for questions or revisions to the September 19, 2024 HOA Board meeting minutes. None received.
2. Motion was made to approve September 19, 2024, motion was seconded, motion carried (4 yes votes and one abstained).

Treasurer Report – Jen Wrona reported:

1. 2023 Audit: The board will take another month to review the audit since the September and October meetings were only 3 weeks apart.
2. Delinquencies (no change): There are seven homeowners with balances and five are with the attorney.
3. Budget: The budget newsletter was mailed in early September. There were no comments or questions on the proposed budget. Motion made to approve the proposed 2025 budget, motion seconded, and the budget was passed unanimously.
4. Annual Dues Invoicing: Lynn of Accountable Bookkeeping will send invoices for the Annual Dues on or about November 1st. Jen will email the billing inserts (CCOC information sheet and Annual Meeting proxy) to Lynn to include with the bill. The proxy will include a statement telling homeowners that only homeowners who have paid their dues in full will be able to vote in board elections. Lynn will take care of making copies.
5. Potomac Edison: Our August payment check was incorrectly credited to someone else's account (the account number printed on the back of our check was not correct). The error was corrected after Jen called to notify Potomac Edison that a mistake was made.
6. Dues collection procedure: Jen is working on documenting the procedure for dues collection with Lynn, so that the board and homeowners will have a better understanding of the procedure followed to collect dues. Judy will work on a flow chart.
7. Capital Reserves: The interest earned by our Capital Reserves CDs has been higher this year. This may increase our tax payment, but it will help to fund our Capital reserves accounts as recommended in our 2022 Capital reserves study.
8. Four CDs up for renewal were consolidated into two new CDs with a higher rate and shorter term.

General Business:

1. **Corporate Transparency Act & HOAs:** Per the Commonly Interested Newsletter received September 30, 2024, this Act was passed, and filing is required by January 1, 2025 (if we are not exempt).
 - After reviewing all the pertinent information Cheryl and Jen discussed the issue and could not determine if we were exempt.
 - Cheryl contacted our Legal counsel (Mr. Gardner) for clarification. Mr. Gardner stated that we are NOT exempt and that he could do the filing for us. Jen also contacted our accountant (Ira Miller) who also confirmed we are not exempt.
 - Since the paperwork is confusing, the decision was made to have Mr. Gardner complete and file the forms.
2. **Coffee Roaster Update** – Cheryl talked with Spencer, and he has business license, understands COI which he will provide to us. He also explained that he has a tent, tables, and equipment required since he participates in the Farmers Markey on Main Street, Gaithersburg (Kentland). He stated he will need access to power, and we discussed options for power and advertising. Currently, Cheryl has not heard back from him on his request.

Website Launch Update:

1. The new website was launched on October 8, 2024.
2. There was a payment connectivity issue which was a missed step within WIX which has been fixed. However, the PayPal credit and debit card ability are not currently functioning. Cheryl & Lynn Patton are working with PayPal and Ellen to correct this issue.
3. Board members were asked again to review the website and test the link functions. Any issues or problems found on the website should be reported to Judy for correction.

ACC Updates – Judy reported:

1. One revised resale certificate was completed.
2. One Property Improvement request approved.
3. One Violation warning letter sent to owner.
4. One previously sent Violation letter is still pending resolution.

Capital Projects & Repair Updates:

1. **Pool ADA Lift** – Per discussion at September board meeting Cheryl researched State, County, and Americans with Disabilities Act laws and regulations regarding the requirement for an ADA lift at our pool. The information is not clear depending on the year of the regulations, facilities that are grandfathered, the linear feet of the pool, date pool was built, and the potential cost/hardship issue.
 - Discussed with Jeff and he still feels it is not required. I mentioned discussing with legal counsel and Jeff stated that Mr. Gardner has told other pools that Jeff manages that they should have an ADA lift.
 - Response received from our Capital Reserve contractor stating the lift could be removed from capital reserve at the date scheduled for replacement, but suggested we verify the need for the chair with legal counsel or per local regulations.
 - Based on all the information and discussions Cheryl suggested that we should not delete the ADA Lift and board agreed. No vote required for replacement of the ADA lift since this was approved at a previous board meeting.

- Suggestion was made that we look at multiple ADA lift models before making a final purchase decision.
2. Tennis Courts – No updates.
 3. Playground – No new updates at this time.
 - Jen agreed to send previous playground manufacturer information to Drew.
 - Drew suggested we also review replacement or repair of existing benches.

Grounds Update:

1. Daniel reported:
 - Still working on the quotes from Tom (Custom Tree Experts) on the trees that have been reviewed for removal.
 - He is reaching out to John Stewart for advice and confirmation on some of the trees.
 - Waiting for existing invoice updates to better define the actual amount of funds still available to complete the tree removals.
2. Drew discussed reviewing the list of trees and their locations with Daniel and obtaining alternate bids for their removal. Daniel will work with Drew on this issue.
3. Daniel to send Park Service Standards information to Drew.
4. The board discussed county owned street trees vs homeowner or HOA owned. Also discussed creating an eblast regarding tree removals, ownership issues, fallen branches, etc. to send to the community.

Pool Operations Updates - Cheryl reported:

1. Old Shed Removal – Requested updates from Drew on schedule and volunteers. Drew stated he would follow-up with volunteers and setting a time to complete the project.
2. Closing Update – Closing almost complete. Drain repair and pool winterizing will be completed in November.
3. Potential Pool Internet – Since there has not been a Pool Committee meeting Cheryl reported the following:
 - Verizon - Called Verizon multiple times, have order number, received one message, and reached out to technician multiple times and never heard back. Tried calling again and was placed back in “circle” regarding our connectivity survey order. Verizon has not responded back, and NO technician has contacted us about the survey.
 - Comcast – Called Comcast, received order number for connectivity survey. Comcast reached out to us with follow-up information. Completed the connectivity survey but currently no physical site. However, they are willing to install the line to the pool Free of charge. Once we place an order, they will send a technician out to survey actual requirements and install the line.
 - Comcast’s recommended options for service based on Cheryl’s description of our needs is for a restricted service (not open to public use).
 - Comcast Business Internet, which includes 300 mbps, Security Edge cyber protection, Connection Pro backup, one basic phone line, and modem. Two pricing options:
 - 1) Month-to-Month -- \$277.80/month + fees & taxes, \$10 monthly discount for paperless billing and auto payment, and \$99 install fee. Month-to-month allows us to turn the system off during winter months, however there is no guarantee the rate will be the same when service is re-activated.

- 2) 24 Month Contract -- \$142.94/month + fees & taxes, \$10 monthly discount for paperless billing and auto payment, and \$99 install fee. Cannot be turned off during winter months.
 - Comcast does not recommend an open service for use by pool members.
 - Comcast recommended we move forward with install of line to pool house now if we want to make sure we have service available by late winter/early spring.
 - The board discussed other feasible options such as Starlink (dish/satellite) internet connection or other systems.
 - Decision on internet pending further research and alternate pricing.

Pool General & Social: No updates currently.

Meeting Open to Floor: No questions or comments.

Meeting Adjourned

Currently Scheduled Board Meeting Dates:

October 10	November 14	December no meeting	January 9
February 6	March 6	April 10	May 8
			June 12

*Dates subject to change – Updates will be posted on the community web page at **PlantationsTwo.com** and on the sign board at the entrance to the neighborhood.*