

The November 2000 Board Meeting
MONTPELIER COMMUNITY ASSOCIATION BOARD OF TRUSTEES
November 14th, 2000

Call to Order and Review of Agenda

The monthly meeting of the Board of Trustees of the Montpelier Community Association, Inc. was held on November 14, 2000 at Montpelier Elementary in Laurel, Maryland. The meeting was called to order at 6:45 p.m. with President Mark Haag presiding. Trustees in attendance: were Georgianne McNeirney, Steven Haversack, Jan McCullagh, Mary Lee Chatrnuck, Alex Hurley and Mary Tracey. Members attending were Carolyn Dennis, Brian Dennis, Tom Sullivan, Allen Snyder, Phil Chase, Paul McCullagh, Richard Mason, C. Ham and Dawn Puma

Previous Minutes

The minutes of the October 10, 2000 meeting were amended and approved. The following changes were made to the minutes. Alex Hurley requested that in section II, the wording be changed from "must" to "best interest" to be on the Executive Committee. Mr. Hurley also requested to change section V, item B that the security form printing "may be free."

Treasurers Report

Steven Haversack provided two handouts to the Board, a Year to Date Budget Variance Report and the Proposed Budget for 2001. Mr. Haversack stated that he has had little activity: \$1,600 in revenue, \$5,000 in expenditures. A member asked what legal expenses were paid. Mr. Haversack stated that most were for covenant violations, lawyer and court fees and lien notifications. Mr. Haversack made the motion that the proposed budget be approved with one exception, changing the repairs by the baby pool from \$3,000.00 to \$4,550.00 so that the budget will balance. Discussion of the proposed budget followed and it was determined that more realistic dollar amounts

should be added to the budget based on information provided by Alex Hurley. Mr. Haag suggested that the motion be rescinded to allow more thorough and accurate figures to be presented. Since the original motion was not seconded, Mr. Haversack withdrew his original motion. The budget will be discussed at the next meeting. The Board accepted the resignation of Mary Tracey as Secretary.

Mr. Haag opened a discussion on secretarial duties. Mr. Haag stated that Jan McCullagh had expressed interest in accepting the position but she is extremely apprehensive about the amount of time required as she stated that she cannot work full time for the Board. A discussion ensued concerning the duties. It was decided that the secretary's main duties would be: Recording minutes, Final Agenda, Schedule meeting locations, Records & Books and distribute the mail. Assistance will be provided for the yearly assessment and homeowner Roster Updating. Ms. McCullough stated that she couldn't load the current Owner Roster on her PC due to the size of the files.

Mary Tracey and Mary Lee Chatrnuck will do the Resale Package. The Newsletter editor will be Suzanne Haversack. The secretary will not supervise the Newsletter or the Resale Package

Ms. McCullough stated that the Board should discuss hiring a person as a contractor to complete the clerical functions. This person would provide MCA with continuity during board transitions. Mr. Haag requested and it was agreed that this discussion would be postponed until January to provide a better idea of whether this action is needed.

Georgianne McNeirney made the motion to nominate Jan McCullagh as Secretary of the MCA. The motion was seconded and approved unanimously.

Committee Reports

Architectural Compliance and Control – Meeting: Thursday, 11-12-00.

Georgianne McNeirney nominated the following members for this committee. K. Busic, D.Friel, D Spevak, P. McCullagh, B. McClellan, R. Lenart, B. Dennis and G. McNeirney. The motion was made, seconded and approved unanimously. The committee is currently reviewing 4 violations. Georgianne stated that since the County can level a fine for zoning violations, we should allow the County to pursue these actions. Mark requested that Georgianne write a letter to Prince George County that they keep us advised of their actions concerning properties within the community.

Election Committee

Mary LeMont will continue to chair this committee. She has 4 members on this committee.

Nominating Committee

Mary Lee Chatrnuck said she would continue the search for Board members. Dawn Puma will assist.

Security Committee-

Mr. Hurley said that the attendance was excellent at the Security Meeting and he did obtain additional volunteers. A new chairperson is still being pursued.

Membership Committee –

Mary Lee Chatrnuck will chair this committee

Grounds, Maintenance and Pool Operations

Mr. Hurley is developing a standardized RFP, Request for Proposal and Management Contract.

The pool requires maintenance and it is less expensive to repair during the winter months. See report for detail.

Governing Documents Committee

Due to the illness of Chair Ken Busic, Mary Lee Chatrnuck submitted the proposed names for the committee. Ken Busic, Mary Lee Chatrnuck, George Diering, Dawn Puma, Bernard Peavey, John O'Donnell, Edward Litcher. The motion was seconded and approved unanimously. The proposed changes to Covenants have not yet been approved and are under further discussion at this time.

Social & Recreation Committee

Rose Young could not attend. Ms. McCullough made a motion that the budget requested by the committee be approved. The motion was seconded and approved unanimously.

Long Range Planning Committee

Mr. Haag said that this committee is critical and he needs a chairperson. Steven Haversack volunteered for this position. Mr. Haversack will present a motion for committee membership at the next meeting.

Previous Business - The budget will be reviewed again at the December 12 meeting in time to meet the Newsletter deadline for publication in the January/February 2001 Newsletter.

New Business

Ms. McCullough made a motion that future newsletters only print letters that are signed by the originator. Motion was seconded and approved unanimously.

Mary Lee Chatrnuck stated that the Newsletter should not have contained the minutes from the previous Board since they were not approved. There is no action that the current Board can take to rectify the action.

The motion was made to combine the Pool and Grounds committee and call the committee "Facilities." The motion was seconded and approved unanimously.

Georgianne McNeirney made a motion to return to the previous policy concerning advertising payments in the Newsletter. The motion was seconded and a discussion ensued. Georgianne stated that all Newsletter advertising should be paid prior to printing and that advertisers who work out of their homes should not print their house address if they live in Montpelier. Motion was seconded and approved unanimously.

Dates and Dead Lines

Budget: Due 12-15-00 Published in January/February Newsletter

Assessments: Approved 12/12/00 Meeting
Assessment: Mail by 1-15-01

Comments of MCA Members

A request for the status of the proposed by-law changes was made. Mary Lee Chatrnuck stated the changes are being made by the committee and the target for submitting a document to the membership for review is January 2001.

Status of Treasurer's Audit : Mr. Haversack said that he has all the information. A letter from MCA must be sent to the audit firm. He is working with Paul Collman and hopes to have this completed by December. Trustee Chatrnuck noted that the 1999 audit is overdue and the 2000 audit will be due

shortly. She stated that a firm selected for these audits should be one familiar with Community Association audits

Member Brian Dennis asked the status of the Bylaws review and member Al Snyder asked the status of the Consent Ballot covering proposed covenant changes. Trustee Chatrnuck responded that the Governing Documents Committee had met on November 9 at the home of Chair Ken Basic and that the review of the proposed changes to the Bylaws has begun. Response on the Consent Ballot totals 325 at the present time. A number of questions have been raised regarding the meaning of the term "Original Footprint." Chair Ken Basic will report further on these issues at the December 12 meeting.

Member Brian Dennis asked if this board will recommend raising the annual assessment. A response from Mr. Haag was that this would be dependent upon the Long Range Plan that probably would recommend a raise of the cap. The members require education on why the facilities, which includes the pool and tennis courts raise property values.

Adjournment

A motion was made, seconded and unanimously approved to adjourn the meeting at 8:45 p.m.