

**Locust Chapel Homeowners Association**  
**Quarterly Meeting**  
**Minutes for September 21, 2016**

**Attendees Present:**

- Raju Shah
- Jack Scanlon
- Anthony Lipphardt
- Kareem Syed
- Mike Keller

Meeting was called to order at 7:05 PM at Locust Chapel Pavilion. Quorum was established.

**Business:**

- Old Business
  - Approval of Minutes from May 23, 2016 (V)
    - Unanimous approval
  - Updates
    - Bio-retentions, trail mulching and signage
      - Developer finished remaining bio-retentions and remulched trails in preparation for public works meeting.
    - Public Works Meeting/SWM and Street Bonds
      - County/engineers approved storm water management and street bonds, which include bio-retentions, sewer, permeable walkways. Approval of these bonds trigger 1-year maintenance bond, which ensures workmanship of bio-retentions, sewers, permeable walkways for a 1-year period.
    - Street lights
      - Developer provided financing for streetlights and digging of conduits. Approximately 11 street lights. Spots have been marked within the community. Can expect installation within the next month or two.

- Brickman/Brightview Contracts/Task Orders (V)
  - Common areas
    - FREM has not received the annual contract. Will revisit at the annual homeowners meeting.
    - Homeowner inquiries regarding common areas that are not consistently mowed, requiring review of current contracts and plats.
    - Homeowner inquiries regarding mowing or weeding of common areas of hills along the trail. Confirm whether this is included in regular mowing or annual weeding.
  - Pulling tree stakes for approx. 200 trees (\$1011)
    - Unanimous approval
- Formal Amendments from 2014-2016
  - Resolutions passed by the Board in homeowner meetings between 2014 and 2016 have been mailed to all homeowners and posted to the community website. Resolutions are in effect and will be enforced by Board.
- New Business
  - Position/Committee Updates or Issues
    - President/Social & Communications
      - Mike Keller serving remainder of Amy Mitchell term through September 2017
      - Board sharing duties of the President. All communications to [president@locustchapel.com](mailto:president@locustchapel.com) will currently forward to all Board members until the new Board is elected.
    - Vice President/Safety & ARC
      - Architectural Review
        - Proposal of \$5 fee for all new project applications.
        - Proposal of increase to fine for failure to submit architectural modification application (i.e. from \$50 to \$200).
        - Proposal to limit individual applications to a single project.

- Overwhelming consensus of homeowners is nay towards added fee, yea towards increased fines, and nay towards individual application for projects. Discussion to be tabled for future meeting. Board is currently reviewing new vendors for property management as well as potential changes to ARC process/workflows.
    - Policy for installation of shed (included as attachment) (V)
      - Unanimous approval, to be formalized as resolution.
    - Switch to electronic submissions for ARC applications
      - ARC committee is proposing a switch to a fully electronic application process for modification requests. This may alleviate some of the current issues/burden in the application process.
  - Treasurer/Finance & Capital Improvements
    - Quarterly financial sheets have been reviewed and are accurate.
  - Secretary/Pavilion & Community Garden
    - End of year clean-up – Date to be determined.
  - Member-At-Large/Open & Common Spaces
- Proposals for new property management companies
    - Board is currently seeking proposals from a variety of vendors. Received three full proposals. Board will evaluate thoroughly and present findings and recommendations in the next homeowners meeting.
  - Notifications
    - Discussion of notices pertaining to resolution on lawn care/maintenance, passed May 2015. The Board asks that homeowners continue to maintain their lawns and landscaping and make arrangements during extended travel.
  - October election
    - HOA roles/responsibilities – Reminder that the primary purpose of the board is to (1) maintain common/community assets (e.g. pavilion, garden, trail, monuments) and (2) draft, interpret, enforce covenants documents. Personal homeowner maintenance issues fall outside of the scope of the Board, unless explicitly covered by the covenants documents.

- Election process – Reminder of election on October 17. Homeowners should have received mailer with key dates. Deadlines are fast approaching. Spots are for board seats, not specifically treasurer/secretary.

### **Action Items**

1. Secretary, send out list of streetlight locations through community email
2. Board, obtain aerial diagrams or plats with boundaries from Brightview indicating which areas are to be mowed regularly versus weeded. Perform walkthrough with vendor if necessary to confirm these areas. Coverage on trail should also be confirmed.
3. Board, obtain annual contract prior to annual homeowner meeting.
4. Board, issue task order to pull tree stakes in community.
5. Vice President/Board, revise proposals for architectural modification, considering potential changes to property management company and ARC application process.
6. Board, evaluate property management companies and formulate recommendations prior to annual homeowners meeting.
7. Board, investigate replacements for current architectural modification application process.
8. Vice President, formalize shed policy as formal resolution to be signed by Board and mailed to community members. Consult with FREM on whether CC&R must be updated.

Meeting adjourned at 8:45 PM