

1  
2  
3  
4 **PERRYWOOD COMMUNITY ASSOCIATION**  
5 **BOARD OF DIRECTORS MEETING**  
6 **ROTUNDA**

7  
8 **Monday, January 22, 2018**  
9 **7:00 p.m.**

10  
11 Present: Ms. Cassandra Burckhalter, President  
12 Mrs. Crystal Wiggins, Secretary  
13 Ms. Valerie Crawford, Treasurer  
14 Ms. Lisa Thompson, Board Member  
15 Ms. Felicia Diggs, Board Member  
16 Mr. Clarence Hatcher, Jr., Board Member  
17 Mr. Clarence Denny Jr., Board Member  
18 Mr. Mac Claxton, Board Member

19 Absent:  
20 Mr. Layton Wilson, Vice President  
21

22  
23 CAMP: Ms. Susan Blackburn, CAMP  
24 Ms. Beverly Matthews, On-site Property Manager, CAMP  
25 Ms. Shawn Parker Bracken, Covenants, CAMP  
26

27 Recording Secretary: Mr. John Williams, Professional Minute Taking Services  
28

29 **I. Call to Order**  
30

31 Ms. Cassandra Burckhalter called the January 22, 2018 Board of Directors Meeting to order at  
32 6:58 p.m.  
33

34 **II. Roll Call**  
35

36 **III. Approval of Agenda**  
37

38 **MOTION: Mr. Clarence Hatcher, Jr. moved, Mr. Clarence Denny Jr., seconded to approve**  
39 **the January 22, 2018 meeting agenda. The motion passed unanimously (8-0-0)**  
40  
41

42 **IV. Approval of October 16, 2017, and November 27, 2017 Meeting Minutes**  
43

44 Ms. Valerie Crawford inquired about a request made for an itemized report from the Social  
45 Committee during the 10/16/2017, 11/27/2017 Board meetings. That language was found at line  
46 45 of the 10/16/2017 minutes.  
47

48 **MOTION: Ms. Cassandra Burckhalter moved, Ms. Crystal Wiggins seconded to approve**  
49 **the October 16, 2017 Board of Directors meeting minutes as amended. The motion passed 6-**  
50 **2-0 with Mr. Mac Claxton and Ms. Felicia Diggs in abstention.**

51

52 Further discussion as to the November 27, 2017 Board Meeting Minutes. Ms. Valerie Crawford  
53 asked for an itemized report from the social committee as to the 2017 Summer Jazz Social. This  
54 request should be added to the November 27, 2017 Board of Directors meeting minutes.

55

56 Ms. Felicia Diggs requested that key points of discussions around motions be captured in the  
57 minutes. The limiting of community activities to \$500.00 for certain activities and considering  
58 looking into activities for the children such as pool grand opening etc. will be added to the  
59 November 27, 2017 meeting minutes.

60

61 Mr. Clarence Hatcher Jr. asked about documenting certain notices in the meeting minutes and  
62 reiterated his objection to any increase in HOA assessments at the November 27, 2017 budget  
63 meeting.

64

65 The itemized report language regarding social committee spending was requested to be placed on  
66 the record by Ms. Valerie Crawford.

67

68 One homeowner was present for this Board meeting. Karen Boyce.

69

70 **MOTION: Ms. Cassandra Burckhalter moved, Clarence Hatcher, Jr., seconded to approve**  
71 **the November 27, 2017 meeting minutes as edited (0-0-7). The motion was denied by**  
72 **majority.**

73

74 **A draft version of the November 27, 2017 meeting minutes will be provided. Those minutes**  
75 **will be approved after review.**

76

77

## 78 **V. Presidents Report**

79 A request for conference call equipment was sought by the Board. Management will look into  
80 options for The Board. The new on-site manager will report directly to Ms. Susan Blackburn of  
81 Camp Management. Board members were urged to channel directives through management  
82 instead of engaging staff or vendors directly. Some Board members inquired about being asked to  
83 assist vendors or management when necessary or engaged by contractors. Situations like that will  
84 be handled on a case by case basis.

85

86

## 87 **VI. Treasurer's Report**

88 A summary report was provided by Susan Blackburn. As of November 2017, there is an  
89 operating funds in the amount \$121,246.00 and \$1,500,000 in reserve funds. Balances for those  
90 accounts are \$1,560,000 and \$105,000 in operating- Accounts receivable balance is \$673,820-  
91 allowance for bad debt of \$320,000. The community is running close to the budget as of  
92 November of 2017. Details of the financial report were provided in the Board Binder. There was  
93 a \$61,000 overage in landscape budget due to overpayment by PMP. It was found out that 3  
94 months of invoices being paid for the prior year. This item was adjusted by the audit. The same  
95 changes were made to payments made for pool work as well. Ms. Blackburn also reached out to  
96 Wells Fargo to see if the Board's cash investments could be reviewed for with the hopes of

97 making some better investments in the future. The prior property management company PMP was  
98 asked to engage Wells Fargo last year, but no information was provided as to the Board's  
99 investments.

100  
101 A question about \$10,000 social committee expense was posed by Ms. Valerie Crawford.  
102 Management will investigate this line item and provide The Board with details.

#### 103 104 **VII. Secretary's Report**

105 No information to report currently.

#### 106 107 **VIII. Covenants Report**

108 Ms. Lisa Thompson met with new covenants representative for CAMP management. The role of  
109 the new covenants manager was discussed. Inspections and review of applications will begin  
110 soon. A review of CiraNet was provided by Ms. Shawn Parker – Bracken. Ms. Felicia Diggs  
111 suggested that looking at different roofs and narrowing down colors for homeowners to choose  
112 from. Ms. Diggs also suggested a signature system from other neighbors for all ACC requests. A  
113 request for trash inspection was requested, how will covenant enforce the rules for trash  
114 collection and placement? CiraNet will be used to track violations, along with hangtags and  
115 notices. The Board also suggested checking with Prince Georges County to see if homeowners  
116 can be fined for improper trash placement. The Board wants management to prepare for the  
117 Spring 2018 inspection process. The Board would like homeowners to be notified well in  
118 advance, so they can prepare for any violations that may occur. Ms. Felicia Diggs has been in  
119 contact with Council Member Mel Franklin and his office was asked about replacing the 1 day  
120 per week trash collection. Some legislation is being worked on but will not make any rounds until  
121 2019.

#### 122 123 **IX. Management Report**

124 Ms. Beverly Matthews reported that the irrigation system has been closed and been winterized  
125 since October 2017. The drywall repair to the daycare center ceiling is complete. The Chilean  
126 Teal Terrace Tot Lot slides are missing. Proposals for replacement equipment and mulching have  
127 been provided. A strategic plan was produced by Felicia Diggs last year. She would like to know  
128 if this plan is still being followed. It was suggested that the plan be shared with the covenants  
129 committee. Mr. Clarence Hatcher, Jr. will find and re-submit the plan. Mr. Clarence Hatcher, Jr.  
130 also asked about some proposals in the management report. His main concern was mulching prior  
131 to replacement of play equipment, and other options for replacing or repairing specific  
132 playground equipment instead of replacing everything. He also feels that the holiday lights used  
133 this year were not adequate and hopes other options will be available next year. He questions if  
134 the water fountain in the daycare is the responsibility of the Board. Mr. Mac Claxton asked if a  
135 minimum of three bids would be possible for all proposals. A discussion about setting a purchase  
136 limit for management purchases and soliciting more bids for all requested was held. Proposals for  
137 under \$3,000 are managed and selected by management. More information on this item will be  
138 added to the February meeting as unfinished business.

#### 139 140 **X. Unfinished Business**

141 Management will investigate the Blueline Security contract as directed and meet with Mr. Layton  
142 Wilson to get an understanding of the current landscaping contract.

#### 143 144 **XI. New Business**

145 Bids for swimming pool renovations are being sought by management.

146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193

**XII. Action Items for the Board**

Clarification of the collection for the townhome fees on page 12 was provided.

**MOTION: Ms. Cassandra Burckhalter moved, Mr. Mac Claxton seconded to adopt the 2018 Operating Budget. Denny/Hatcher/Diggs were opposed to the 2018 budget. The motion passed 5-3-0. The budget will become effective on March 1, 2018.**

Mr. Clarence Hatcher Jr, inquired about adding heating insulation to the pipe repair proposal. Management will check to see if insulation is sufficient for this repair. The warranty was also reviewed.

**MOTION: Ms. Felicia Diggs moved, Mr. Clarence Hatcher, Jr. seconded to approve the Rotunda Pipe Repairs in the amount of \$2400.00. The Motion passed unanimously (8-0-0).**

Mr. Mac Claxton addressed the audit recommendations made by Strauss and Associates. Those items need to be placed on a future agenda.

**MOTION: Mr. Clarence Denny, Jr. moved, Ms. Valerie Crawford seconded to approve the 2016 Audit as presented by Strauss and Associates Proposal. The motion passed unanimously (8-0-0).**

**MOTION: Ms. Felicia Diggs moved, Ms. Lisa Thompson seconded, to approve the interim September 30, 2017 Audit Proposal in the amount of \$2,750. The motion passed (8-0-0).**

Management addressed undisclosed legal debt, and how to approach it. Mr. Mac Claxton feels that the auditor can determine how to address this debt (contingent liability). Management was tasked with following up with Jonathan to see how move forward.

The action item for approving the tot lot (Chilean Teal Terrace) repairs proposal was tabled. The Board would like to review more bids. The Board would also like a comparison analysis to be added to Board Binders for review of future proposals.

A question about exploring safety mats or other Tot Lot options was posed. It was determined that looking into this option would be better for the community right now.

The Chilean Terrace should not be worked on until the mulching and playground equipment is complete.

**MOTION: Ms. Cassandra Burckhalter moved, Mr. Clarence Hatcher, Jr. seconded to approve Tot Lots Mulching Proposal. Claxton was in abstention. The motion passed by majority (7-0-1).**

**MOTION: Ms. Valerie Crawford moved, Mr. Clarence Hatcher, Jr. seconded to approve Community White Fence Repairs Proposal in the amount of \$1,944 to be paid from reserve account. The motion passed (8-0-0).**

194 A review of the Brightview proposal and others did not clarify the scope of work provided. The  
195 Board decided to move forward with The Tree People for townhome tree removal.

196  
197 **MOTION: Mr. Clarence Hatcher Jr. moved, Crystal Wiggins seconded to approve the**  
198 **townhouse tree removal proposal by The Tree People in the amount of \$10,885. The motion**  
199 **passed by majority (7-1-0).**

200  
201

202 **XIII. Reading of written statement to close meeting under Open Meetings Act**

203

204 **XIV. Executive Session**

205

206 Requests for waiver of fees were presented to the Board for consideration by three homeowners.  
207 1302 Ring Bill Loop, in the amount of \$400 by Mr. Rakesh Puri. The Board granted the waiver  
208 of \$20.00 late fee, and denied the balance of Mr. Puri's request as it represented legal fees and  
209 directed the Management Team to refer him back to legal counsel.

210

211 A request for a waiver of late fees was made by Darryl and Sharon Young, 13719 Water Fowl  
212 Way for late fees and return check fee, this amount was levied against the owners by PMP. The  
213 Board granted the waiver of by totaling \$25.00.

214

215 A request for a waiver of late fees was made by Stephen Spivey, 1116 Ring Bill Loop, the Board  
216 granted his request to waive the \$10 late fee.

217

218 The law office of Gregory Alexandrides recommended the write off of debt that has been deemed  
219 to be uncollectible. All of the accounts were from prior Perrywood owners and have been sold at  
220 foreclosure and purchased by mortgage lenders. The total write off of \$153,247.38 was deemed  
221 uncollectible by the firm. This included \$83,469.29 in assessments, \$28,219.56 in legal fees,  
222 \$13,980 in late fees, \$16,205.41 in interest, \$8,921.12 in collection costs and \$1,452 in other  
223 administrative costs. The Board moved to accept Alexandrides' recommendation with  
224 \$37,140.68 payable to the law firm of Gregory Alexandrides, for legal fees and collection costs.

225

226 **MOTION: Ms. Cassandra Burckhalter moved, Mr. Clarence Denny, Jr. seconded to**  
227 **approve the write of \$153,247.38 in debt deemed uncollectible by the Law Office of**  
228 **Gregory Alexandrides as presented. The motion passed (8-0-0)**

229

230 **MOTION: Ms. Cassandra Burckhalter moved, Mr. Clarence Denny, Jr. seconded to move**  
231 **into executive session at 9:20pm. The motion passed unanimously (8-0-0).**

232

233 **XV. Adjournment** - The meeting adjourned at 9:51PM.

234

235 **MOTION: Ms. Cassandra Burckhalter moved, Mr. Clarence Hatcher, Jr. seconded to**  
236 **adjourn the meeting at 9:51 p.m. The motion passed unanimously (8-0-0).**

237

238

239 Respectfully submitted:

APPROVED:

240

241

242

\_\_\_\_\_

\_\_\_\_\_

243 Mr. John Williams, Recording Secretary  
244

Ms. Cassandra Burckhalter, President