

**PERRYWOOD COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
ROTUNDA**

**Monday, April 16, 2018
7:00 p.m.**

Present: Ms. Cassandra Burckhalter, President
Mrs. Crystal Wiggins, Secretary
Mr. Layton Wilson, Vice President
Ms. Valerie Crawford, Treasurer
Mr. Clarence Denny, Jr., Board Member
Mr. Clarence Hatcher, Jr., Board Member
Ms. Lisa Thompson, Board Member and Covenants Committee Liaison

Absent: Mr. Mac Claxton, Board Member
Ms. Felicia Diggs, Board Member

CAMP: Mrs. Susan Blackburn, CAMP
Ms. Beverly Matthews, On-site Property Manager, CAMP
Mrs. Shawn Parker Bracken, Covenants, CAMP

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

I. Call to Order

Ms. Cassandra Burkhalter called the April 16, 2018 Board of Directors Meeting to order at 7:00 p.m.

II. Roll Call

III. Approval of Agenda

MOTION: Ms. Cassandra Burckhalter moved, Mr. Clarence Hatcher, Jr., seconded to approve the April 16, 2018 meeting agenda. The motion passed unanimously (7-0-0).

IV. Approval of March 19, 2018 Meeting Minutes

MOTION: Ms. Cassandra Burckhalter moved, Mr. Clarence Denny, Jr. seconded to approve the March 19, 2018 meeting minutes. The motion passed by majority (7-0-1) with Ms. Valerie Crawford in abstention. Motion held prior to the management report.

50 **V. President's Report – Ms. Cassandra Burckhalter**

51 Councilman Derrick Davis is unable to attend the May community meeting. His office offered to
52 request a county representative from an agency attend the meeting. The Board would like to have
53 Councilman Davis community liaison address the community on behalf of Councilman Davis.
54 They will address county road parking, construction, and road hazard issues. The Board also
55 agreed to invite the 25th Legislative Delegates to address the homeowners' concerns. An issue
56 with the Boards web provider was discovered, and Mr. Clarence Hatcher, Jr. will work with
57 management and the new web host to address the issues.

58
59 **VI. Treasurer's Report – Ms. Valerie Crawford**

60 It was reported that \$19,000 has been received in March for past due accounts. The Board
61 reviewed the financial report. The Landscaping costs were over budgeted, due to the recent tot lot
62 mulching project. This line item will be moved over to reserve funding by management. The
63 Wells Fargo investment account manager has retired, and a new account manager reached out to
64 management. Two accounts were on file, and the new account manager inquired about merging
65 the accounts. Mrs. Susan Blackburn will work with the Board to close unnecessary money market
66 accounts, with the goal of consolidating all the accounts into the Wells Fargo investment ladder
67 account. The Board is interested in closing the Freedom Bank account and requested that
68 management begin including a monthly breakdown of all the reserve expenditures in future Board
69 packets. Ms. Susan Blackburn will create a money map as well. This will help the Board see what
70 accounts are being used. The Board also inquired about bank fees and if Perrywood is being
71 charged. Ms. Blackburn believes there may be \$40.00 transaction fees on the commercial
72 accounts, but she will have to look further into this and provide details to the Board. There was
73 also a review of the Site office expenditures. Rotunda repairs, phone charges, and the website
74 expenditures will be placed on a report for the Boards review.

75
76 **VII. Secretary's Report – Mrs. Crystal Wiggins**

77 No report provided

78
79 **VIII. Landscape Maintenance Update- Mr. Layton Wilson and Mrs. Crystal Wiggins**

80 The Diagram in tab 2 of the Board packet was reviewed. Mr. Layton Wilson, and Mrs. Crystal
81 Wiggins, presented a proposal for the long-term median and monuments design project. This
82 project will include the addition of trees, and new flower beds at the entrances of the community.
83 Common areas will not be a part of this project. Ms. Valerie Crawford inquired about the cost of
84 the project. The project will cost \$165,965.00, and that comes in at under 10 percent of the
85 reserve fund. Mr. Layton Wilson, and Mrs. Crystal Wiggins will oversee the project which
86 includes invoice review and monitoring costs. Management understands the Boards concerns, but
87 feels that having multiple contractors on site could lead to issues. The Board would like a refund
88 provision to be included to the contract before moving forward, just in case the job is not
89 complete before the project deadline of mid-May. Ms. Cassandra Burckhalter circulated the
90 "Keep Maryland Beautiful Literature to the Board and would like to see if Perrywood qualifies
91 for this program. A question about the current landscaping was placed on the table, and how or if
92 this would impact landscaping efforts. This project will have a whole new crew, so it will not
93 interfere with the regularly scheduled maintenance. Mr. Clarence Hatcher, Jr. inquired about
94 seeking more bids before moving forward. The Board decided to work with AMG, and not solicit
95 further bids for this project. Mr. Layton Wilson will confirm the amount of plants that will be
96 used for this project.

97

98 **MOTION: Mr. Layton Wilson moved, Ms. Crystal Wiggins seconded to approve the AMG**
99 **landscaping proposal in the amount of \$165, 965 for the Landscape and monuments design,**
100 **with the funds to come out of the Freedom Bank and Union Bank money market accounts.**
101 **The Motion passed by majority (5-0-2) with Mr. Clarence Hatcher, Jr., and Clarence**
102 **Denny, Jr. in abstention.**

103
104 Ms. Cassandra Burckhalter delegated Mr. Layton Wilson authority to review and sign the AMG
105 contract on her behalf.

106
107 **IX. Covenants Committee Report – Ms. Lisa Thompson and Mrs. Shawn Parker Bracken**
108 Forty applications have been submitted this year, and 99% of them have been approved.
109 Community inspections will begin on April 17, 2018. Notices were sent out on April 6, 2018. The
110 inspection process will be handled one section at a time. Spot inspections have been on-going and
111 will be added to future reports for The Boards review. An oral summary of spot inspections
112 included abandon car reports, missing shingles and trashcan issues. The Board would like
113 management to conduct automatic spot inspections at least 3 times per week. All violations will
114 be handled through notices. ACC applications will also be provided in the future Board packets.

115
116 **X. Management Report – Ms. Beverly Matthews**
117 Bids for community holiday lights will be complete by May 27, 2018. Ms. Beverly Matthews met
118 with a pond service representative to discuss cleaning in and around the ponds. A bid has been
119 submitted for the repair of the light post on Green Wing Terrace. Management has also began
120 having weekly meetings with Blueline Security to discuss surveillance and community coverage.
121 Ms. Beverly Matthews has met with The Department of Environmental Services liaison. Ms.
122 Cassandra Burckhalter indicated that the Association will not be paying any registration fees for
123 this agency and requested an overview of what the agency does before inviting representatives to
124 speak at future meetings. Ms. Beverly Matthews also inquired about setting up mulching stations
125 for county owned trees in Perrywood. The Board would like to see how these stations work, and
126 where they would be located. Ms. Beverly Matthews will work with the county to see when the
127 County owned trees in Perrywood would be replaced. The Board will be notified once the date
128 for new trees is finalized. Fencing of the Basketball courts, and tennis courts are currently
129 underway and will be completed by the end of the month. The unrepaired pool furniture was
130 returned. The furniture was sent off in the fall of 2017 under the prior management company, and
131 the Board decided not to have the work completed. The furniture included strap replacements to
132 deck chairs and loungers. A question about handling all pool furniture repair with the current pool
133 construction project was placed on the table. The Board was in disagreement about using old
134 pool furniture with new construction. The Board reviewed styles and designs of new pool
135 furniture. Ms. Burckhalter inquired about two items from the March 19, 2018 meeting. The
136 pothole request was filed with County Click 311 after the March 19, 2018 community meeting. A
137 walkthrough with the county has not been completed, but has been rescheduled by Ms. Beverly
138 Matthews. Mr. Layton Wilson will email information about the surveillance options he received
139 from Blueline Security to the Board. This email will include a breakdown of some of the
140 technical issues that were reported at the February 2018 Board meeting.

141
142 **MOTION: Mr. Clarence Hatcher, Jr. moved, Ms. Lisa Thompson seconded to conduct an**
143 **inventory of current chairs and approve the Bahia Style Chair for any chairs that may need**
144 **replacing. The motion passed by majority (6-0-1) with Ms. Cassandra Burckhalter in**
145 **abstention.**

146

147 Due to a termination clause overlooked by PMP, Perrywood's previous management company,
148 the new pool management contract with Continental Pool will not go into effect for the 2018 pool
149 season. The previous pool contract included an Automatic renewal date that was in effect prior to
150 the termination of their contract. The Board has asked management to avoid future contracts that
151 has automatic renewal language. Mr. Clarence Hatcher, Jr. would like to see if Continental pool
152 would sign a contract for the 2019 pool season using the 2018 pricing.

153
154 **MOTION: Mr. Clarence Hatcher, Jr. moved, Mr. Clarence Denny, Jr. seconded to accept**
155 **the Continental Pool contract for the 2019 pool season with a request to use the 2018 pool**
156 **season prices. The Motion passed by majority 4-2-1 with Mr. Layton Wilson, and Ms.**
157 **Crystal Wiggins in abstention, and Ms. Valerie Crawford in opposition.**

158
159 **MOTION: Ms. Cassandra Burckhalter moved, Mr. Clarence Hatcher, Jr. seconded to**
160 **terminate the Solitude Pond Contract within 30 days with a two-party signature on the**
161 **termination letter. The motion passed unanimously (7-0-0).**

162
163 **XI. Unfinished Business**

164 Office Emergency procedures (ongoing).

165
166 **XII. New Business**

167 Security Update- Handled during the Management report.

168
169 **XIII. Action Items for The Board**

170
171 **MOTION: Ms. Cassandra Burckhalter moved, Mr. Clarence Hatcher, Jr., seconded to**
172 **approve the proposal from Lake Source, LLC to provide lake maintenance for ponds**
173 **located at Black Swann & Water Fowl Way. The Motion passed unanimously (7-0-0).**

174
175 **MOTION: Ms. Cassandra Burckhalter moved, Ms. Lisa Thompson seconded to hire a**
176 **designer to present design options to the Board of Directors for pool bathroom renovations,**
177 **with the contract to be signed in October 2018, and a construction start date as soon as**
178 **possible. The motion passed unanimously (7-0-0).**

179
180 **XIV. Reading of Written Statement to Close Meeting Under Open Meetings Act**

181
182 **XV. Executive Session**

183
184 **MOTION: Ms. Cassandra Burckhalter moved, Mr. Clarence Denny, Jr. seconded to move**
185 **into executive session at 9:05PM. The motion passed unanimously (7-0-0).**

186
187 **MOTION: Ms. Cassandra Burckhalter moved, Mr. Clarence Hatcher Jr., seconded to**
188 **ratify the vote for file number R0436584L0357152 with a counter offer of \$1700.00. The**
189 **Motion passed by Majority (7-0-0).**

190
191 **MOTION: Ms. Cassandra Burckhalter moved, Mr. Layton Wilson, seconded to ratify the**
192 **vote on file number R0435498L0356252. The motion passed by majority (7-0-0).**

193

194 **MOTION: Ms. Casandra Burckhalter moved, Mr., Clarence Hatcher, Jr. seconded to**
195 **approve the proposal in file number R0435863L0356520. The motion passed unanimously**
196 **(7-0-0).**

197
198 **MOTION: Ms. Cassandra Burckhalter moved, Mr. Clarence Hatcher, Jr. seconded to**
199 **approve the proposal of file number R0436648L0357216. The motion passed unanimously**
200 **(7-0-0).**

201
202 **MOTION: Mr. Clarence Hatcher, Jr. moved, Mr. Layton Wilson seconded to approve file**
203 **number R0436167L0356824 with a counter offer. The motion was denied (3-4-0).**

204
205 **MOTION: Ms. Cassandra Burckhalter moved, Mr. Clarence Denny, Jr. seconded to**
206 **approve the proposal of file number R0435465L0356219. The motion passed unanimously**
207 **(7-0-0).**

208
209 **MOTION: Ms. Cassandra Burckhalter moved, Mr. Clarence Hatcher, Jr., seconded to**
210 **move out of executive session at 9:17PM. The motion passed unanimously (7-0-0).**

211
212 **XVI. Adjournment**

213
214 **MOTION: Ms. Cassandra Burckhalter moved, Mr. Clarence Hatcher, Jr. seconded to**
215 **adjourn the meeting at 9:17PM. The motion passed unanimously (7-0-0).**

216
217 Respectfully submitted:

APPROVED:

218
219
220
221 _____
222 Mr. John Williams, Recording Secretary

Ms. Cassandra Burckhalter, President