

**Spring Ridge Conservancy
Regular Meeting Minutes
Spring Ridge Visitor Center
December 20, 2005 @ 7:00 p.m.**

Board Members Present:
Jerry Alexandratos
Fred Schumaker
Karen Ritter
Susan Gargon-Centineo
Scott Kubic

Others Present:
Richard Gemmell, PMP
Al Moreau, Jr., Finance Comm.
Melinda Yuhas, Rec. Comm.
Dana Wilburn , PFC Comm.
Jonette Stupke, Pool Committee

Please see sign in sheet for homeowners and guest speakers.

I. Call to Order

Jerry called the meeting to order at 7:12 p.m.

II. Appointment of Officers.

As stated in the By-Laws in Article IX Section 2, “The election of officers shall take place at the first meeting following each annual meeting of the members...”

Since this is the first meeting of the Board of Directors after the Annual Meeting/Election held on November 3, 2005, the Board will have to elect officers for each position. Appointment to the various offices is a simple process generated by a Motion, a Second, and a vote by the members. Obviously, implicit in this process is the acceptance by the member for the position included in the Motion.

Jerry made a motion to elect Susan Gargon-Centineo for **President**.
Fred seconded the motion.
In Favor: 5

Susan made a motion to elect Jerry Alexandratos for **Vice President**.
Scott seconded the motion.
In Favor: 5

Karen made a motion to elect Fred Schumaker for **Secretary**.
Jerry seconded the motion.
In Favor: 5

Susan made a motion to elect Karen Ritter for **Treasurer**.
Jerry seconded the motion.

In Favor: 5

Jerry made a motion to elect Scott Kubic for **Member at Large**.

Karen seconded the motion.

In Favor: 5

III. Minutes.

Review and approval of November 22, 2005 Executive Session Minutes.

Jerry made a motion to approve minutes as is; Fred seconded the motion.

Review only the minutes from Annual Meeting of November 3, 2005. Annual Meeting Minutes can only be approved at the Annual Meetings. Once the minutes are reviewed, you will know that they are ready for approval at the next year's Annual Meeting. Scott stated that there was an error in the minutes with the last two motions. The last two were motioned by Jerry and not Terri. The minutes will be revised by Dani Barthel and e-mailed to Richard.

IV. Guest Speakers and Committee Members

- a. Cheryl Strafella and Mark Friis from H.D. Whispering Creek, LLC spoke about the H.D. Whispering Creek easement. The property immediately to the west on the north side of I70 had a water line easement that was granted years ago by Spring Ridge's old HOA before it was turned over. The easement was granted to the property owner at that time. The attorney handling the easement discovered this error. This easement should have been granted to the county. Mark stated that now they are coming to Spring Ridge to correct the error by turning it over to the county. The alignment has not changed. He stated that the development will have 58 homes which will include single family and town homes. He also stated that Haley Developer is a first class developer. Spring Ridge has open space along the Liganore Creek. He advised the Board that they will be granting this open space and allowing access to the Monacacy River as well as an overlook on the south side of I-70. This will be a riverwalk park among the Monacacy River. The Board asked Mark about the Cliffside Terrace Construction. Mark stated that they will be removing trees and will probably have to go down Cliffside Terrace for access. He stated that he will talk to the contractors and get back to Richard via e-mail regarding all of the details such as a time frame, access, etc... The Board stated that this will then be communicated to the homeowners living on Cliffside Terrace. Richard stated that our attorney added some missing language to the easement regarding restoration, etc... Utility construction should begin soon once the Board approves it.

- b. Al Moreau of the Finance Committee advised the board that the conservancy budget is \$10,000 in the good for the year. However, there is \$15,000 in the budget for the year for snow removal and we are already up to \$14,000. There is extra money in the reserves for snow removal. The finance committee is looking at reinvesting the reserve fund. At this time they are still in the process of looking at investing firms. The committee has also figured out all of the money that is owed to the association by the homeowners. He stated that after looking at it all of the numbers the committee will then make a recommendation. There is an old homeowner that owes money that should have been collected by the title company. Jerry asked if the association could legally send a bill to the title company. The committee is still checking into it at this time. The finance committee is still looking into what is to be done with the committees that have money left over at the end of the year. Al stated that probably the money will have to be given back to the SRC and start with a fresh budget every year. Legally, we need to be able to account for all of the money.
- c. Jonette Stupke of the Pool Committee did not have an update at this time. She stated that the committee had no December meeting. The committee is planning to meet after the first of the year. She stated that the committee will send an update to the Board via e-mail.
- d. Melinda Yuhás of the Recreation Committee stated the shopping bazaar was a success. There were 80 children that attended the santa's workshop. At the December meeting, Melinda and Dawn were elected to co-chair. Jerry asked if the committee had any standard format to keep a report about each event. Melinda stated that the committee has a notebook that is updated and passed onto the next committee the following year.

V. Homeowner Discussion

Eric Percy handed out a map of Newport Terrace to all of the Board members. He stated that there are a lot of children that live on Newport Terrace and that there are not a lot of safe places for the children to play especially to ride their bikes. The area along the first section of garage town homes has become a place for the kids to play. This place is always supervised by parents. There is one person in dispute that speeds through and challenges parents while using foul language in front of the children. This is becoming a problem. Jerry stated that this issue was discussed by the Board via email and that there are two problems. The street cannot be blocked off legally by county law. Emergency vehicles need to be able to have access to that area at all times. The second problem is that the person in dispute is speeding. It should be reported. Eric stated that the sheriff's department has to see the violation occur because it is a moving violation. Susan recommended that the homeowners take note of the time that she is coming home and call police then. The Board recommended that the children play on the playground. Eric

stated that there was no place for the children to ride their bikes at the playground. Eric stated that homeowners have tried to talk to the homeowner in dispute with no avail. Karen advised Eric that the Neighborhood Watch program needs a representative if Eric was interested. The Board strongly encouraged that the children not play in the street because this was putting them at risk, especially with a speeder. The Board also stated that there was nothing that they could do. They could not block the road off for the children and they could not send the homeowner a letter regarding her speeding. The Board encouraged the homeowners to call the police whenever there were any problems.

A homeowner asked Richard a question regarding the snow removal budget. He wanted to know why Single Family Homes were paying for that. Richard explained that it is built in to the HOA dues. Each homeowner helps pay for the reserves. The town homes do pay more. He also asked if a Spring Ridge sign would be placed at the end of Claridge Dr. S when it opens up to Quinn Rd. Susan stated that she would be in favor of placing a sign there. There could also be small temporary signs there for events in the neighborhood. He asked if homeowners at the end of Claridge Dr. S could have their driveways makes a loop so that it would be easier to get out. The Board can discuss this matter and talk to ACC. Susan stated that she would not have a problem with that request but it does need to go through the ACC. There will probably not be speed bumps put in because the county doesn't like to do it. They have to do a study first and it takes a lot of time. The homeowner recommended that there be no parking (especially when it snows) around the circle on Spring Ridge Parkway. The Board stated that because it is a county road and there are not any no parking signs it is ok to park there. Richard stated that he would give him the county phone numbers to ask about this problem.

Dana Wilburn asked the Board if a decision was going to be made about the pool concession stand. The Board stated that there were still too many questions unanswered from the vendor and they are still looking into contractors at this time which need to have a licensed architect as well.

VI. Management Report

- a. A copy of the December 2005 newsletter can be found on pages 1-7.
- b. Management is in receipt of the 4th quarter check from Conifer Realty (Spring Ridge Senior Apartments). This check is the 4th and final check for this year. A copy of the check can be found in the correspondence section on page 8.
- c. Management is in receipt of a check from Morgan Stanley in the amount of \$464.33. This check has to do with a settlement reached with the Security and Exchange Commission. Richard contacted Merrill Lynch

and then forwarded the check to your account rep for deposit in the reserve funds. A copy of the check and ML instructions can be found on pages 9-10.

- d. Management is in receipt of a letter from New Life Christian School. The Board previously approved this school to get old playground equipment in the event that a new playground is scheduled for replacement. New Life was sent a letter of approval back in October, with the details of the criteria. New Life is willing to meet all of the criteria which is explained in their letter dated October 19, 2005. Copies of both letters can be found in the correspondence section on pages 11-12.
- e. At the request of Susan Gargon, Management wrote a letter to the county requesting that a few “deer crossing” signs be installed along the Parkway. Management spoke with the county sign department to make this request and then followed up in writing to them. At this time, we have not received a response to the request yet. A copy of the letter and map can be found on page 13-14.
- f. PMP, Inc. has decided to transfer all of the operating fund accounts to a new company named SmartStreet. Mr. Thomas will be writing a letter to the various Board members explaining the rationale and benefits of this change. In the interim, a new signature card needs to be signed by the new Board President. Management will have the original form that needs the signature at the meeting. Richard stated that it is FDIC insured and has lower fees and expenses. He did not know all of the details.
- g. **ACC Inspection Update:** A table with the summary of the ACC inspections efforts can be found on page 15. Briefly, 75% of the property has been inspected, that is 1040 homes. Of the 1040 homes, 162 violations have been observed. Of the 162 violations, 134 remain unresolved.
- h. Since the December meeting’s agenda seems fairly busy, Richard stated that he wanted to plant the seed in the minds of the Board members about a topic that we may need to discuss in the near future. The essential question is; Can a member of the Board of Directors hold an office on a chartered sub committee? The Board can think about this and it can be discussed at the January or February meeting. Richard stated that this may depend on the committee. The ACC committee does not ask the Board for money so therefore there may not be a conflict of interest, however a committee like the recreation committee or pool committee does.

- i. This past month's violation summary can be found on page 16. The violations appear to be really low because with the snow on the ground and the colder seasonal weather, fewer lot maintenance issues are visible.
- j. Richard spoke with Eric Beshers regarding the inability of the Board to meet with him on such short notice, 2 weeks before the holidays. Eric realized that this was an unlikely request but he thought he would try anyway. He went on to mention that he would really like this meeting to take place in January or so. The Board stated that this would be fine. Richard stated that several of the Spring Forest homeowners would be invited as well. This should only take approximately 45 minutes.

Included in the management report in the correspondence section on pages 17-18 is a photograph along with a diagram of parcel X and a listing of what trees will be removed. Richard will email the Board with the meeting date and time.

- k. Fred Schumaker mentioned in an email dated November 10, 2005 that he came upon a card reader under \$200. Does the Board want to discuss this further and can we obtain the manufacturers information so that further research can begin. Fred will obtain the manufactures information. Jerry recommended that the Pool Committee have a pilot study of the system to see if it really takes care of any problems. The Pool Committee should be part of this focus group. Susan asked Jonette from the Pool Committee to communicate this information to the Pool Committee and again state the reasoning behind not approving the expensive card reader. The Board did not feel like they could justify to the community the card reader. What does the Pool Committee think that it will accomplish? Jonette stated that she would convey this info.
- l. Please find on pages 19-21 in the correspondence section of the report a copy of the most recent Board Resolution regarding the revised ACC guidelines. The Resolution along with a cover letter will be mailed to each owner this week. Additionally, the new resolution will be forwarded to Frederick County and recorded in the Land Records. Note: Management took the opportunity to insert a simple flyer reminding members that one must apply for any alteration to their property.
- m. During the October 18, 2005 Regular Meeting, the Board approved the new title for the "Administrative Resale Fee". Management has made the modifications to the Resolution and is now seeking the Board to sign the Resolution. Once signed, Richard will forward it to the main office for distribution to the settlement companies. Additionally, Richard will have it recorded with the County Land Records. Richard will have the original that will need the signatures. A copy of the Resolution for your review can be found on page 22 in the correspondence section of this report.

- n. At the Annual Meeting, one of the homeowners brought to the Board's attention his concern about speeding drivers through the Newport Terrace area. He explained that some of the owners have taken it upon themselves to temporarily block off the road so that children can be allowed to play in the street after school. Of course, this was more of an issue during the warmer weather. Richard has provided a map of this section of the property for discussion and reference. Mr. Eric Percy has stated he will be in attendance at the Board Meeting for discussion. See the attached map on page 23. See homeowner discussion for details.
- o. Management is currently working on the 2006 Community Directory. As of December 14th the total dollar amount for Directory Advertisement Income is \$4865.00. Management is still waiting for several ads and payments from businesses who have let us know they wish to advertise. If we do not receive them soon, we will contact them.

Cheerio printing has provided a cost quote to print the directory. The total cost is \$3769.00 for 1750 copies of the directory. A copy of the directory advertisement income spreadsheet and the cost quote for printing can be found on pages 41-42 in the correspondence section. The Board may want to wait until we find out more about the food concession stand before sending the directory to print.

VII. Items that require a decision by the Board of Directors.

- a. Secretary Fred Schumaker drafted a letter to Weis Markets regarding the Weis easement issue as follows. This list was gathered from the various email discussion from the Board, in lieu of sending the actual letter to each member of Spring Ridge via the newsletter.

*The Board has written a letter to the President of Weis Markets expressing the community's desire to see the fire station construction begin.

*The Board is doing everything possible to facilitate a resolution to the Weis easement demands.

*The Board is very anxious to see the fire station built.

*Many in the community have been waiting nearly 16 years for the fire house to be built.

*The Board has aligned with the wishes of the entire SR community.

Scott recommended to add to the second * remark that the Board is doing everything possible to facilitate the negotiations between Weis and the county.

Jerry recommended bringing up the liability and insurance issue. Susan commented that she did not feel that Weis was being unreasonable to

double up on insurance.

Fred recommended to not bring up anything that has to do with the school bus parking because upper management at Weis may not be aware that they are being allowed to park in the Weis lot.

The Board decided that Fred will revise the letter. The Board signed the back page.

- b. PMP, Inc. has been updating the files with the Maryland Department of Taxation and Assessment. Currently, this Department still has Buchanan Companies as the Principal Office or Resident Agent. This must be corrected. On pages 26-28 in the correspondence section, you will find a copy of the form that is required to make the necessary change with this agency. This form must be signed by the new Board President and Secretary. The cost associated with this is \$150.

Jerry asked why it is being mailed to the main PMP office and not the Spring Ridge office. Richard said that only Ed could answer that question. Richard will find out the answer to this question. The Board will not sign the appropriate forms until Richard inquires more about this.

- c. Valley Crest Landscape Maintenance has offered Spring Ridge Conservancy a 2 year addendum which will hold the percentage of increase to 3% over a 2 year period of time. Page 29 has a copy of the addendum for the Board's approval. The 2006 budget already has the dollar amount determined to be \$182,509. The 2 year addendum is slightly higher at \$184,298 which is a difference of \$1,789 for the entire year. This is a timing issue because Valley Crest only offered this lock-in price after the budget was already sent out for approval.

Will the Board approve the 2 year addendum of 3%, holding the price for 24 months at \$184,298?

Ed will increase the budget for next year with out changing the bottom line numbers.

The Board unanimously voted to approve the 2 year addendum.

Motion: Fred

In Favor: 4

Seconded: Scott

Against: 0

- d. Management has prepared a tentative meeting schedule for 2006. The schedule is based upon the 2005 schedule and it follows the same pattern as in the past years. All meetings are on Tuesday's with the exception of the Annual Meeting, which seems to fall on a Thursday.

Will the Board make a decision on the request?

The Board unanimously decided against the request. The Board does not approve sponsorships of any kind.

2. Lise O'Connell is asking that the Board allow her to place a sponsorship ad in the January newsletter. The content of the ad can be found on page 32.

The Board unanimously voted to approve the ad for the Spring Ridge Review.

Motion: Jerry

In Favor: 4

Seconded: Scott

Against: 0

- g. Management received a written letter of request from the management of H.D. Whispering Creek, LLC. This is the new development of homes along Liganore Road. At the direction of the Board, management forwarded the easement document for the association's attorney to review. Anne Rollins read the easement agreement but wanted more protection for the Conservancy to be inserted. I forwarded this new language to my contact at H.D. after the insertion was made. A copy of the final version can be found in the correspondence section on pages 33-38. Paragraph C has been revised to satisfy the attorney. Paragraph C describes that when work is done not only at the time of construction but in the future, the area needs to be restored.

The association attorney has given her blessing on the revised easement agreement. Susan commented that she feels comfortable with it as long as they do send a detailed email regarding the time frame, etc...so that information can be passed onto the homeowners.

The board voted unanimously to approve the easement agreement.

Motion: Jerry

In Favor: 4

Seconded: Scott

Against: 0

- h. Commissioner Jan Gardner was NOT in attendance at the Board meeting on December 20, 2005 therefore her topics of discussion cannot be discussed. This will be tabled until next month.
- i. **Probable Cause Case:** From time to time, management encounters a stubborn resident that doesn't respond to enforcement letters regarding a violation(s) on their property. When we have such a resident we will bring the case up to the Board for their review and decision. At this time, we are asking the Board to exercise due process and impose a fine on this resident for non-compliance. Most of the violations breach rule 9.02 and

10.01 and the corresponding fine for the first offense is \$50.00. A brief history of the case can be found in the table below. Please review the 4 digital photographs of the front and backyard of this unit. See pages 39-40.

Date	Type of letter	Cause	
2/16/2004	Violation letter	Toys being stored in front of house	
3/8/2004	Violation letter	Toys being stored in front of house and rake	
5/23/2005	Violation letter	Trash and debris in backyard, toys and equipment being stored in yard (unkempt look)	
9/3/2005	Cease and desist notice	Equipment being stored in backyard	
Inspection on	12/7/2005	Found:	Trash and debris in backyard, toys and equipment being stored in backyard (unkempt look), bikes being stored in front of house

The Board voted unanimously to impose the appropriate fine on the owner.

Motion: Jerry

In Favor: 4

Seconded: Scott

Against: 0

- j. Food Concession Stand:** At the direction of the Board of Directors at the November 22, 2005 Executive Session meeting, I was asked by the Board to contact local General Contractors who would be interested in providing a proposal to build the food vendor stand at the pump house area. I found 2 contractors that showed an interest in the proposal.

On December 8th, I met with Wes Souder of Universal Builders. Universal Builders was the company that was awarded the contract in 2004 to lift the Visitor Center entrance slab that was sinking. I also contacted Allie Bowers of Bowers Contracting. Bowers has done work in the community as well. We met with Patrick Plunkard of the Hospitality Group. The details of the construction were discussed with a detailed site visit to look over the lay out and the pump house infrastructure in general.

Both contractors were asked to prepare their proposals to be ready for the December 20th Board meeting. Both contractors said that they would do their best.

At this time, Allie Bowers has pulled out due to a conflicting contract. Richard stated that he found out that a non-residential building permit is required for Frederick County. Three copies of the complete construction plan needs to be signed and sealed by a MD licensed architect/engineer.

The Board recommended that we find two or three more contractors and we begin to gather the costs of the contractors.

- k. **Spring Ridge Elementary:** Richard received a fax today that states that Frederick County is having a new school crossing guard. Richard asked the Board for their approval to advertise that position in the Spring Ridge newsletter. The school crossing guards will direct pedestrian and vehicular traffic only at designated areas during the arrival and dismissal times of the school. The guards will be uniformed in a green shirt with a Frederick County Sheriff's Office logo on the chest, tan pants, and orange and green reflective vests. Spring Ridge Elementary will receive one. The crossing location will be on Ridgefield Dr. at Brookhaven Dr. The crossing guard will be on site from 8:15 AM until 9:00 AM and 3:30 until 4:15 PM.

The Board voted unanimously to approve the advertisement of the Crossing Guard Position in the Spring Ridge newsletter.

Motion: Jerry

Seconded: Scott

In Favor: 4

Against: 0

VIII. Adjournment

Jerry adjourned the meeting at 9:19 pm.