

**Spring Ridge Conservancy
Regular Meeting Minutes
Spring Ridge Visitor Center
June 14, 2005 at 7:00 p.m.**

Board Members Present:

Susan Gargon-Centineo, President
Jerry Alexandratos, Vice President
Fred Schumacher, Secretary
Terri Kubic, Board Member

Owners Present:

See Sign-in Sheet

Others Present:

Richard Gemmell, PMP
Rich Thometz, re: Baer Property
Cheryl Strafella, re: Baer Property
Al Moreau, Jr., Finance Committee
Karen Logue, Pool Committee
Bonnie High, Pool Committee
Jonette Stupke, Pool Committee
Karen Ritter, Recreation Committee
Tim Ford, PFC Committee
Lise OConnell, Neighborhood Watch

I. Call to Order

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

II. Review and approval of Minutes from the last regular meeting held May 17, 2005

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

III. Guest Speakers and Committee Members

- a. Rich Thometz, Cheryl Strafella, and Mark Freeze, from Hailey Development in conjunction with NV Homes in regards to the Baer Property that was recently annexed into Spring Ridge for future townhome development, introduced themselves to the Board and to the homeowners present. Rich Thometz presented two large, fairly detailed concept drawings of the area where the townhomes are going to be built, connecting Newport Drive East and West. Rich stated that they have gone before the Frederick County Planning Commission and will soon go before the Board of County Commissioners to undergo the zoning process over the next several months. He assured the Board and the homeowners that the architecture and the style of the 38 units will be consistent with all of the other homes in Spring Ridge and that they will, to the best of their ability, preserve as much of the existing tree line in that area as possible. Some grading will have to take place due to the steep grade that is currently there, but they will supplement anything they take out with new plantings. Rich stated that, because more than 25 homes will be built, some of the homes will be MPU's (or moderate price units), which is required by law, to enable those earning a moderate income (approximately \$35,000-\$40,000 gross annually), to purchase a quality home in

the community. This program is mainly geared towards those who are working for the government or are new college graduates, whose income is somewhat limited at present, but who have potential for growth in the future. Rich assured some concerned homeowners that this program was in no way related to HUD or any other type of public housing program. The approximate time frame for actual construction is thought to be 2007/2008.

Several homeowners brought up some concerns regarding the safety of the neighborhood children during construction, an increase of traffic flow and speed through Newport Drive once the construction is complete, and whether or not another tot lot will be built to accommodate more children moving into the area once the homes are built. Mark Freeze advised the homeowners to put their concerns on the record with the County, and Rich Thometz stated that all of the homeowner's ideas and opinions are important and he will take all of their feedback into consideration when moving forward through the process to develop the site plan.

- b. Finance Committee – Al Moreau, Jr. of the Finance Committee advised the Board, again, to be cautious with future expenditures, due to an inadvertent error on Dave Ryan's part when planning the budget for 2005. Apparently, one of the figures for income (the administrative resale fees) was high, leading to a shortage for the overall budget (approximately \$12,000 to \$13,000). Al recommended that the Board be cautious with expenditures and the Finance Committee keep an eye on the budget, and they will try to find spots in the budget where they can possibly save money to make up some of the difference.

Fred inquired about possible income from the newly annexed Baer and Beshers properties. Richard stated that, currently, since the properties have been annexed, they are both responsible for paying one-third of the assessment per residence per month and have agreed to pay the amounts due on an annual basis, until the first settlement on each property. Then they will pay three times the assessment per residence per month until all of the homes are sold and homeowner actually occupy the units.

The Finance Committee, Management, and the Board are all in agreement regarding the purchase of the Reserve Plus reserve study computer program for the Conservancy. After much discussion and consideration on everyone's part, the decision to not purchase the program has been officially made. The program was very impressive, with the capability for much more than the Conservancy actually had a need for. The Conservancy will continue to hire a professional property inspection company/reserve specialist to inspect the property every three years and manually update the reserve study spreadsheet, as has always been done.

- c. Recreation Committee – Karen Ritter stated that the Summer Concert Series sponsored by the Recreation Committee has been going pretty well. The concert

on Memorial Day was very popular. The June 12th concert did not have such a large turnout, but the committee may put out flyers and signs to better publicize the next concert. The concession stand at the concerts is run by high school students in the neighborhood that are serving community service hours.

The bike parade for the 4th of July will begin at 9:30 a.m. The Sheriff's office has been contacted regarding being a part of the parade that day, as they have done in years past.

The 5K fun run will take place on Labor Day, which is new this year, and will include a ribbon cutting ceremony for the new fire house in Spring Ridge. This is likely to be a huge event with lots of publicity in the Frederick News Post and lots of fun.

Karen asked for permission to store the five cases of bottled water donated from J&P for the upcoming events in the visitor center storage area, as well as permission to use the visitor center copier to make approximately 300 black and white copies of fliers to publicize the summer concert series, if she provides the copy paper. The Board and management agreed to both requests.

Karen brought a request before the Board to start a Recreation Committee sponsored women's tennis league in Spring Ridge. This would require the tennis court beside the pool to be reserved during a time slot only one day a week for women's doubles matches. Richard Gemmell advised the committee to put the request in writing with all of the details and figures and submit the request to the Board for approval, which can be done via e-mail, so as not to have to wait until the next meeting to get the league underway.

- d. Pool Committee – Karen Logue spoke on behalf of the Pool Committee. The water aerobics classes began June 13th and 25 participants were counted in the AM class. Justin of Century has been pretty strict with the rules at the pool and has been consistent in giving disciplinary action to misbehaving children as needed. The July pool party is set for July 30th, and the Pool Committee is working to get that planned and ready. No other news to report on behalf of the Pool Committee this meeting.
- e. Pool Concession Stand RFP Committee – Tim Ford has volunteered to head up the pool concession stand committee and spoke on its behalf. Tim began by summarizing the purpose of the committee, which is to have representatives throughout the community come together to put together a request for proposal for the desired pool concession stand. He then went on to say that the committee has had three meetings so far and that the process of getting all the detailed information for the proposal with the purpose of constructing an actual food stand and, separately, finding a food vendor, has been very complicated and time consuming.

Fred Schumacher and Jerry Alexandratos helped to clarify the instructions the Board had given them to complete the task of coming up with a proposal. They emphasized that the proposal should be kept as simple as possible. The RFP Committee should simply state the need for the concession stand and give the guidelines for which the vendors are to propose their concept around (i.e., a food stand at the Spring Ridge pool meeting all of the health department's requirements, etc.). The purpose for the ad hoc RFP committee, Fred stated, was to isolate the Board from the process to eliminate any conflict of interest and to help simplify the process.

Tim concluded the discussion by reaffirming that the committee will move forward with a better understanding of their assignment. They will come up with a proposal for a vendor for the food concession stand and present it to the Board. When they receive all of the proposals, they will examine each, discuss them, and vote on which ones would best suit the needs of the community, and present those proposals to the Board for a final decision on who will be the vendor for the pool concession stand. It is the vendor's responsibility to come up with a concept to include the structure and type of food, and all of the details of running their business, etc.

- f. Neighborhood Watch Committee – Lisa O'Connell of the Neighborhood Watch Committee stated that there were only a few people at their last meeting. She has received several requests, via e-mail and at the meeting, regarding hiring a security guard or off-duty sheriff's deputy to patrol the neighborhood, due to the recent rash of vandalism and crime activity early this spring. Lise asked the Board why, after hiring a guard last year, there was no discussion of hiring one this year. Susan responded by stating that one guard or officer patrolling the neighborhood would not be effective. Secondly, the incidents that occurred earlier this spring were isolated instances and were not cause for alarm. One homeowner suggested putting an article in the newsletter or on the web site to see if we could get residents' feedback on the issue, and possibly ask for volunteers.

IV. Homeowner Discussion

Alongside the discussion regarding the neighborhood watch committee and some of the recent concerns, including an alleged peeping tom and a convicted sex offender in the neighborhood, one of the homeowners asked the Board if it would be possible for the neighborhood watch committee to put out pertinent information regarding some of these types of incidents for residents' awareness, possibly on the web site or through the visitor center somehow. No viable answer was given. Management thought it would be impossible to put out the information in a timely manner, and some of the information regarding open cases may be confidential.

V. Management Report

- a. A copy of the June 2005 Spring Ridge Review was provided to the Board.
- b. A copy of the past month's violation summary was provided to the Board.
- c. Ed McManus's resignation was announced at last month's meeting. Since then, Management has received several inquiries about the new position available on the Board. Candidates for the Board position included: Allen Lindren, Philip Maslan, Karen Ritter, Donn Taylor, and Dave Brinkley. Karen Ritter was the only one present at the meeting to give a brief presentation of her platform. Karen has lived in Spring Ridge since 1988. She has three children, ages 8, 4, and 2, and has a very supportive husband who is always willing to watch the kids while she attends the meetings. She has been a representative for the Recreation Committee since 2001 and has a good working relationship with Richard and other members of the community, as well as the Board of Directors. Recently, Spring Ridge Elementary was approved to get a crossing guard, which has been a concern for many parents over the years, and she was very involved in getting that accomplished. She feels that becoming a Board member is a natural progression for her since she has had a desire to serve on the Board for some time now and is ready to make the commitment. She stated that she has attended meetings regularly for years now and has the knowledge and understanding of how the Board works and would like the opportunity to serve the community in this capacity. Dave Brinkley sent in a written description of his intentions, which was reviewed by members of the Board.
- d. After checking their references, All Pro Court, Inc. was selected to resurface the tennis courts. This project should be completed by the end of July. The new color scheme will be dark green courts and a lighter green border with white lines.
- e. Management contracted with a local general laborer company to clean out the wooded area behind the swimming pool area and behind Brookhaven Drive in Phase I. Gardner's General Contractors had three men work for six hours removing both man made and artificial debris. The crew had a large flat bed style truck and filled it up twice for the landfill. To deter any dumping there in the future, Richard passed out notices door to door reminding homeowners on Brookhaven Drive that dumping will not be tolerated. A copy of the notice was provided to the Board. Terri Kubic suggested putting a notice in the next newsletter to remind residents that there will be a fine if they are caught.
- f. Recently, a local realtor allowed the use of her signs to promote the Spring Ridge yard sale, put on by the Recreation Committee. The committee members were unaware that this was frowned upon. Management urged members of the Board to think about and discuss this matter and consider making a policy with regarding to Spring Ridge event sponsorship.

- g. The Volunteer Appreciation Day party is set for June 16th at 5:30 p.m. At this time, 40 affirmative responses have been received. Management will call the invitees who have not yet responded. A copy of the invitation and menu was provided to the Board.
- h. A copy of the letter written to Palmer Brothers regarding the painting of the visitor center was provided to the Board.
- i. A diligent homeowner has been in touch with the State Highway Administration regarding a right turn arrow painted on the right turn lane, westbound, at the intersection of MD 144 and Spring Ridge Parkway as well as at the intersection of MD 144 and Ridgefield Drive. The markings will indicate that right lane traffic must turn right. Signs and painted arrows will be installed later on this summer. A copy of the email was provided to the Board.
- j. The Pool Concession Stand Committee has met several times. Management created a charter with the standard language regarding their duties using Secretary Fred Schumacher's mission statement. A copy of the Charter was provided to the Board.
- k. With regard to an old delinquent account – Due to a recent refinance, a delinquent account which was previously written off as a doubtful account was paid (satisfied) in the amount of \$2,931.75.
- l. Bill Bowbliss' last day as the assistant manager (working with Richard at the visitor center for PMP) is Friday June 17th. His replacement will begin Wednesday, June 15th. She is moving to the area from California and has experience working for a condo management company.
- m. A letter was written to Rob Woodward of Reserve Plus thanking him for the e-presentation regarding the reserve study software. A copy of the letter was provided to the Board.

VI. Items that require a decision by the Board of Directors:

- a. The Board of Directors voted to elect one of the five candidates to fill Ed McManus's position on the Board. The term will end at the annual meeting in 2006.

The Board members stated that they need someone who is reliable and will show up for the meetings and make a commitment to the position. They were very impressed with Karen Ritter's platform presentation, they know her well and felt she would be an excellent choice, and have unanimously decided to elect Karen

Ritter as Ed McManus's replacement on the Board of Directors.

Motion: Jerry **In Favor:** 4

Seconded: Teri **Against:** 0

VII. Adjournment

There being no further business, the meeting was adjourned at 9:00 p.m.