

MILESTONE HOMEOWNER ASSOCIATION
Annual & Board of Directors Meeting
November 1, 2021 – 7:00PM
Meeting was held by video/telecon.

Board Members Present: Mike Johnson, President
Gerald Schmidt, Vice President
Romain Tweedy, Treasurer
Rajesh Sreedharan, Secretary
Raman Veda, Member at Large
James Halton, Member at Large
Mahendra Pandey, Member at Large

Management Present: Laura Etchison, Community Manager

Recording Secretary: Terry Cromwell

Others Present: Several homeowners were present on the video call.

Laura E announced that the meeting is being recorded. She requested everyone on the call please mute unless they are speaking.

Annual Meeting

With forty-five certified proxies and five homeowners present, the Annual Meeting quorum requirement of ten percent was not achieved. The meeting was recessed to reconvene at the December 6, 2021 Board of Directors meeting.

Call to Order

Mike J called the meeting to order at 7:05pm and thanked everyone in attendance.

Owner Forum

A homeowner asked if due to the situation with COVID are owners still required to ask neighbors for signatures on the ARC applications? He was told by one neighbor signatures were no longer required. Laura E stated no the committee did not change the requirements and would like owners to make every effort to get neighbor signatures but if there is an issue, they should write it on the application or bring it to management's attention.

A homeowner asked, if possible, when violation letters are mailed out could they go out in March through May instead of November. He feels once it gets into November it is too cold to perform some of the work. Rajesh S stated the Board does put a freeze on the violations when it is cold, we understand when it is too cold some work cannot be completed.

The owner also requested management send out notices about leaf collection times and remind residents not to rake the leaves into the storm drains because they get clogged and when that occurs the HOA has to pay to unclog them. He requested this information be bolded in the notice. Also, they may want to educate residents about the county leaf pick up, if residents bag the leaves the county will pick them up.

The owner asked if there was an update on the Air B & B issues. Laura E stated she sent this item to the attorney for a legal opinion as well as the concern about commercial vehicles in the community. She will discuss the attorney's opinion in Executive Session.

A homeowner asked the Board if they are following the correct protocol regarding quorum for tonight's annual meeting? Laura E stated yes, it is also stated in the Annual Meeting notice that went out. The meeting can not be held if they do not have quorum.

Call to Order

With quorum of the Board achieved, Mike J called the Board Meeting to order at 7:22pm.

Approval of October 2021 Board of Directors Meeting Minutes & Executive Session Meeting Minutes

Raman V made a motion to approve the October 4, 2021 Board Meeting minutes and Executive Session meeting minutes. Gerald S seconded the motion, all were in favor.

Treasurers Report

Laura E gave an overview of the September 2021 financials which were included in the Board packet and available on line through Vantaca. She stated it looks like the Association will do well this year and come in under budget.

Rajesh S asked what the \$267.00 payment on the balance sheet was related too? Laura E stated she would look into and get back to the Board.

James H asked if the electrical work for all the lighting was completed. Laura E stated yes it was completed and all invoices have been paid.

An owner stated that the street lights by the pool are not working, entrance spot lights at Milestone Manor are on all the time, the outdoor lights by the pool are not working and the lights on 355 by Stardrift are out.

Mr. St. Jean stated that the CCOC rules state you do not have to cancel the annual meeting due to not having quorum. He stated all Board members should read the CCOC rules. Rajesh S stated all the Board members have to go through the CCOC training. A discussion pursued.

Management Report

- Laura E stated the tree work that was supposed to be completed from the contract that was approved at the last Board meeting has been delayed. However; the contractor Myers & Law did lower the contract price saving the Association another \$2500. The work should be completed this week.
- Robyn D closed out the inspections for the year. There are still 31 violations open. Laura E feels there are seven or eight owners that should be fined because the violations have been in the system for quite some time. Robyn D will continue to do spot checks through the winter.
- The management team has been gearing up for the Annual Meeting.

Action/Discussion Items.

Reserve Study – Laura E stated the study from September 2020 had some items that were supposed to be changed. MillerDodson did not make the changes as the Board had asked. They are currently working on making the changes and updating the study. When Laura E receives the revised study, she will share it with the Board. The Association Auditor used the incorrect reserve study for his audit, he will review the revised reserve study and change his audit letter accordingly.

2022 Draft Budget – Rajesh S suggested the Board get the updated reserve study before approving the 2022 budget. Laura E stated she feels the budget with the \$1.00 increase should be fine for 2022 because it was based on the operating budget not the reserve study. The budget with a \$2.00 increase was based on using the incorrect reserve study. Rajesh S stated that the reserve account interest went down, so there are elements that helped fund the operating budget in the past but with the economic conditions the Association can no longer depend on those elements.

Dennis St. Jean asked if now is the time for the questions he submitted regarding the 2022 budget to be discussed? The Board entertained his questions.

- There is an expense of \$2100 for meeting minutes, the Bylaws of the Association state that the secretary of the Association should take the minutes. Rajesh S stated the Board decided many years ago that they preferred all members and officers of the Board actively participate in the meeting discussion, so they outsourced minute taking.

- What does management fee include? Laura E stated that is the base fee for a full management contract.
- What are miscellaneous admin fees (6150)? Laura E stated that is a catch all line item. It includes schedule A charges, covenant inspections/letters and printing.
- Why is there \$1500 for janitorial Services, isn't the pool management company supposed to clean. Mike J stated owners had complained about the pool house not being very clean, the \$1500 will cover if they need additional cleaning. Rajesh S stated we do not want the guards taking time away from watching the residents in the pool and saving lives to clean, they need to focus on the pool and the people in it.

Laura E stated a homeowner reached out to her and stated they would like the community leaf removal program revoked since the county will pick up leaves. Rajesh S stated this had been brought up at other meetings and a lot of residents requested the service remain. He stated this situation came about because of leaves being in the street and on the sidewalks during Halloween and it was a safety issue. Romain T stated residents were afraid kids were falling on the wet leaves during trick or treating and owners voiced it being a safety concern.

Rajesh S suggested that the question regarding keeping the leaf removal be asked on the next community mailer that goes out.

Tree Assessment/Long Term Plan – Laura E stated that David Angle from PGC emailed her recommendations after meeting with Mike J on October 15. The email is included in the Board packet.

Mike J stated there are a lot of large trees in the community causing damage to the sidewalks and a lot of trees in the wood lines that are dead or dying. The main concern is the trees are that are messing up the sidewalks.

Mr. Angle proposed a price to cut down all that trees that are buckling the sidewalks and in the tree line and the Association pay him a set price each year that does not go over their yearly budget.

Laura E stated the volume of trees the Association is dealing with is overwhelming. The biggest issue is the trees that are doing damage. The county is not taking any responsibility for the trees or damaged sidewalks.

Laura E has written the county but not received a response. Laura E has not received a proposal from PGC yet but he did also recommend deep root treatment to slow down the growth of the roots, it is less expensive than taking the trees down.

Romain T suggested looking into tree root pruning. He stated they do it in the Kentlands development. It is a process where the roots are cut before they get to the sidewalk.

Mr. St. Jean suggested the Board reach out to the county or state representatives and voice the community's unhappiness with the county. Rajesh S suggested a letter be sent to the county stating that it is difficult for some residents to get around and could be an ADA issue.

Mike J asked Laura to get the proposal from PGC and share with the Board.

Mr. St. Jean reminded the Board if they close this Board meeting and go into Executive Session, they have to disclose decisions made in Executive Session in the meeting minutes.

Mike (Social Committee Chair) asked if he could report on the events for the community. He stated that the Halloween gathering was successful, there were about 50 people. The Turkey Trot will take place on Thanksgiving Day. The date for the Christmas lighting has not been set yet.

Gerald S made a motion at 8:33pm that since the Board was finished with all business for the meeting, they adjourn into Executive Session to discuss legal opinion from the Association attorney on the CC & Rs.

Romain T seconded the motion, all were in favor.

Respectfully submitted by Terry Cromwell