

**Hamlet Board of Directors Meeting**  
September 28, 2017 7:00 PM

Meeting held at #22; called to order at 7:00 PM by President Kent Davis

**Board Members Present:**

Kent Davis, President	Millard Foraker, Vice President
Gloria Stephens, Treasurer	Matthew Crider, Secretary
Charley Heard, HOA Business Manager	

**Board Members Not Present:**

Judy Lowen, Director

**Residents Present:**

Wayne Gardner (#9)	Laura Cordier (#25)	Teresa St. Hilaire (#46)
Dennis St. Hilaire (#46)	Ron Neel (#48)	Carl Kaspar (#54)
Art Pincomb (#56)	Robert Swedberg (#60)	

**Old Business:**

1) Approve Minutes

Motion made by Kent, seconded by Millard, to approve the July 13, 2017 Board of Directors meeting minutes. Motion passed unanimously.

2) Adoption of Alternative Dispute Resolution Policy – Kent

Kent presented a new draft including mention of arbitration as stated in Article 7.7 of the By-Laws and Section 8.5 of the Covenants. Utilizing arbitration of the Master HOA was not an option since the Master HOA would need to be a party in the dispute.

After researching other HOA's documents, Kent found it was common to have arbitration costs split by the parties, therefore the draft policy states the costs of arbitration would be split between the parties (resident and Hamlet HOA).

Millard asked for clarification on party walls, as mentioned under arbitration in Section 8.5 of the Covenants. Kent and Charley understood it to be primarily from when the properties were under development, and that our documents were originally derived from condo association documents.

Kent made a motion to adopt version 3 of the Alternative Dispute Resolution Policy, which included mention of arbitration from the Covenants and By-Laws, and to include shared costs. Gloria seconded, and passed unanimously. Effective date is September 28, 2017.

3) Revisit Speeding issues from 9/13/16 Board Meeting – Kent

Kent read the related minutes related to speeding from the 9/13/16 board meeting. Due to new complaints of speeding visitors, discussion was held on how the neighborhood is changing: more cars, younger residents, some children. Approaches were discussed by the Board and residents.

- Numerous reminders to slow down have been sent this year.
- Most speeding issues are with visitors, UPS, meter readers, contractors, etc. and not residents.
- Residents who speed should be contacted; some have approached speeders and others felt residents should not confront speeding neighbors.
- Stop signs would not work, and create a hazard stopping in the winter.
- More speed limit signs; or different signs communicating why to slow down (wildlife, pedestrians on road, etc.) Add lights to speed limit signs.
- Contact the DC Sheriff to patrol; borrow from DC, or rent a radar speed limit sign.
- Laminated signs on keypad box reminding visitors of speed limit.

After discussion, Kent offered to contact the DC Sheriff to request patrol and to inquire about posting a radar sign temporarily. Kent will post laminated signs on gate pad and gate directory. Matthew will contact CPNMD and IREA for meter readers and UPS/ FedEx to request adherence to our speed limit.

### **New Business:**

#### 1) Financial Update - Charley

- Revenue projection is to be over, due to investment accounts.
- Snow expense will likely be a lot under budget.
- Explained the need for reserve, pointing to reserve study.
- Realtors deem an HOA healthy if existing funds can cover one year of expenses.
- State Farm issued a refund of \$1244.86 due to overcharging in prior years. This will make 2017 line item 10 under budget. Charley presented a historical insurance comparison spreadsheet and will be obtaining a new quote from State Farm for budgeting 2018.

Matthew asked how State Farm valued the gate house. Charley said CPI (Consumer Price Index) was used to increase value from an insurance perspective.

- Annual Picnic/ Christmas Party has \$123 remaining. Gloria said that was OK, as most everything was provided by Pino's.
- Telephone expense; continued charges for residents with non 303 or 720 area codes. Options moving forward are:
  - HOA bill residents charges they incur
  - HOA cover the expense
  - Add a surcharge to HOA dues for residents with non local numbers

Charley said some residents could utilize Google Voice, a free service to transfer numbers to a local number. Laura asked if a different system like Magic Jack could be used to eliminate long distance charges. Current long distance expense is not worth changing, but Charley noted the gate directory system can only handle programming of 10 area codes, so long distance is not the only long term issue. Kent added 2025 is the year for gate replacement according to the reserve study.

2) Design Review Committee Update - Millard

- 4 new applications approved: 2 exterior painting, 1 landscaping, 1 expanded deck

3) Landscape Committee Update – Carl

- Common area J has a high spot that does not allow for adequate drainage. 3 estimates have been received (\$4,500-\$5,000). Malfunctioning sprinklers at #52 were adding to the issue and will be corrected, but there is still a drainage problem. Will request as 2018 budget item.
- Received two bids for trimming trees at front entryway (6 Pines, 1 Russian Olive, 5 Ginala Maples):
  - Swingle \$1,877.92
  - Root \$1,250.00
- Keesen will aerate on Monday/Tuesday and TruGreen will fertilize Wednesday.

Kent made a motion to accept the bid from Root for trimming the entryway trees. Motion seconded by Millard, and passed unanimously. A decision was made to transfer \$1,250 from the snow budget to cover this un-budgeted tree trimming in 2017.

4) 2017-2018 Snow Management Agreement – Kent

Kent said Keesen raised rates on individual cost items by approximately 4%. Therefore, \$108/hr is now \$115/hr. Kent noted it had been 2-3 years since Keesen had a rate increase. The new agreement is effective October 1<sup>st</sup>.

5) 2018 Budget Planning – Charley

Charley presented a document outlining the budget process, which is a “top-down” approach. Monthly dues are proposed to increase by \$10/yr., subject to approval by the board at the November board meeting. Special mention was made for upcoming reserve spending (\$30K to recoat streets and \$5K for common area sprinkler system).

Budget requests from committees will be gathered and finalized for approval at the November 9<sup>th</sup> board meeting.

Next meeting: November 9, 2017 at 7:00 PM at #15. Meeting adjourned at 8:45 PM.

Respectfully submitted,

Matthew Crider, Secretary