

January 08, 2020

Original Northwood Association

Board Meeting

January 2020

**Present:** Richard Skolasky (President), Kerry Spence (Secretary), Jen Spratt (Treasurer), Mary Stevenson (Covenant), Jeffrey Carroll (Maintenance), Haywood Wilson (Safety), Lynnette Dodson (Social), Eric Dodson (Communications), Lauren Devine (Social)

**Absent:** Katrina Raysor (Social), Shequila Purnell-Saunders (Social)

**Convene: 7:04pm**

**1. Review & Approve December Meeting Minutes- Approved**

**2. Vacant Chair- Vice President**

- a) Paul Miller- willing to serve as Vice President
- b) (RS) to e-mail 2020 current dues paying members for a vote

**3. President's Report**

- a) GNCA Update, meeting on 1/5.
- b) Northwood Shopping Center
  - i) Abatement for rats has begun and will be certified
  - ii) Gas station to stay open & remain
  - iii) McDonalds will stay open for part of renovation and then move to a pad site closer to Loch Raven
  - iv) Demolition in the Spring
  - v) Completion 2022
- c) GNCA's welcome package
  - i) Preparing neighborhood specific packets
  - ii) Info on covenants and newcomer information, info on Association, pay HOA, etc...
  - iii) Working with Emily Weber to develop ONA content
- d) Mandatory Assessments
  - i) Audit: Lot square footage does not match tax records. Some residents are under/over charged. Each neighborhood will develop a spreadsheet with tax records for Emily to reconcile. (RS) volunteered to help verify information for ONA
  - ii) Fair number of folks with outstanding assessments.
  - iii) GNCA tries to collect when houses change hands
  - iv) Need to determine how to handle other delinquencies: Lien can be filed; Talk to attorney about class action suit
  - v) Is there a way to verify accurate accounting? There was a time when there was some unclear accounting.
  - vi) Next GNCA meeting 3/7/20
- e) Landscape Survey
  - i) Survey in March or April

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- ii) Hill on Argonne collapsing due to drainage re-routing
- iii) Ivy Area
- f) NE Police Department Outreach
  - i) Haywood is working on

**Action Items:**

**Verify Assessment Information**

**Provide addresses to Jeff for mailing related to Anderson Window's March Presentation**

**Trolley Tour Table**

**Create feedback about the ONA website for Communications Chair**

**4. Secretary Report**

- a) Dues letter- Steve Levy & Paula to help assemble a dues letter.
- b) (JS) double check the PO Box #. 33576 was published in the newsletter, but may be 33578. **Verified: 33576 and was listed correctly in the newsletter and on the website.**
- c) Try to share ONA Board "group" with group.
- d) Board to e-mail (KS) the Saturday before the meeting to create an agenda. E-mail agenda to (RS) to print by Tuesday before the meeting.

**Action Items:**

**Share "ONA Board" Group e-mails**

**Send information on how to set up email alerts to Board Members**

**Trolley Tour Table**

**Create feedback about the ONA website for Communications Chair**

**5. Treasurer Report**

- a) Holiday Party- \$442 expense receipts submitted to date. Expecting a few more expenses to be submitted.
- b) \$482 Newsletter printing
  - i) Previous printer was less expensive, but need one week's notice to print. Keep newsletter to a lesser page count to save on cost.
  - ii) Rate for advertising in Newsletter? (JS) will confirm what was charged in the past for half page and full page advertising
  - iii) Lena may be able to do printing for us if she has advertisement
- c) Pay HOA is working well
- d) Venmo is working well
- e) Paypal- trouble accessing account- transition away from
- f) Newsletter clipping has been coming in w/ dues payments. Including a request in the newsletter is helpful.
- g) Standard Practice going forward- ask for dues payments and have a current list of dues paying members.

**Action Items:**

**Verify advertising rate for the newsletter**

**Verify PO Box #**

**Trolley Tour Table**

**Look up tax exempt # to be used to save on newsletter printing**

**Create feedback about the ONA website for Communications Chair**

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## **6. Communications Report**

- a) Newsletter
  - i) Positive feedback on newsletter & printed copy. Available in all areas- online, NextDoor, Mail Chimp
  - ii) No one has opted out of a printed copy
  - iii) SDAT info: 369 Households. It would be good practice to print 375-380 in the future unless folks opt out of a printed newsletter.
  - iv) Next newsletter will be distributed 3/21/20. Board to be thinking about what we want to write about.
  - v) (JS) to look for our tax exempt number to save money on taxes on future printing.
  - vi) Review website and send feedback.

### **Action Items:**

#### **Content & Milestones dates for March Newsletter**

## **7. Covenant Report**

- a) GNCA attorney
  - i) Reached out w/ no response. Try to reach out to assistant.
- b) Covenant Offenders
  - i) Mary reached out to offending realtor. Will follow up with neighbor as well.
  - ii) Sent out 2 new violations: kennel & non-compliant door.
- c) Roofers to present- haven't reached out yet.
- d) Maryland Historic Trust- trying to set up a presentation for the June Quarterly meeting. Available historic tax credits.
- e) Sent out an application- need a few more board votes.
- f) Board stance on rain barrels- are allowed- non-permanent garden structures, so are okay.

### **Action Items:**

#### **Reach out to GNCA Attorney's assistant**

#### **Create feedback about the ONA website for Communications Chair**

## **Maintenance Report**

- g) Dumpster locations
  - i) Want to have schedule by next meeting.
  - ii) Locations need to be big enough for truck to off load and interior to neighborhood so we don't have outsiders use.
  - iii) Past locations: Argonne, Havenwood & Kelway, Southview & Havenwood, Cul-de-sac of Deepwood
- h) Anderson Windows- March Presentation
  - i) Announcements- willing to mail if they are given addresses or print a flyer for us to deliver. We would like them to mail. We can provide house numbers. Anderson to use addresses for this time only.
  - ii) Date: 3/11/20, 7pm, 30 minutes
  - iii) Agenda
  - iv) Refreshments will be provided, please RSVP one week before meeting

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- v) Will have a discount if neighbors band together for projects to occur at the same time.
- i) Action: Provide event details to Anderson, confirm Anderson will bring a projector-screen provided, max occupancy of room. (RS) will provide addresses. Look into dates for Mayor's cleanup days.

**Action Items:**

**Develop a dumpster location schedule and locations by February's meeting**

**Provide event details to Anderson Window vendor to attend the March quarterly Meeting, confirm Anderson will bring a projector- screen provided, confirm max occupancy of the room**

**Look into dates for Mayor's Cleanup days**

**Create feedback about the ONA website for Communications Chair**

**8. Safety Report**

- a) (KS) to send directions on how to set up e-mail to pop up.
- b) Set up group text?
- c) Proposal for cameras
  - i) Many ways of organizing- looking for more input from the board
  - ii) Can have something ready by the next meeting or before, with feedback of board.
    - (1) Would people with cameras be willing to sign up to be part of a digital neighborhood watch and would they be willing to be contacted if something happens?
    - (2) Advertise in newsletter.
    - (3) Participation is voluntary.
    - (4) Will not disclose the list.
    - (5) Safety Chair is responsible for the list. If crime occurs, Safety Chair will reach out to people in vicinity and they can voluntarily share with police if they have footage.

**Action Items:**

**Create a proposal for doorbell cameras**

**Create feedback about the ONA website for Communications Chair**

**9. Social Report**

- a) Six events being planned this year.
  - i) A budget will be established for each and approved by the board prior to the event.
  - ii) Create a list of any items being stored and who has them.
- b) Wine & Cheese, Host: Tentative Lena Bonds, April 25<sup>th</sup>, 7-10pm
  - i) Social committee arrive 60-90 minutes prior to start time with wine food, platters and party supplies
  - ii) 6 wines: 3 red, 3 white. (1) Red, (1) White
  - iii) Any unopen wine should be able to be returned
  - iv) Host will do a general cleanup after the party and remove all empty and unopened wine bottles
- c) Garden Walk, May 3<sup>rd</sup>
  - i) Not hosted by ONA
- d) Spring/Fall Cleanup Day, Not yet posted

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- i) Lunch to follow-provided by ONA. Pizza and soft drinks were provided in the past.
- e) Block Party, June 27<sup>th</sup>, 12-6pm
  - i) Location can be based on most dues paying members. Deadline for dues 2/28.
  - ii) Permits & Applications need to be filed: Food Service Permit, Block Party Application, Noise Permit- Need 8 weeks- File by the end of March
- f) Misc.
  - i) Does it make sense to have a storage unit?
  - ii) Most items are from parties and many items perishable, so would need climate controlled.
  - iii) Makes more sense to have an inventory so items get used up

**Action Items:**

**2020 Budget by next meeting**

**Create feedback about the ONA website for Communications Chair**

**Adjourned 9:04pm**

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Original Northwood Association Treasurer's Report, December 2019

A. SUMMARY OF DUES PAYMENTS						
Street	# of Houses	2019 DUES PAID thru Sep 2019		2020 DUES PAID (Oct 2019 - )		
		Cumulative	%	Cumulative	%	Current
Argonne	49	12	24%	4	8%	1
Deepwood	37	12	32%	6	16%	0
Eastview	10	0	0%	0	0%	0
Havenwood	19	5	26%	1	5%	0
Kelway	16	1	6%	1	6%	0
Loch Raven	14	4	29%	2	14%	0
Northview	70	9	13%	4	6%	2
Roundhill	33	7	21%	1	3%	0
Roundtop	8	2	25%	1	13%	1
Southview	39	5	13%	4	10%	0
The Alameda	33	3	9%	1	3%	0
Westview	41	10	24%	2	5%	0
<b>Totals</b>	<b>369</b>	<b>70</b>	<b>19%</b>	<b>27</b>	<b>7%</b>	<b>4</b>

B. CURRENT MONTH BANK RECONCILIATION			
Bank beginning balance (Checking & Savings combined)		\$18,038.39	
Revenues	2019 Dues	\$0.00	
	2020 Dues	\$160.00	
	Social	\$20.00	
	Administrative	\$30.29	
	<b>Total Revenues</b>		<b>\$210.29</b>
Expenses	Administrative	\$15.00	Service fee for low checking balance
	Communications		
	Covenant		
	Maintenance		
	Safety		
	Social	\$423.20	Oktoberfest expenses
	Other		
	<b>Total Expenses</b>		<b>\$438.20</b>
Ending balance :		\$17,810.48	
<b>Bank ending balance :</b>	Checking: \$ 544.80	Total: \$17,810.48	(Confirmed)
	Savings: \$ 17,265.68		

C. YEAR-TO-DATE BUDGET ANALYSIS					
Category	BUDGET / ANTICIPATED		ACTUALS		NET (Budget minus Actual)
	Expenses	Revenues	Expenses	Revenues	
Dues		\$6,125	\$0.00	\$3,790.18	(\$2,334.82)
Administrative	(\$250)	\$0	(\$362.44)	\$32.77	(\$79.67)
Communications	(\$500)	\$0	(\$325.00)	\$0.00	\$175.00
Covenant	(\$100)	\$0	\$0.00	\$0.00	\$100.00
Maintenance	(\$1,000)	\$0	(\$732.64)	\$0.00	\$267.36
Safety	(\$200)	\$0	\$0.00	\$0.00	\$200.00
Social	(\$1,500)	\$1,000	(\$5,346.31)	\$2,920.00	(\$1,926.31)
Contingency	(\$500)	\$0	\$0.00	\$0.00	\$500.00
<b>Totals</b>	<b>(\$4,050)</b>	<b>\$7,125</b>	<b>(\$6,766.39)</b>	<b>\$6,742.95</b>	