

December 11, 2019

Original Northwood Association

Board Meeting

December 2019

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

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

Convene: 7:03pm

1. President's Report

- Brainstorm as a board about the best use of quarterly meetings
 - Guest Speakers- Maintenance/ Covenant related; History of the neighborhood- Stephan/ Olmstead Co.
- Reach out to GNCA- try to get congressional candidates to attend GNCA's January meeting
 - Two contested Council seats- RS & KS to reach out to come speak to us
 - Early Voting: 4/16-4/23
 - Primary Election Voting: 4/28
- NECO- reach out to connect and have a neighborhood presence at meetings (RS)
- Northwood Commons- Update posted on NextDoor
- Misc:
 - Tree/ Landscape Survey
 - GNCA attorney for covenant matters
 - NE police survey
 - Social Budget for board review
- 90 for 90:
 - Community engagement for the community's 90th anniversary
 - Encourage 90 minutes of service from community- possible ONA related swag if meet 90 minutes of service.
- Absent Board Position, VP- gathering names
- Meeting Minutes Procedure:
 - E-mail minutes from last meeting prior to next board meeting. Board will vote on minutes from the previous meeting in the next board meeting. Motion to approve or amend.
- Meeting Order: Will proceed in alphabetical order by Chair & then reverse order at the next meeting.

December 11, 2019

- **Action: 2019/20 Initiatives will include:**
 - **Developing policies and procedures for each position to aid in transition that include transition of Board business to Google platform**
 - **Improve communication with neighbors in the format that they prefer to begin with printed Winter 2019 newsletter; Solicit advertisers and reinstate the Block Captain network; Survey of online vs. print**
 - **Establish a relationship with the attorney who represents GNCA to have regular legal counsel, rather than current as needed**
 - **Conduct a follow-up landscape survey (previously done ~5 years ago) to identify dying trees, drainage issues, and sidewalk/wall integrity**
 - **Strengthen relationship with NE Police Department; Consider Safety Walks, Night Lights, and other community approaches; Develop guidance for reporting suspicious activity**
 - **Establish a sensible budget for social events held in the community; Find ways to encourage neighbors on the periphery to join the fun**

2. Secretary Report

- Review of October's Meeting Minutes
- Add action items and keep board on task

Action: (KS) to draft meeting minutes to include action items. Send out November meeting minutes ASAP for an approval vote. Send out December's meeting minutes prior to the next meeting for a vote at January's meeting.

3. Treasurer's Report

- Elections- September, Dues: September through September, October will start the new dues year.
- Dues: 19% of the community paid last year.
- 6% have paid so far this year, several through pay HOA.
- Revenue thus far: \$500, but does not include Octoberfest expenditures.
- Suggest to add a 2nd signor in case the treasurer is unavailable- Kerry Spence, Secretary. A time will be arranged to go to the bank in December.
 - Task was completed 12/27. A copy of the meeting minutes with the decision to add a signor is necessary to complete this transaction.
- \$15 fee is being charged to account- (JS) to look into.
 - Task complete. Checking and Savings accounts were linked which eliminated the fees. BOA credited any fees that were charged.
- Anemic Dues Payments-
 - Can we track and personalize messages to neighbors?
 - Newsletter will have a dues reminder
 - Dues reminder at events
 - Something to give to neighbors about how to become a member- Mary to share list of neighbors and addresses.
 - To be included in Neighbor Welcome Packet as well. Welcome Packet to include:
 - Letter from the President

December 11, 2019

- Dues Info
- Architectural Guidelines
- Baltimore Magazine Article
- Information about Board Meetings and how to become a member (post card)

Action: (JS) to go to the bank with (KS) to add a signor. (JS) to look into account fees.

4. Social Report (Lynette)

- Lauren hosted a successful Oktoberfest
- Holiday Party: Jason & Paul's House, 12/13
 - ONA to purchase Beer & Wine in advance. Will expense food. Lynette to provide a budget estimate. Past holiday parties have cost \$600-\$800.
- Have volunteers to host the Newcomer's Party & the Wine & Cheese Party. Dates to come shortly.
- Party Ideas:
 - Holiday crawl didn't work out this year, but would like to try next year.
 - Block Party- consider a competition: highest dues paying street has the party on their street
 - Dinner En Blanc- Community Table Event- Not ONA sponsored
 - Neighborhood gathering to Rocky Horror Picture Show to support a neighbor that is in the show. Venue: Motor House, Date/ Time: TBD
- Expenditures: Prior to event, need to bring budget estimate to the board for a vote.
 - Block party: \$1711- had leftover items that were used for the New Comer Party
 - New Comer Party: \$875
 - Oktoberfest: \$500
 - Lynette to provide a formal breakdown of expenditures for past events once she took over as interim Social Chair
 - We should try not to have left over stock as it is hard to manage. Any leftover items should be tracked.
- Discussed that we need to focus on our roles as board members first, but that we want to encourage & support a space for community gathering.

Action: (LD & co-chairs) to gather formal expenditures from previous parties and create a budget for upcoming 2020 events.

5. Safety Report

- NE District Outreach- Send e-mail to liaison to establish a relationship.
- Security Camera Database:
Potential Process
 - Create a non-public database- potential to ask for voluntary participation if a crime occurs.
 - Google List managed by Safety Chair

December 11, 2019

- Establish a process for notifying the safety chair and asking for help if a crime is committed. Safety Chair would check the list of camera owners and reach out to connect the two people if there is possible footage.
- It would be the camera owner's responsibility to share footage if so desired. Board members should not be responsible for this.
- (HW) to draft Public Outreach Procedures: how to solicit and safeguard the information. Board will vote whether or not to implement once the procedures are drafted.
- Several neighbors have observed drug activity on Havenwood, Northview & Eastview- cars waiting for exchange.
 - NE has sent GAT unit to observe
 - Neighbors to be more visible
 - Create a phone tree if problem persists- larger number of people to call 311 to trigger police attention.
 - Patterson Park uses dog walking groups to discourage bad behavior

Action: (HW) to draft Public Outreach Procedures: how to solicit and safeguard the information. Board will vote whether or not to implement once the procedures are drafted.

6. Maintenance Report

- Spoke w/ Renewal by Anderson- interested in speaking to our neighborhood.
 - Willing to cater to what we would like to have discussed
 - Get a copy of the presentation/ Bring Samples/ Presentation to include only items that meet our neighborhood guidelines.
 - 30 minute presentation, then question & answer.
 - Ask for neighbor RSVP if food is to be served.
 - Quarter Meetings: September, December, March & June.
 - Presentation at the next quarterly meeting: March 2020.
 - Presentation is informational only, not meant to endorse a particular vendor.

Action: (JC) to provide a brief description of the presentation for the December newsletter.

7. Covenant Report

- No new applications
- Possible roofer presentation at June Quarterly meeting
- Mary can reach out to the GNCA attorney on our behalf, related to covenant issue representation.
- Deed & Architectural Guidelines:
 - Board members to consider bringing a copy to meetings in case questions come up.
 - Mary has reviewed for suggested improvements. Attorney should review. Upcoming suggestions for changes in 2020.
 - Process for changes to the Architectural Guidelines will be presented at a quarterly meeting for neighborhood input and vote.

December 11, 2019

Action: (MS) to reach out to GNCA attorney for representation on specific outstanding covenant issues and to review the Architectural Guidelines for clarity.

8. Communications Report

- Draft Newsletter- Goal to have ready & printed by 12/21
 - Add Question to newsletter: preferred format- printed or electronic.
 - Establish dates for newsletters- Quarterly on the 21st of the month: 12/21, 3/21, 6/21, 9/21.
 - Printer: (RS) has previous contact.
 - Delivery Method: Block Captains have not been active for a while. Board will deliver the winter newsletter. Put out a call for volunteer block captains in the newsletter.
- How to advertise event locations?
 - Print in newsletter & in meeting minutes, distribute w/ Mail Chimp?
 - Save the Date post cards with full information.
 - Digital: first name only, no address. Offer RSVP digitally and then follow up e-mail with address.
 - Vote on this issue in January

Action: (ED) to finalize the winter newsletter for print.

9. Neighbor Concerns

- Neighbors #1- concerns over a covenant issue related to a flipper not abiding by the Architectural Guidelines.
Discussed:
 - Deed and Architectural Guidelines were discussed
 - Intentions of board
 - Possible approached to get the situation rectified
- Neighbor #2- concerns over Northwood Commons' demolition and rats.
Discussed:
 - Providing recommendations to neighbors about what to watch for
 - Rat abatement will be done prior to demolition
 - Post a response to concern on

Adjourned 9:12

December 11, 2019

Original Northwood Association Treasurer's Report, November

A. SUMMARY OF DUES PAYMENTS						
Street	# of Houses	2019 DUES PAID thru Sep 2019		2020 DUES P		Current
		Cumulative	%	Cumulative	%	
Argonne	49	12	24%	3	6%	2
Deepwood	37	12	32%	6	16%	0
Eastview	10	0	0%	0	0%	0
Havenwood	19	5	26%	1	5%	0
Kelvey	16	1	6%	1	6%	0
Loch Raven	14	4	29%	2	14%	1
Northview	70	9	13%	2	3%	0
Roundhill	33	7	21%	1	3%	1
Roundtop	8	2	25%	0	0%	0
Southview	39	5	13%	4	10%	3
The Alameda	33	3	9%	1	3%	0
Westview	41	10	24%	2	5%	1
Totals	369	70	19%	23	6%	8

B. CURRENT MONTH BANK RECONCILIATION			
Bank beginning balance (Checking & Savings combined)			\$17,553.11
Revenues	2019 Dues	\$40.00	
	2020 Dues	\$280.00	
	Social	\$180.00	
	Interest	\$0.28	
	Total Revenues		\$500.28
Expenses	Administrative	\$15.00	Service fee for low checking balance
	Communications		
	Covenant		
	Maintenance		
	Safety		
	Social		
	Other		
	Total Expenses		\$15.00
Ending balance :			\$18,038.39
Bank ending balance :	Checking:	\$ 893.00	Total: \$18,038.39 (Confirmed)
	Savings:	\$ 17,145.39	

C. YEAR-TO-DATE BUDGET ANALYSIS					
Category	BUDGET / ANTICIPATED		ACTUALS		NET (Budget minus Actual)
	Expenses	Revenues	Expenses	Revenues	
Dues		\$6,125	\$0.00	\$3,630.18	(\$2,494.82)
Administrative	(\$250)	\$0	(\$347.44)	\$2.48	(\$344.96)
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	(\$4,923.11)	\$2,900.00	(\$1,523.11)
Contingency	(\$500)	\$0	\$0.00	\$0.00	\$500.00
Totals	(\$4,050)	\$7,125	(\$6,328.19)	\$6,532.66	