**Shipley’s Crossing HOA Board Meeting Minutes Shipley’s Clubhouse 522 Donner Way Millersville, MD 21108 February 25, 2020**

1. **Call to Order** – The monthly Board meeting was called to order at 6:30 PM. The Board members present were Mike Bonk, Charlie Kerrigan, Buddy Jackson, Mike Thomasson and ProCom representative Ellen Braswell.
2. **Approval of Minutes** - The previous meeting minutes were approved.
3. **Financials/Treasurer’s Report** – A standard Treasurer’s report was reviewed by Charlie Kerrigan and approved. The Treasure’s Report included amounts established in reserve and for undesignated equity at the end of 2019.

Checking cash on hand - $115,636.25

Total income for month -$54,097.00

Total expenses - $11,188.43

Total revenue (loss) for month - $42,908.57

Net income(loss) for the year to date -$42,908.57

North South Clubhouse Total

Reserves $123,009.76 $14,588.68 $144,167.65 $281,766.09

Und. Equity $47,557.99 $5,263.76 $7,530.96 $60,352.71

1. **Architectural Report –** Buddy Jackson explained that there have been no new ARC submissions since the last board meeting. However, final approval was given by the ARC for the following completed projects: 606 Caracle - landscaping, 503 Bingham – pavers on front porch, 649 Wherry – landscaping and 505 Bingham - shed
2. **Old/Unfinished Business**

* Insurance change – Mike Bonk explained that after a careful comparison, the board made the decision to switch from State Farm to Erie Insurance. The new insurance coverage began on February 1, 2020.
* The community association received money in the amount of $9,140.00 from the BWI Grant program. The grant program will provide money for the walking paths and joint work on the north side of Shipley’s Crossing community. The money will be spent for French drains in the amount of $4900.00 and to repair cracks on the North side in the amount of $4200.00. Thank you to Ellen Braswell and Mike Thomasson for completing the needed paperwork for the grant.
* Reserve Study – Mike Bonk explained the purpose of the community reserve study that is being completed by Miller Dobson. Some revisions were made after receiving input from the board members.
* Clubhouse Gym – Mike Bonk explained that we now have a contract with RMS Fitness to service the machines. They came out for a service visit on January 23 and found that one of the treadmills was making a loud noise. Also, two of the treadmills are missing bookracks. Mike Bonk felt the board needs to consider replacing one of the treadmills in the future because it is working poorly and will soon reach the end of useful service.
* Pool Fence – The pool fence was repaired by Dave Weisner and Mike Bonk. The board thanked them for donating their services and time to complete the project.
* Pressure Reducing Value - A pressure reducing valve was installed in the irrigation system. This repair will help reduce pressure in the lines and decrease the probability of irrigation lines springing leaks. The board thanked David Weisner and Mike Bonk for donating their services and time to complete the project.
* Trimming Trees – Mike Bonk met with Unlimited Tree Service to discuss trimming, removing and cutting back trees. Mike Bonk has received the proposals and signed off for the work.

1. **New Business**

* Greater Severna Park Council Meeting Updates – There was no report given. Committee members who normally attend the Greater Severna Park Council meeting were unable to make it due to unforeseen circumstances.
* Fire Department Inspection of Clubhouse – The A.A. County Fire Department conducted an inspection of the clubhouse. The board was pleased to announce that the clubhouse did well on the fire inspection, with the exception of not having an occupancy certificate posted that displays the maximum number of people permitted in the clubhouse. Ellen Braswell of ProCom met with the Fire Marshall and he established that the occupancy of the clubhouse is 160. The clubhouse has passed all fire inspections and the occupancy sign is posted near the entrance to the clubhouse.
* Trimming Trees and Bed Planting - Mike Bonk explained that tree/bush trimming will take place on all the trees/bushes around the clubhouse and pool area. Mike also mentioned that the new landscape contractor will be giving the board alternate quotes for replacing some of the planting in the community with perennials versus annuals. Perennials may be more cost effective than annuals because of the labor involved every year in planting annuals. The annuals at the entrance of the clubhouse will remain because that is the area we have had trouble with the irrigation system and it is being monitored for leaks.
* Automatic Light Control in ladies’ room. There has been an issue with the automatic light not always turning on when entering the ladies’ bathroom. Mike Bonk explained that it is because the sensor does not always pick-up when an individual enters the bathroom. Mike said the sensor needs to be repositioned to work more efficiently at triggering when a person enters the room. He also stated that additional sensors could be added to make sure that there is a greater probability of the light switching on.
* Anchor Aquatics - Anchor Aquatics informed ProCom that we needed to update the ADA Affidavit for Maryland Public Pools and Spas for the 2020 pool season. The information was completed and Mike Bonk signed off on the form.
* Pond Management for 2020 - The board approved a proposal of $440.00 to have Aquatic Environment Consultants continue efforts to curtail cattails plants in the ponds.
* ProCom notified the board of the following home ownership transfer: Floyd Zablotny to Barbara and Gary Kameika at 548 Donner Way

1. **Other**

* A nomination committee for board positions was discussed – The meeting date for elections was tentatively scheduled for May 26, 2020
* A need for Social Committee volunteer(s) was discussed. Charlie will send out an email to find who might be interested in serving on the Social Committee.
* Thank you to Angela and Charlie for working on breaking down the finances in the reserves.
* Thank you to Joe Coppola and Tom Hermansky for placing flags out on holidays.

1. **Homeowner Forum**

* A resident suggested that the board send out emails remind them about HOA meetings.
* A resident suggested that the community email list be updated.
* A resident mentioned that they have been picking-up numerous bottles along Brightview. They expressed a concern about the amount of litter along Brightview. The board thanked Peter and Barb Hanan for their hard work cleaning up the area along Brightview.

**Meeting Adjourned**