

**Englewood Mews
Board of Directors Meeting
January 18, 2014**

Attendance:

Eric Freitag Shannon Cook, Sequoia Management Company
Peter Michel Genel Clark, Sequoia Management Company
Gabrielle Hickey
Hla Than Wai – Appointed at Meeting

Call To Order:

Eric Freitag called the meeting to order at 6:15 pm.

Board Appointments and Positions:

Gabrielle Hickey made a motion to appoint Eric Freitag, Pete Michel and Hla Than Wai as members of the Board.

Eric Freitag made a motion to approve the following Board positions. Gabrielle seconded. All were in favor.

- Eric Freitag: President (serves until next Annual Meeting)
- Gabrielle Hickey: Vice President
- Pete Michel: Treasurer/Secretary (serves until next Annual Meeting)
- Hla Than Wai: Director (serves until next Annual Meeting)

Resident Forum:

The Board reviewed one resident e-mail regarding concerns over snow plowing and ice removal in the community.

(M) Management to follow up with US Lawns regarding ice removal and treating more diligently.

Approval of Minutes:

The Board reviewed the meeting minutes from November 18, 2013.

Eric Freitag made a motion to approve the meeting minutes from November 18, 2013. Pete Michel seconded. All were in favor.

Committee Reports:

Landscape Committee:

Management gave an update on the tree located at 13482 Rampant Lion Ct. Palmers stated that the tree is healthy and in relatively good shape and the risk of falling is low.

Management clarified the requested proposal specs for the spring 2014 bidding of the landscaping contract.

The Board requested that we follow the current contract and add in front entrance enhancements.

(M) Management to get a proposal from Daco to add lighting on the community entrance signs.

Communications Committee:

The Board discussed additional items to be added to the website.

(M) Management to add the monthly meeting date and call for Social Committee volunteers to the website.

Architectural Committee:

No applications to review.

Social Committee:

Nothing to report.

Management Reports:

The Board reviewed the financial reports for November and December 2013.

(M) Management to verify that the replacement of the back entrance sign can be paid for from the replacement reserves.

(M) Management to apply the \$104.00 amount owed to Englewood Mews HOA to future Sequoia maintenance charges.

Unfinished Business:

The Board discussed the architectural guideline updates.

(B) Pete Michel to incorporate all Board member changes and provide to management for review at the next meeting.

The Board reviewed the tennis court repair proposals.

Per MidAtlantic the previous repairs to the tennis courts were not done properly and the incorrect materials were used.

(M) Management to forward the information provided by MidAtlantic to Eric for additional review.

The Board discussed the asphalt repairs.

Discussion tabled until after the reserve study is completed.

Management stated that the monument signs were almost completed and that the stucco would be done shortly weather permitting.

Management stated that the basketball courts would be completed in March 2014.

The Board reviewed the revised proposal from Twin Oak for tree work in the community.

Eric Freitag made a motion to approve the Twin Oak proposal to remove, trim and clear several trees throughout the community in the amount of \$17,000.00. Pete Michel seconded. All were in favor.

(M) Management to add a boiler to the Twin Oak contract and forward to Eric for review prior to remittance.

New Business:

Pete Michel stated he sent in the check and notary application to the County for review and will follow up at the next meeting.

The Board reviewed the operational calendar.

(M) Management to schedule to special meeting tentatively for May 2014.

The Board reviewed the proposals to remove the uprooted stump along Barnsley and replace with a white pine.

Eric Freitag made a motion to approve the Premier proposal to remove the stump on Barnsley and on Bridlington in an amount not to exceed \$150.00. Gabrielle Hickey seconded. All were in favor.

(M) Management to follow up regarding the hole(s) along Sherbourne by the mail boxes.

(M) Management to follow up on the homes along Ashington with no trees during the 2014 annual inspections.

The Board discussed having all common area sidewalks power washed.

(B) Pete Michel to contact contractors for bids to have the common area sidewalks cleaned.

(M) Management to forward PSI's contact information to Pete Michel for a proposal.

The Board discussed adding sidewalk extensions to the end of the streets.

(M) Management to have the sidewalk extensions added to the asphalt bids for review.

Eric Freitag stated that the resident for account # 105529 has completed their violations and would like photos of any outstanding items.

(M) Management to take and provide photos to account # 105529.

Eric Freitag requested that management withhold 10% of the remaining balance owed to Nastos until all work had been completed and verified by the Board and management.

Executive Session:

Eric Freitag made a motion to move into executive session at 7:15 pm. Pete Michel seconded. All were in favor.

Eric Freitag made motion to reconvene in open session at 8:00pm. Pete Michel seconded. All were in favor.

Gabrielle Hickey made a motion to approve all decisions as discussed in executive session as noted below. Hla Than Wai seconded. All were in favor.

- 113810 – No action – place on repeat offender list for the trash can violation, 30 day extension and then assess \$10/day after
- 113820 – 30 day extension then assess \$10/day after
- 113822 – Extension until May 1 then assess \$10/day after
- 113832 – Extension until May 1 then assess \$10/day after
- 213919 – Extension until March 31 then assess \$10/day after
- 313804 – Extension until May 1 then assess \$10/day after
- 413824 – Extension until May 1 then assess \$10/day after
- 413834 – Extension until May 1 then assess \$10/day after
- 513914 – Extension until March 31 then assess \$10/day after
- 513914 – Extension until March 31 then assess \$10/day after
- 513926 – Extension until March 31 then assess \$10/day after
- 75557 – Extension until March 31 then assess \$10/day after
- 813816 – Extension until May 1 then assess \$10/day after
- 813830 – 30 day extension then assess \$10/day after
- 95607 – Extension until May 1 then assess \$10/day after
- 95629 – No action – place on repeat offender list
- 95679 – Extension until May 1 then assess \$10/day after for both violations
- 95687 – Extension until May 1 then assess \$10/day after
- 105505 – Extension until May 1 then assess \$10/day after

Adjournment:

Gabrielle Hickey made a motion to adjourn the meeting at 8:12pm. Eric Freitag seconded. All were in favor.