

MEADOWBROOK HOMEOWNERS ASSOCIATION

ANNUAL COMMUNITY MEETING AGENDA

Wednesday, March 27, 2024

NOTICE OF THE MEETING: An open meeting of the Board of Directors and Community of the Meadowbrook Community Homeowners Association, will be held at the Taneytown Library, in Taneytown, MD at 6:30 pm on Wednesday, March 27, 2024. The following items will be on the agenda for the meeting:

BOARD OF DIRECTOR NOTES

- I. Call to Order- President, the meeting is now called to order on 3/27/24 at (give time)
Called to order at 6:33 PM March 27, 2024
 - a. Introductions- President
 - i. President- Dave Clarke
 - ii. Vice President- Dave Marshall
 - iii. Secretary- Lynda Harmon
 - iv. Treasurer- Ashlie Strevig
 - b. Approval of last meeting minutes- Secretary
 - i. Last meeting was on 10/5/23 and meeting minutes are available here on the table and to view at any time via our website.
 - ii. We can now approve these meeting minutes, any objections to this?
Lynda Harmon motioned approving the minutes, David Marshall seconded, and the board all approved
 - iii. 10/5/23 meeting minutes are approved today March 27th 2024 at our annual meeting.
- II. Roll Call of Officers- President
 - a. Present: All Present
- III. Financial Report- Treasurer
 - a. Treasurer report includes from when treasurer stated term to now. What was collected, expenses, what was paid for.
 - b. The total ending balance from Friday, October 27, 2023, is \$11,022.44
 - c. Expenses \$7,236.27
 - i. Share expenses
 - d. Receivables \$30,234.16 (30, 233 stated)
 - i. Share receivable
 - e. The total ending balance as of Wednesday, March 27, 2024, is \$34,020.33
 - f. 2023 invoices were sent out on 10/30/23
 - g. The resident information letter sent out on 10/30/23
 - h. Overdue balance statements were mailed 12/9/23
 - i. Final notice overdue statements were mailed 1/7/24 at that time 52 homeowners were overdue
 - j. As of today, 30 homeowners have a balance that totals \$8,669.85 in missed income for the HOA.
Missed income for the HOA
 - k. 272 homeowners in the Meadowbrook HOA
 - l. 11 streets in the HOA

- i. Alyssum, Kenan, Hibiscus, Colbert, Bowie Mill, O'Brien, Wildflower, Kwanzan, Crimson, Planetree, Bentley
- ii. Not all of every street is included in the HOA community

IV. Manager's Report- President

- a. Review Bi-Laws and Covenants plan.
 - i. We will send out a questionnaire via email and facebook for homeowners to add their input to what changes they would like to see.
 - ii. HOA met with a lawyer (Chris Wolf) who stated the bylaws and covenants are outdated by today's standards
 - iii. Ask residents to fill out the resident form so HOA has email addresses
 - iv. The current bylaws and covenants are available on the HOA page
 - 1. The bylaws were retyped, covenants are original document
- b. We will compile a list, make necessary changes, and present it to the community via email, Facebook, and website to have time to review.
 - i. We will not be mailing out the changes to review.
 - ii. Emails will not be shared outside of the HOA
- c. Have a meeting to review and vote on changes to the bi-laws and covenants.
- d. The meeting for this is TBD, looking towards October for this meeting for voting on changes
- e. Looking to move to online payment system
 - i. To reduce paper waste and stamp cost

V. Unfinished Business- President

- a. None

VI. New Business- President and Treasurer

- a. Please fill out the Resident information questionnaire
 - i. Emails and phone numbers will not be shared, only to be able to communicate important HOA information (invoices, meeting save the dates, newsletters, etc)
 - ii. Available here on the table to take with you, available in the newsletter, and via the Facebook page
 - iii. Want to "go green" with less paper, ink, stamps, etc
- b. Quarterly Newsletter
 - Talking about advertising the local businesses on there
 - i. Delivered via email and published on the Facebook page

- ii. Sent on the 1st of the months of December, March, June, and September
- c. The public Meadowbrook Facebook page is not associated the HOA
 - i. The HOA does not oversee any information on the public page
 - ii. The private Meadowbrook HOA Facebook was started for residents only
 - iii. Addresses and closing dates are cross referenced by treasurer before accepting requests
- d. Facebook and Website
 - i. We have updated our website and plan to keep up to date with all the information you might want and need via our community website!
 - ii. We have a private HOA Facebook page for community information
 - 1. To gain access you must fill out the questions asked and we will verify you are a part of the HOA. Trying to only have HOA members included on this page.
 - 2. Also please note, that we reserve the right to approve, deny, and block members due to non-payment of dues, inappropriate language, or displaying poor behavior towards others.
- e. Annual Dues
 - i. Didn't have a meeting during COVID due to library regulations - number of people, couldn't meet
 - ii. Bills will be sent out in April and will be due end of May
 - 1. Last year payments were sent out late in October
 - iii. Invoices will be emailed to those who have given us emails and mailed to those who have not
 - iv. Homeowners will now have the option to pay online
 - v. If you mail something, do not go to 211A. There is no house, 211 is a house that is not associated with the HOA Board
- f. Annual Community Yard sale (All of Meadowbrook)
 - i. Scheduled for Saturday, May 4th 7am-4pm (rain or shine)
 - ii. Flyers will be posted on Facebook (multiple pages), Website, newsletter, posted throughout community stores in order to gain more people to come!
 - iii. Includes more than the HOA streets
 - iv. Not HOA sponsored
 - v. Feel free to participate by setting up your items in your front yard, driveway and/or your garage!

VII. Open Forum.- President

- a. Each resident present may express their concerns for up to three, for a total of (3) minutes. A board member may give a brief response and/or take notes and reply via an email/phone call follow-up. Speakers must observe proper behavior and rules of etiquette. Speakers may not transfer their time to others.
 - i. Budgeting concerns
 1. Overall objective for large amount of funds
 - a. Funds will be considered with the common area off of of Bowie Mill.
 - b. Also planning on updating the playground.
 - i. Tried to put a swing from Lowes, it was removed from the city.
 2. Lawyer fees are included
 3. Upkeep Expense
 - a. Treasurer was paid \$500 for updating books prior to formally volunteering for position
 - i. Treasurer is not currently paid
 - b. Former treasurer was also paid
 - ii. Will liens be placed on properties that have not paid
 1. Currently, no
 - a. Not enough to justify a lawyer cost.
 - b. May change depending on amount owed.
 - c. Have to pay if they want to refinance or sell.
 - i. Realtor must come back to the HOA with a resale package.
 - ii. Outstanding dues must be paid.
 - iii. New covenants
 1. Will the community be voting for new covenants?
 - a. The entire community will be given the opportunity to vote.
 2. What prompted the new covenants?
 - a. Lawyer stated the documents are outdated
 - i. Need to remove the former developer from the documents

- ii. Some laws are outdated
 - 1. Ex. the prohibition of satellite dishes goes against federal law
 - b. Updated documentation with lawyer's name to ensure we are informed of communication through state
- iv. Communicating with members
 - 1. Quarterly newsletters will be sent via email and posted on Facebook
 - 2. Requested HOA provide timely communication around changed dates/times
 - 3. Comments and concerns should be included on the questionnaire
- v. Landscaper responsibilities
 - 1. Supposed to mow, mulch
 - a. Front entrance
 - b. Playground
 - 2. Also shovel sidewalks in common areas and in front of community mailboxes within 12 hours of snow fall
- vi. Community Concerns
 - 1. Blacktop vs. cement
 - a. Can we use blacktop to update?
 - i. Need to look into
 - 2. Trashcans/ Trash Day
 - a. Residents not having lids, leaving trash on curb, overturned cans
 - b. Concerned it may draw rodents
 - c. Will put a reminder into newsletter
 - 3. Concerns about trash in Bowie Mill/ Colbert common area
 - a. One the other side of the fence (private farm land)
 - b. The resident has stated the HOA is not permitted on his property to clean up the trash
 - 4. Squatting
 - a. Requested HOA consider a filing process for leases
 - i. Would record a legit lease for rental properties
 - ii. Provide a means to identify fake leases

5. No flag at flag pole
 - a. Fire department will install new flag
6. Some covenants not being followed
 - a. Trailers, campers, satellite dishes
 - b. Architectural committee approval for modifications
7. Dog waste in yards/sidewalks
 - a. Inquired about waste receptacles
 - b. Concern brought up about where the receptacles would go
 - c. Currently could only go on at the playground and Bowie Mill common area

vii. Vandalism at the front of Kenan

1. Empty trailer by front entrance is being vandalized
 - a. Owners asked people to call the police if they see anything
2. Front entrance has also be vandalized
 - a. Lights and wires ripped out
3. Recommended we consider a trailcam to obtain video of the destruction

viii. Recommend we include a map on website

VIII. Next Meeting Date- President

- a. Scheduled for: TBD, We will communicate next meeting via email, Facebook, and our website

IX. Adjourn- President

- a. Thank you for attending tonight's meeting! The meeting adjourned at 7:43 PM