

CANNON RIDGE HOMEOWNERS ASSOCIATION

Board of Director Meeting Minutes

March 13, 2013

The meeting was held at the Keedysville Library, Keedysville, MD.

BOARD MEMBERS IN ATTENDANCE: Carrie Hetrick, Lorraine O'Connor, Scott Rinebolt, Dave Reichenbaugh

BOARD MEMBERS ABSENT: Ken Lord, Chad Hartman

OTHERS PRESENT: Keith Stains, representing PMP; see attendance sheet on file with PMP for HOA residents in attendance.

CALL TO ORDER: With official quorum, the meeting was called to order at 7:10 PM by Lorraine O'Connor

APPROVAL OF AGENDA: Motion by Carrie, second by Dave, the Board unanimously approved the agenda as written.

I. General Community Issues –

- a. **Resident forum** – no concerns or issues raised.
- b. **ARC** – 42 Sumter – see below.
- c. The next BOD meeting is scheduled for Wednesday, June 12, 2013 at 7pm.
- d. The 2013 Annual meeting is scheduled for Wednesday, May 8, 2013 at 7pm.

II. Association Business –

- a. Financial statements, including balance sheet, through/as of 2/28/13 were provided by PMP.
- b. Motion by Carrie, second by Scott to approve the minutes from the 2/13/13 BOD meeting. Motion unanimously approved.
- c. Motion by Scott, second by Carrie to renew the annual website hosting and annual website maintenance contract with WebWithEase in the amount of \$356.
- d. Motion by Dave, second by Scott, the Board unanimously approved the ARC application for a deck at 42 Sumter Drive.
- e. Motion to engage Lerch, Early, & Brewer to review and offer opinion on enforcement policy, the Board unanimously approved.
- f. Motion by Lorraine, second by Scott, to appoint PMP to serve as the nominating committee, the Board unanimously approved.

III. Management Report

- a. Management report given by Keith Stains. The following items were discussed:

1. Copy of Winter 2013 Newsletter provided.
2. Copy of engagement letter with Herbert A. Thaler, Jr to provide collection services was provided.
3. Copy of engagement letter with Carol Ann Greenwood CPA to prepare 2011 & 2012 Tax returns was provided.
4. Copy of Federal and MD State 2012 Income Tax returns provided.
5. Copy of MD 2013 Personal Property Tax return provided.

IV. Pending Business

- a. None discussed.

V. New Business

- a. Discussed the covenant regarding trailers.

VI. Executive Session

- a. Adjourned the Regular session at 8:15 and entered into Executive Session to discuss covenant violations.
- b. Adjourned the Executive session at 8:30 to re-enter Open session.

VII. Adjournment

On a duly made motion, the board voted to adjourn the open session of the meeting at 8:34PM.

Respectfully submitted: _____
Keith A. Stains, CMCA®AMS® Property Management People, Inc.