

CANNON RIDGE HOMEOWNERS ASSOCIATION

Board of Director Meeting Minutes

July 10, 2013

The meeting was held at the Keedysville Town Hall, Keedysville, MD.

BOARD MEMBERS IN ATTENDANCE: 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 7:12 PM by Lorraine O'Connor

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

I. General Community Issues –

- a. **Resident forum** – no concerns or issues raised.
- b. **ARC** – 22 Yankee – swing set approved.
19219 Dogstreet – patio approved.
- c. The next BOD meeting is scheduled for Wednesday, September 11, 2013 at 7pm.
- d. The 2014 Annual meeting is scheduled for Wednesday, May 14, 2013 at 7pm.

II. Association Business –

- a. Financial statements, including balance sheet, through/as of 6/30/13 were provided by PMP.
- b. Motion by Dave, second by Scott to approve the minutes from the 3/13/13 BOD meeting. Motion unanimously approved.
- c. **Motion by Lorraine, second by Scott to elect Ken Lord as President, Scott Rinebolt as Vice-President and Dave Reichenbaugh as Secretary/Treasurer. Motion unanimously approved.**
- d. Motion by Dave, second by Scott, to ratify the electronic decision to have the Association mow the property of account #92452 on an as needed basis, assessing the cost of this service to account #92452. Motion unanimously approved.
- e. Motion by Scott, second by Lorraine to ratify the electronic decision to contract with TK & Sons to weed and mulch the front entrance feature area. Motion unanimously approved.
- f. Motion to open a Capital Reserve Account at Community Association Bank (CAB) by Lorraine, second by Scott. Motion unanimously approved.

- g. Motion to open a Contingency Reserve Account at Community Association Bank by Dave, second by Lorraine. Motion unanimously approved.
- h. Motion by Dave, second by Lorraine to allow Miriam Nova to include a real estate flyer with the community newsletter at a cost of ten cents per piece of mail plus copy charges if applicable. Motion unanimously approved.
- i. Motion by Dave, second by Lorraine, to contract with Bryan Babbington (the same contractor that the town uses for the SWM ponds) to mow the banks of the ponds once a month. Motion unanimously approved.
- j. Motion by Dave, second by Scott to hold Board meetings on the second Wednesday of January, March, May, July, September, and November beginning with the September 11, 2013 scheduled meeting. Motion unanimously approved.

III. Management Report

- a. Management report given by Keith Stains. The following items were discussed:
 - 1. Copy of Block Party invitation.
 - 2. Weeding/mulching and trees at front entrance feature.
 - 3. ARC log and ARC application.
 - 4. Compliance log.

IV. Pending Business

- a. Discussed status of closing the Smart Street account.
- b. Discussed status of closing the MVB account.
- c. Discussed the status of the speed bumps to be installed.

V. New Business

- a. None discussed.

VI. Executive Session

- a. Adjourned the Regular session at 7:42 and entered into Executive Session to discuss covenant violations.
- b. Adjourned the Executive session at 8:10 to re-enter Open session.

VII. Adjournment

On a duly made motion, the board voted to adjourn the open session of the meeting at 8:11PM.

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