

# Howe Farms BOD Meeting Minutes

September 16, 2015

## Quorum

Karen Sanzo,  
Gene Tromly

Skinner Jones  
Mary Underkofler

Tammy Frye

Kathy Cato

## Scribe

Mary Underkofler

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Meeting called to order @ 7:10 PM

## Agenda

### Old Business

- Approve minutes
- Officer reports
- New playground equipment
- Directory

### New Business

- Review roles of officers
- Holiday newsletter
- New Reserve Study
- Playground lights

### Members Present

Member, Vic Shellenberg attended meeting. He had a two concerns and one correction:

First, Pierre Forget is not an attorney. He said this needs to be changed in the minutes. Ms. Sanzo recognized the mistake and asked the Ms. Underkofler, to modify the July BOD minutes to reflect the correction.

Second, Mr. Schellenberg does not consider the money being spent on the tennis court a repair. Mrs. Cato interjected that she “felt the membership should have been informed about the resurfacing of the tennis courts and been allowed to vote on whether they wanted them resurfaced.” He considers it a “change”. He feels that this change to the tennis court should have been reflected in the 2015 budget. He is concerned that by not doing so, this gives the board a slush fund. Mr. Tromly reiterated that the work to be done on the courts was to keep it safe. That there are cracks that have formed from the wet winter that will only get worse from now on. He also stated that the work order is for repairs to the tennis court.

Mr. Schellenberg’s budget concerns lead to a discussion on the playground equipment. Mr. Meads is researching the possibility of replacing the equipment in the future. Ms. Cato stated that the 2008 reserve study states that the equipment has eight years of life left before it will need replacing. She also felt that the membership should

have more input on whether or not the equipment should be replaced. Ms. Sanzo agreed and suggested that the new website will make publicizing it easier. Mr. Tromly felt that if the general membership would like a say in the equipment expenditure they need to attend meetings.

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## Old Business

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### Minutes

- August minutes were approved
- Correction to July minutes: Pierre Forget is not an attorney so this will need to be struck from the minutes.

### Reports:

- President - None
- Vice President - Absent. However, Mr. Tromly gave a report in Mr. Meads absence. Mr. Meads will be meeting with regional manager of Miracle playground equipment. He chose this company because it was in Chesapeake. Mr. Meads is aware the we need three different quotes before we decide. Ms. Sanzo noted that before any decision ~~can~~ can be made, the board should get membership input.
- Treasurer - Reserved for Executive Session
- Architectural Review Committee - None
- Common Grounds -
  - Mr. Tromly state that the newly installed common area cameras have been taking pictures of deer only because motion detector is set for the night. After 16,000 pictures Mr. Tromly said he will have to changed the batteries. Also, there has been no vandalism of the tick signs thus far. Motion was approved to repay Mr. Tromly \$49 dollars for a stepladder that he purchased in order to replace camera batteries. It will be kept in the shed.
  - Tennis Court resurface begins Monday, 21 September barring bad weather. Once they being the tennis courts is will take 10 days. Mr. Tromly stated that he will take pics of at the process and post them.
- Membership - Ms. Cato mailed third quarter newsletter to non resident members. She will turn in the receipts for the cost of the mailing. On the progress of the directory, she stated that only six members have returned the questionnaire. It was decided that putting

it on the website may help. Ms. Cato also wanted it to be made clear that if you want a directory, the member must submit their own information. Mrs. Cato recommended that a directory not be given to residents not providing input. Also the copier contract will be ending in December.

- Secretary - none
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( Continued below)

### **New Business**

- Review of Officer Roles Ms.Sanzo read the roles of each officer. After some
  - discussion it was decided that some of the duties of said officers are obsolete and need to be reviewed. (Some of the duties are redundant with Berkley Management.) Ms. Sanzo suggested that Mr. Meads, in his role as Vice President, should form a rules committee to address the needed changes.
  - Holiday Newsletter Ms. Sanzo set a deadline of November 7 for submissions for the holiday newsletter. It was decided that Mary Underkofler would take up the role of assembling the newsletter as dictated by the bylaws. Ms. Frye assembled the third quarter newsletter. Ms. Sanzo said she would look into selling ad space and hiring a company to put label and mail the newsletters. .
  - Reserve Study Since the last professional reserve study was conducted in 2008, Ms. Sanzo will ask Mr. Pierre Forget of Berkley Management to give us a bid for a new Reserve Study. A motion to conduct a new reserve study at a cost of \$2,200 was approved to be in compliance (a new reserve study must be conducted every years).
  - Playground Lights A motion was approved to turn playground night lights of October 1, 2015
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## **Addendum**

Kathy Cato “was asked at the last meeting to coordinate with Becky Thompson and set up the Christmas Eve Parade. Gene Tromly said he was going to write the newsletter article.

I didn't see this mentioned of this in the minutes.”

(Continued below)

## **Executive Session**

Meeting went into Executive Session 9:40 PM

Property 1. Discussed

Property 2. Discussed

Property 3. Discussed

## **Adjourn**

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Meeting was adjourned @ 9:50 PM

Note: The Addendum, notes are reported by Kathy Cato.



