

Elkridge Crossing Master Community Association Inc.

ANNUAL MEETING - MEETING MINUTES

12/13/2018 6:00 PM

I. CALL TO ORDER

- A. Barry Mehta called the Board meeting to order
6:00 PM at Howard County Library - Elkridge Branch - Hockley Meeting Room.

II. ROLL CALL

- A. Board Members Present:
✓ Barry Mehta (President), Chetan Mehta (Secretary) and Monica Leid (Resident Board Member)
- B. Others Present: (Managers/Employees)
✓ Timothy Dadourian (Master HOA Property Manager)

III. CHANGE IN BOAD OF DIRECTORS

- A. Barry stated Dr. Charu Mehta has resigned from the Board of Directors due to health issues and her resignation was accepted. Chetan Mehta has joined the Board of Directors in her place.

IV. FINANCIAL REPORT

- A. Timothy Dadourian presented 2018 financials / year-to-date actuals vs. budget (report attached)
- B. Timothy Dadourian presented 2019 budget (report attached)

V. 2019 BUDGET ACTION

- A. 2019 budget was read and voted upon by Board of Directors
- B. Actions (votes) taken in Executive session were:
✓ passed

VI. PROPERTY MANAGEMENT REPORTS

- A. Timothy Dadourian requested resident and/or sub-hoa participation in watering new plants (est. completion spring 2019)
- B. Timothy Dadourian explained the proposed barrier arm gates at the Doctor Patel Dr entrance at Route 1 to eliminate all through traffic entering or exiting the community. The project was differed until community is fully developed to reduce individual cost of project.
- C. Timothy Dadourian discussed snow removal. Xsealer Asphalt Maintenance is handling removal this year. They have already performed one treatment a few weeks ago where they plowed and salted the community. They are using pet friendly sidewalk salt for the walkways. Individual walkways to doors of buildings/units nor driveways are being cleaned or treated by them as they are not the Master HOA's responsibility.
- D. Timothy Dadourian explained the revised parking policy proposal. Tim stated the Board made a few changes to the recommended policy and has received feedback that some residents don't want to register their vehicles. An alternative to registering would be to issue hang tags to all residents and by displaying the hang tag it would show that your vehicle belongs in the community. To receive a hang tag residents would need to provide name, address, email and phone number. If Tim or the Board needed to contact a vehicles owner, they could lookup the hang tag number and contact the person that tag is assigned to. There would be no need to provide license plate number, VIN, vehicle description or drivers license number. The Master HOA would issue 2 resident + 1 guest hang tag to each unit in the community. Parking discussion took place among attendees with the final outcome being additional parking committee meetings.

VII. NEW BUSINESS / FUTURE PLANS

- A. The Board of Directors did not adopt the parking policy. It will be re-evaluated by the parking committee. A future meeting will be held to finalize and adopt the new policy.
- B. An action plan was requested with dates the Master HOA will have items completed by. (see attached)

VIII. ADJOURNMENT

- A. There being no further business the meeting was adjourned at 12/13/2018 7:40 PM.

BOARD CERTIFICATION & APPROVAL OF MINUTES:

"This is to certify that the Elkridge Crossing Master Community Association Inc. is a MD Nonprofit Mutual Benefit Corporation; that the Board is duly constituted; has made all decisions based on reasonable investigation, in good faith and with regard to the best interests of the community and its members; has exercised discretion within the scope of it authority under relevant statues, covenants and restrictions in discharging its obligations; and hereby approve the authenticity of actions reported in minutes of this meeting."

APPROVED:

President B. Mehta

DATE 1/30/2019

Attachments:

Exhibit 1 – Howard County Development Plans Disclosure: Sec. 17.502

Exhibit 2 – Action Plan

Exhibit 3 – Income/Expense Statement

Exhibit 4 – 2019 Budget

Howard County Development Plans Disclosure

Sec. 17.502. - Notice to buyers of new or resale homes of the availability of plans for road construction and land use in the County.

(a)

Sellers of new or resale homes shall notify buyers that the property may be affected by plans for roadway capital improvements and land use in Howard County and that such plans are available for examination at the Department of Planning and Zoning, 3430 Courthouse Drive, Ellicott City, Maryland 21043. Such notice shall take the following form:

(1)

Each contract for the sale of real property shall contain a clearly identified provision that notifies a prospective buyer of the buyer's right to examine the current Howard County general plan maps and current generalized zoning map.

(2)

A prospective buyer shall indicate by signing an addendum to the contract or a separate section of the contract printed in boldface type, that:

(i)

The seller has notified the buyer of the buyer's right to examine the current general plan maps and current generalized zoning map; and

(ii)

The buyer acknowledges such notification by the seller and understands that in order to become fully informed of current and future roadway improvements and land use plans, the buyer should consult the Howard County Department of Planning and Zoning, 3430 Courthouse Drive, Ellicott City, Maryland 21043.

(3)

A seller of a new home shall have available in a model home or sales office a copy of the current general plan maps and generalized zoning map for Howard County. If a model home or sales office is not located in the same subdivision as the property, the seller of a new home shall have a copy of the maps available at the property.

(4)

If notice of the availability of the general plan maps and generalized zoning map is provided to the buyer at the time of or within two days of entering into the contract of sale, then, not later than 11:59 p.m. on the second County Government business day immediately following the date of the buyer's acknowledgment of availability of the maps as required by this section, the buyer shall have the right, upon written notice to the seller, to rescind the contract of sale and to receive the return of all deposit money paid. If notice of the availability of the maps is provided to the buyer more than two days before entering into the contract of sale, then the buyer shall not have the right to rescind the contract of sale.

(b)

A contract of sale for a new or resale home shall include as an addendum or as a separate section of the contract a notice advising the buyer of the buyer's rights as set forth in subsection (a) of this section.

(c)

The failure of the seller to provide notice of the availability of the maps required by this section or to include the notice required by this section in the contract of sale shall not cause the contract of sale to be invalid, void, voidable, or otherwise unenforceable by the seller or buyer.

Elkridge Crossing Master Community Association Inc. 2019 Action Plan – Expected Completion Dates

Exhibit 2

Replace plastic buckets (DD & ECW) and add one dog waste station Darby Downs
February 2019

Community wide litter pickup including hills around pond
February 2019

New mulch and edging
April 2019

Hardscaping (concrete work)
Walkways between 2-Over-2's – April 2019

Replace dead (as determined by an arborist) and missing trees
May 2019

Install plants in planter boxes on Elkridge Crossing Way
May 2019

Install plants around new walkways
May 2019

Overseeding
June 2019

Line stripping on Daniel John Dr.
June 2019

Elkridge Crossing Master Community Assoc

Income/Expense Statement
Period: 12/01/18 to 12/31/18

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
INCOME:								
05111	Assessment Income	13,356.00	14,629.71	(1,273.71)	169,266.27	175,556.30	(6,290.03)	175,556.30
05130	Capital Contribution	.00	.00	.00	1,755.00	.00	1,755.00	.00
05330	Interest Income-Reserves	17.04	.00	17.04	191.81	.00	191.81	.00
05335	Interest Income-Owners	.00	.00	.00	256.45	.00	256.45	.00
05401	Bad Debt	.00	(438.90)	438.90	.00	(5,266.69)	5,266.69	(5,266.69)
05510	Late Fees	195.00	.00	195.00	2,926.57	.00	2,926.57	.00
05540	Legal Fees Recovered	132.72	.00	132.72	3,391.67	.00	3,391.67	.00
	Subtotal Income	13,700.76	14,190.81	(490.05)	177,787.77	170,289.61	7,498.16	170,289.61
EXPENSES:								
Operations								
06510	Repairs & Maintenance	.00	.00	.00	1,856.04	.00	(1,856.04)	.00
06512	Pet Waste Expense	288.00	208.37	(79.63)	3,361.00	2,500.00	(861.00)	2,500.00
06530	Grounds Care	1,590.00	3,750.00	2,160.00	49,406.00	45,000.00	(4,406.00)	45,000.00
06550	Snow Removal	.00	2,916.63	2,916.63	29,323.60	35,000.00	5,676.40	35,000.00
06560	Stormwater Management	.00	.00	.00	570.51	.00	(570.51)	.00
	Operations	1,878.00	6,875.00	4,997.00	84,517.15	82,500.00	(2,017.15)	82,500.00
Administration								
07710	Management Fees	618.75	2,083.37	1,464.62	7,315.00	25,000.00	17,685.00	25,000.00
07720	Insurance	.00	166.63	166.63	2,210.00	2,000.00	(210.00)	2,000.00
07730	Legal Fees	2,064.40	666.63	(1,397.77)	10,747.40	8,000.00	(2,747.40)	8,000.00
07735	Office/Postage Expense	44.87	200.00	155.13	1,325.20	2,400.00	1,074.80	2,400.00
07740	Return Payment Charges	20.00	.00	(20.00)	(80.00)	.00	80.00	.00
07741	On site Management	18,200.00	.00	(18,200.00)	18,200.00	.00	(18,200.00)	.00
07745	Accounting Fees	995.00	666.63	(328.37)	1,395.00	8,000.00	6,605.00	8,000.00
07750	Taxes & Licenses	.00	250.00	250.00	25.00	3,000.00	2,975.00	3,000.00
07761	Parking Plan Administration	.00	166.63	166.63	.00	2,000.00	2,000.00	2,000.00
07762	Signs	.00	83.37	83.37	.00	1,000.00	1,000.00	1,000.00
07763	Onsite Maintenance	.00	333.37	333.37	600.00	4,000.00	3,400.00	4,000.00
07764	Blacktop, Sealcoating/Striping	.00	2,083.37	2,083.37	40,088.00	25,000.00	(15,088.00)	25,000.00
07795	Miscellaneous	(15,700.00)	.00	15,700.00	.00	.00	.00	.00
	Administration	6,243.02	6,700.00	456.98	81,825.60	80,400.00	(1,425.60)	80,400.00
Utilities								
08610	Gas & Electricity	1,397.03	1,500.00	102.97	16,802.70	18,000.00	1,197.30	18,000.00
08612	Water & Sewer	.00	.00	.00	180.10	.00	(180.10)	.00
	Utilities	1,397.03	1,500.00	102.97	16,982.80	18,000.00	1,017.20	18,000.00

Elkridge Crossing Master Community Assoc

Income/Expense Statement
 Period: 12/01/18 to 12/31/18

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
Reserve								
09910	Reserve Transfer - Replacemen	884.20	884.19	(.01)	10,610.40	10,610.39	(.01)	10,610.39
09980	Reserve Transfer - Interest	17.04	.00	(17.04)	191.81	.00	(191.81)	.00
	Reserve	901.24	884.19	(17.05)	10,802.21	10,610.39	(191.82)	10,610.39
	TOTAL EXPENSES	10,419.29	15,959.19	5,539.90	194,127.76	191,510.39	(2,617.37)	191,510.39
	Current Year Net Inc/(loss)	3,281.47	(1,768.38)	5,049.85	(16,339.99)	(21,220.78)	4,880.79	(21,220.78)

ELKRIDGE CROSSING MASTER COMMUNITY ASSOCIATION, INC

2019 APPROVED OPERATING BUDGET

INCOME

Association Fees - 220 units @ \$55/unit	\$145,200.00
Commercial - \$1.90/sf (based on 15,977 sf)	\$30,356.30
Projected Bad Debt @ 3%	\$5,266.69
TOTAL PROJECTED NET INCOME	\$170,289.61

ADMINISTRATIVE

Audit Fee	\$3,000.00
Payment Coupons	\$600.00
Site Management Fee - MD Services	\$19,800.00
Financial Management - MRA	\$25,000.00
Audit & Tax Preparation	\$3,000.00
Legal Fees	\$8,000.00
Office	\$2,400.00
Parking Plan Administration	\$2,000.00
Postage & Mail	\$800.00
TOTAL ADMINISTRATIVE	\$64,600.00

UTILITIES

Trash (100% Sub HOA Responsibility)	\$0.00
Insurance	\$2,300.00
Public Electric	\$18,000.00
TOTAL UTILITIES	\$20,300.00

GROUNDS

Signs	\$1,000.00
Onsite Maintenance	\$4,000.00
Dog Station	\$3,500.00
Mowing, Treatments & Landscaping (100% Master HOA Responsibility)	\$45,000.00
Snow Removal	\$35,000.00
Total Grounds	\$88,500.00

TOTAL EXPENSES	\$173,400.00
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TOTAL RESERVES

TOTAL RESERVES	-\$3,110.39
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