

WHITE HORSE PARK COMMUNITY ASSOCIATION BOARD OF DIRECTORS' MEETING MINUTES

-DRAFT-

March 25, 2023 Open Meeting.



Meeting Procedure: – Meetings are recorded by the Secretary to be used / deleted upon completion of the Minutes. The Lot Owners' *Open Forum* is scheduled before any vote is taken by the Board. The Board reserves the right to add and remove vote items during the meeting, and Agenda items may be added by the Board during a pre-meeting work session.

Call to Order 10:00am

Attendance: - Live - 20 / Zoom - 34 / Total lots represented = 54

Pledge of Allegiance

Introduction of Board Members:

Pat Heath - President

Tammy Franklin - Vice President

Brian Fenstermacher - Treasurer

Jon Gilmore - Secretary

Terry Lenhart - General Member

Approval of Minutes: Motion made by Jon Gilmore to approve the February 25, 2023 Meeting Minutes, Seconded by Tammy Franklin. The February 25, 2023 Minutes were approved unanimously by the BOD and attending Members.

Property Manager Report: Janice Carr offered a presentation. Highlights: 1) For those who rent a mailbox, be sure to use the proper address, which is 11647 Beauchamp Rd. (box #__ - not the Lot #), Berlin MD. 21811 2) The office is creating a list for Owners who need tree work. 3) Electric bills will be sent within a week and due on May 1st. 4) Boat and Kayak stickers are available in the Office - payment must go to Farmers Bank of Willards or through revopay. 5) The big rolloff dumpster is for Owners yard waste, tree trimmings, and small items. Not for Owner's or Contractor's construction materials. 6) Paperwork has been sent to Owners who plan on renting their unit, and a rental license needs to be provided by Worcester County, with attention on the maximum number of Tenants allowed. Check-in process for Renters has been streamlined in hopes to avoid backlogs of people wanting to check in. 7) Janice mentioned a big repair project scheduled for Wednesday, and the Park's water and electric service will have to be shut off for an undetermined period of time, possibly going into Thursday.

Treasurer Report: By Brian Fenstermacher: Brian read from his prepared Commentary which was made available at the meeting, and can be seen on the Park's website, here:

<https://0483b67.rcomhost.com/financials/>

Treasurer Report Approval: A motion was made by Jon Gilmore to approve the February 2023 Financial Report, seconded by Terry Lenhart. Approval was unanimous by vote of the Board of Directors and attended Membership.

Committee Reports:

***Marina Committee Members:** Phil Wood and Ted Pedzich. Phil was not able to attend the meeting, so Pat made a few statements in his place: Highlights: 1) New Flagpole should be in place by the 1st week of April. 2) All slips are filled with 9 Owners on the waiting list.

***ECC Committee Members:** Leroy Weinreich (Chairperson), Craig Small, Susan Waskey, Leroy Weinreich, Eugene Neighoff, Beverly Valtos . **Report by Leroy Weinreich:** 1) ECC permits need to be placed in a window. 2) There are now 5 Members on the ECC Committee and gathering points of view from fellow Committee Members can cause a delay in the final approval process.

***Clubhouse Committee Members:** Betty Michalak (Chairperson), Sandy Morgan, Julia Mummert, and Ginger Fromm. **Report by Betty Michalak, Clubhouse Chairperson,** Highlights: 1) Reminder of Coffee & Donuts set for Sunday 26th. 2) First 2023 Bingo will be held on April 22nd. 3) Donations of baked goods or other treats are appreciated. 4) No one under the age of 18 is allowed to attend the Adult Bingo games. 5) A Yard Sale will be held on May 13th - tables are available for rent @ \$10.00 each. 6) Volunteers are needed. 7) More details on upcoming events will be posted in the April Newsletter.

***Beautification Committee Member:** Terri Koller (Chairperson). **Report by Pat Heath:** Highlights: 1) As projects come up, announcements will be shared at Meetings or in a Newsletter.

New Business / Announcements:

***New due date for electric:** 1) Electric bills are invoiced and sent out on a quarterly basis. The first electric bill for 2023 will be invoiced on or about April 1st with a due date of May 1st. If an Owner falls behind with their payment by two electric bills (2 quarterly billings), the Owner's electric service will be disconnected.

***Collections:** 1: New Policy: Gate Cards will be deactivated when an Owner's account falls into collections. Gate Cards will be deactivated if an Owner's total balance past due reaches \$300.00, or if the past due balance reaches \$100.00 and is late by 90 or more days. Those Owners will have to ask the Office or Guard to let them into the Park. 2)Reminders: The due date for the first of two payments for Cable (in the amount of \$207.89), has changed from April 1st to May 1st. Brian apologized for any confusion caused by the recent invoicing for cable service. The increased total (\$165.00), in monthly dues needs to be shown in Owner's Revopay. Those with "autopay" have to make that change on their account. Owners using the manual option on Revopay should see the fixed payment amount change happen automatically.

***Zoom:** Jon reported that Chris Koawl will no longer be able to produce the Park's Zoom Meetings. Volunteers are needed in order to continue providing the Zoom Meetings. Questions can be directed to the office or to Jon Gilmore.

***Pool lift chair for people with disabilities:** Pat informed members of a request made from a Homeowner to investigate the possibility of installing an ADA approved chair lift at the park's pool. The Park's attorney Mr Almand has been contacted and the Board awaits his response. A copy of the ADA regulations & legal obligations was provided by Pat, at the meeting. This topic remains open but tabled for the time being.

Old Business / Unfinished Business:

***2023/2024 proposed Budget:** Pat mentioned the upcoming vote on the Park's newly proposed Budget, and that questions or concerns can be addressed during the upcoming Open Forum session which is scheduled prior to this item's vote.

***2023 Election Nominee Resume:** Terry Lenhart reminded Members that there will be 2 openings on the Board this year, to be voted for at the Annual Meeting in June. Both are 3 year terms. Resumes need to be received by the Secretary no later than May 10th. Ballots are mailed to Owners which must be returned to the office no later than June 23rd, or dropped off at the June 24th Annual meeting no later than 9:30am. Resumes should include a photo and summary of what the Candidate feels is important. The Candidate introduction to Members will take place at the April 22nd BOD Open Meeting. Brian Fenstermacher has already submitted his resume, seeking re-election.

***Worcester Co. letter to the WHP Board:** As a result of Owner's curiosity, Board President Pat Heath contacted Worcester County in regards to using the Gate Counts for tracking Owners who are exceeding the off-season occupancy limits. The County's response to Pat was made available at the meeting, indicating that White Horse Park is compliant with the County's request for information.

***Rentals / New Procedures:** Tammy Franklin shared details on the new rules and procedures which need to be followed by Owners seeking to rent their Unit. Highlights were that Owners must obtain a County Rental License, pay fees, abide by occupancy limits, and to share specific information with the office no less than 5 days prior to a Tenant's arrival. The advance notice is now required for the Office to prepare paperwork for Renter sign-in and registration.

***Change in the Selling Of Units (Ref. 2023 Rules & Regulations):** Tammy Franklin informed Members of a misquote made in the 2023 amended Rules & Regulations. The item related to the requirement for "Sellers" to provide a signed copy of the Sales Contract prior to the settlement date. The corrected instruction is to provide (to the Office), a signed copy of the Contract of Sale following settlement on the property. An apology to Members was offered.

***Cable:** Terry Lenhart covered this topic reminding Members that the current 5 year contract for the Park's cable service will expire in the year 2025. Research led to the conclusion that the contract could not be terminated sooner without being penalized. The Park's agreement with Mediacom is to purchase cable service at a bulk rate; the current cost being \$16,111.60 per month. Prior to expiration of the current contract, Owners will be offered a survey to help determine any future agreements or contract between Mediacom and the Park. The current contract does not include Wi-Fi service, which can be purchased by the Owner through Mediacom.

***Rules & Regulations:** Pat gave a brief summary of the newly amended and approved 2023 Rules and Regulations, revealing that some Owners feel like ample notification prior to the Board's vote was not provided to the Association. However, observation appears to show that no Owner has contacted the Board expressing questions or concerns with new Rules & Regulations.

*Open Forum Rules:

- * Please be respectful.
- * Limit 'the floor' to no more than 3 minutes per "lot".
- * Use a microphone when speaking.
- * State name and lot number prior to speaking.

* Open Forum:

Lot # 108 & 379: Thanked the Board, Committees, and Volunteers for serving the Community. Next was seeking clarity on what repair or improvement items require approval from the ECC, and what items can be done without ECC involvement. ECC Chairperson Leroy Weinreich responded, informing that an effort to streamline the approval process is in the works. In an effort to avoid any negative repercussions, it benefits the Owner to always fill out an ECC Application until an explicit set of guidelines can be voted on and put into action. Next was a request to the Board for improved advance notice when voting on changes to the Park's Rules, duly noted by the Board and Owner. Last was an update on where to dispose of yard waste etc - response being to use the large rolloff dumpster.

Lot #104: Q: Ask about ECC rules; could decking tread board on steps be replaced without an ECC Application?

A: ECC Chairperson Leroy Weinreich responded, "Yes".

Q / Commentary: Weaknesses in how payments are processed (via revopay) explains delinquencies in Owner's accounts. Owner seeks more functions including a coupon book.

A: [In an expansive exchange between the Homeowner, Board Members and input from Owner of lot #326], all shared experiences, problems, and options to Owners on how to make payments via revopay and track their accounts. A personalized account tracking program could be available to an Owner at their expense, however Brian considered it to be too expensive to purchase for the entire Association. Pat mentioned that the Board will continue to investigate ways to improve the [revopay / payment processing] system.

Lot #22: The topic covered was a request to consider improvements in the Park's access to those with disabilities, example being a chairlift installed at the Pool.

A: Pat mentioned that the Park's lawyer has been contacted, seeking his opinion on the association's obligations in relationship with Maryland's ADA laws.

Virtual (Zoom) Open Forum:

Lot #73 Q: What was the cost of the new Flagpole?

A: Cost is in the range of \$7,000.00 for a fiberglass pole and yardarm, installation included.

Lot #73 Q: What repairs are needed at the Skipjack bathhouse?

A: Janice explained an issue with a water valve that is located in the same area as an electric transformer and underground electric cables.

Lot #73 & Lot #322 Q: When will the electric be shut off for upcoming repair?

A: Wednesday and maybe again on Thursday of the coming week (March 29th & 30th).

Lot #125 Q: Ask if the Cable bill will be invoiced to Owners?

A: Invoices will be sent - w/payment due by May 1st.

Lot #322 Q: Could you have a list of routine maintenance vs an improvement ?

A: The Board will ask the ECC to come up with a list.

Lot #254 Q: Did the secretary say there would be no further Zoom??

A: Yes. Volunteers are needed if Zoom can continue. Jon is willing can coach interested volunteers.

Prior to closing the Open Forum Sessions: Pat asked if anyone else wanted to speak:

Prior to voting on the 2023/2024 Budget: Brian explained that there are 2 amounts that differ from the copy of the Budget provided today, vs what he shared at last month's meeting:

1) Billing for Cable is \$193,338.00.

2) In formulation of the Budget there were fractional values showing in the insurance columns when adding a 5% inflation factor. The result being that of the Park's budget for liability Insurance, which became \$27,500.00 vs the previous amount of \$27,501.00

Board Vote on open issues: The 2023/2024 Budget:

Board President Pat Heath called for a motion to approve the 2023/2024 Budget; Motion made by Jon Gilmore to approve and seconded by Brian Fenstermacher. Pat called for a vote, and the 2023/2024 Budget which takes effect on April 1st, 2023 was carried unopposed.

Motion to adjourn was called by Pat and seconded by Tammy. The meeting adjourned at 11:40am by majority vote.

Minutes (Draft) submitted by Secretary: Jon Gilmore 03/28/2023

Jon D Gilmore