

Minutes for Ellicott Mills Homeowners Association Board of Directors Meeting

Meeting Date: December 13, 2022 (rescheduled)

Attendees

President: Roni Boulware

Alexis Smirnow

Samone Wheeler (Guest)

Amir Kurdy (Guest)

This meeting was held virtually, via a Zoom session, after posting sign-in instructions to the community on our website.

Guest Remarks

Mr. Kurdy attended the meeting to receive guidance on the approved color palette for the community. President Boulware and Ms. Wheeler discussed the Board's ongoing efforts to create a new palette since the colors included in the original document are no longer available.

The meeting was adjourned due to lack of a quorum.

Ellicott Mills Homeowners Association
Annual Meeting Minutes
November 15, 2022

This meeting was held virtually, via a Zoom session, after providing sign-in instructions to the community on the website, by email announcement, and by postal mail.

Call to Order

President Boulware called the meeting to order at 7:07 pm. A total of 23 participants joined the Zoom session including 5 Board members and 4 guest speakers.

Minutes

The minutes from the 2021 Annual Meeting were made available to the community through the Ellicott Mills website.

Remarks by State/County Officials

Remarks were made by Senator Charles Sydnor, Delegate Sheila Ruth, Mandy Remell Director of Community Engagement for District 1, and County Community Police Officer Alisha Helphenstine.

Senator Sydnor provided updates on community updates and enhancements to Gwynn Oak Park, Community recreation centers, and the Woodlawn library. For the upcoming legislative session in early 2023, Senator Sydnor will focus on voting rights and traffic/speed cameras near school zones.

Delegate Ruth provided resources on finding updates on Security Square (<https://reimaginesecuritysquare.com/>) and the I-70 triple bridge project (<https://mdot-sha-i695-interc-at-i70-ba006223-maryland.hub.arcgis.com/>).

Mandy Remell discussed plans for the county obtaining a “Sustainable Community” designation. The county has fielded complaints regarding the pigeons congregating near the Loafer parking lot and will be addressing it.

Office Helphenstine reviewed the services her office can provide the Ellicott Mills Community.

EMHA Board Directors’ Reports

Board officers and directors gave brief reports.

Proposed Budget 2023

The treasure report discussed modifications to the budget to address the increased cost of managing dead/damaged trees that were a threat to safety and/or property. An arborist has been retained to assist with prioritizing trees for removal.

The proposed budget for 2023 was presented to those in attendance and questions and remarks from the membership were invited. The annual HOA dues amount for 2023 was increased to \$161 per household.

Adjournment

President Boulware moved to adjourn the meeting at 8:00 pm. The motion was seconded and passed unanimously.

Minutes for Ellicott Mills Homeowners Association Board of Directors Meeting

Meeting Date: October 4, 2022

Attendees

President: Roni Boulware
Vice-President Deborah Carter
Treasurer Eric Schielbaum
Calvin Wheeler
Melissa Grese
Alexis Smirnow
Jack Silverman (Guest)
Samone Wheeler (Guest)
Denise Howell (Guest)

This meeting was held virtually, via a Zoom session, after posting sign-in instructions to the community on our website.

Meeting Minutes

A motion was passed to approve the meeting minutes from the September 2022 monthly meeting.

Presidents Remarks

Reviewed agenda for Annual HOA meeting in November 2022. The meeting will follow the same agenda as last year. Vice President Moore will call the meeting to order, and the community's elected representatives are invited to speak (Senator Charles E. Sydnor III), lastly any other guests may provide remarks. This will be followed by updates from the various committee's (Open Space, IT, and architectural).

An email blast via MailChimp and a mailing through USPS will be distributed as soon as the budget has been approved. The information will also be posted on the Ellicott Mills website.

Open Space

Dog Waste Stations

After continued poor performance by the contractor hired to manage the dog waste stations, the Open Space Chair contacted a new vendor, who submitted a bid at \$3,585 per year. Additional bids were obtained costing \$4,200 and \$3,900 for the same service.

A motion was passed to approve ending the contract with the current vendor and signing a contract with the new contractor for \$3,585 per year. This rate was added to the CY 2023 budget.

Tree Planting

Howard County Ecoworks marked approximately a dozen sites in the open space with white flags to indicate where trees would be planted in the spring.

The Board reviewed a new quote for addressing the invasive stillgrass. The quote was for a non-selective herbicide which will affect other plants. The herbicide also includes a pre-emergent which will prevent the stillgrass seeds from sprouting in the spring.

Bike Path

The Board discussed receiving a new quote for repairing the arteries of the bike path, since more than a year has passed since the quote was received. Brainstormed additional plans for improving the bike path by adding benches. Since many large trees have been removed, there is space for these additions.

Trash Pickup

There have been many complaints regarding community members not following guidelines for trash pickup. Bins are left unsecured and bags are left out overnight, allowing the wildlife to spread trash over the community. A reminder on proper procedures will be sent via email blast and posted on the website.

Tree Removal

There are several large trees on Main Falls Circle and near the bike path that are hazards and must be addressed. A quote from a vendor will be obtained.

Large hole in Patapsco State Park

Baltimore County has been notified of the large hole that is forming in Patapsco State Park between Main Falls and Upper Mills Circle. The county acknowledges this issue, but indicated it would not be addressed in the immediate future.

Architectural review board (ARB)

Reviewed that modifications approved by the ARB must be completed within one year of the approval or they must be resubmitted.

There was concern regarding a community member who received ARB approval to build a shed over one year ago. The shed is too close to their neighbor's property line, violating Baltimore County regulations. The ARB will follow-up with the Baltimore County inspector.

Treasure

Open Space committee must review the budget for CY 2023 to ensure funds are available for landscaping and tree removal.

A resident who was delinquent in paying their CY 2022 dues requested that the Board waive the interest charged on the dues. No reason was provided. The Board passed a motion to not waive the interest for this resident. In the future, the Board will review such requests on a case by case basis.

The meeting was adjourned at 8:35 pm.

Minutes for Ellicott Mills Homeowners Association Board of Directors Meeting

Meeting Date: September 6, 2022

Attendees

President: Roni Boulware
Vice-President Deborah Carter
Treasurer Eric Schielbaum
Calvin Wheeler
Melissa Grese
Alexis Smirnow
Samone Wheeler (Guest)
Denise Howell (Guest)

This meeting was held virtually, via a Zoom session, after posting sign-in instructions to the community on our website.

Meeting Minutes

A motion was passed to approve the meeting minutes from the August 2022 monthly meeting.

Presidents Remarks

Welcome Baskets

New welcome baskets for new Ellicott Mills residents are being prepared for owners who recently moved in.

A new welcome letter, highlighting the resources available on the website and the role of the HOA, has been drafted and will be sent around to Board members for feedback.

Annual Meeting

The Board will begin to prepare for the HOA's annual meeting on November 15, 2022. The Board discussed having an in-person, virtual, or hybrid meeting. The Board will research logistical options for having a hybrid meeting allowing for some residents to attend in-person or virtually.

Dumpster Day

A dumpster day has not been scheduled yet this year; the Board will discuss it at the next meeting in October.

Open Space Committee Update

Dog waste stations

After a delay, the vendor has resumed pick-ups at the dog waste stations. Due to more community members using the service, the frequency of pick-ups will change from once every 10 days, to once every 7 days with an added cost of approximately \$15 a month.

Traffic Calming

The Board reviewed the process of petitioning for the installation of speed bumps on Upper Mills. The process requires 75% of residents to physically sign a form, rather than electronic signatures. Making the forms available at the Annual Meeting and Dumpster Day may help move the process along. OpenSpace has a template/example of form residents need to sign from a previous project. A traffic study will need to be completed.

Japanese Stillgrass

Invasive stillgrass remains a problem in the open space areas and community members have noted it in the backyards. The Board will distribute a fact sheet with links to more information and tips for dealing with the invasive plant by email and posted on the website.

Large hole in Patapsco State Park

Baltimore County has been notified of the large hole that is forming in Patapsco State Park between Main Falls and Upper Mills Circle. The county acknowledges this issue, but indicated it would not be addressed in the immediate future.

Changing Landscaping Dates

At the suggestion of a community member, the Board will contact GroundsHog to request that mowing is done not on a trash or recycling day.

Lincoln Woods Shed

While looking at the condition of the trees in the open space near Lincoln Woods, Board members noted that there were several sheds that were built either partially or entirely on Ellicott Mills open space. The Board will explore options for contacting the HOA that is responsible for those homes and reach out to the property owners.

Sapling Protection

Early next year, the Board will vote to purchase netting to protect the saplings that were planted this year from pests for approximately \$140.

Treasurer Report

Annual Budget

Treasure requests Committee Board chairs provide budget amounts for 2023 budget in September to develop the budget for November annual meeting.

There is approximately \$15,000 dollars remaining in discretionary funds for this budget year, with \$4,000 that was recently approved for use on tree removal.

Email and Website

The ARB email address is using approximately 80% of its email quota and will stop receiving mail once it goes over its allotted quota. ARB will review the account, delete messages, and empty the trash folder.

Architectural

The architectural committee continues to search for the original palette of exterior paint colors that can be used for single family homes and townhouses. It is not available in Google Drive or with previous ARB chairs. One option to identify colors that are close to colors used in the community through the Sherwin-Williams website.

A new batch of notifications for community members to address ARB violations was sent out.

The meeting was adjourned at 7:56 PM.

Approved Minutes for Ellicott Mills Homeowners Association Board of Directors Meeting Meeting Date: August 2, 2021

Attendees

President: Roni Boulware
Vice-President Deborah Carter
Treasurer Eric Schielbaum
Director Melissa Grese
Director Alexis Smirnow
Samone Wheeler (Guest)
Denise Howell (Guest)

This meeting was held virtually, via a Zoom session, after posting sign-in instructions to the community on our website.

President's Remarks

Meeting Minutes

A motion was passed to approve the meeting minutes from the June 2022 monthly meeting.

New Logo Contest

Potential new fall project for designing a new Ellicott Mills HOA logo with options of allowing the community to vote online and announcing the winner at the Annual Meeting in November.

Pride of Ownership

The winners of the annual Pride of Ownership Contest were announced via an email blast and posted on the website.

Single Family Homes: 1st Place - 13 Crooked Willow and 2nd Place - 7202 Upper Mills

Townhomes: 1st Place - 13 Island Run and 2nd Place - 8 Six Notches

President Boulware will notify the winners and provide their gift cards.

Traffic Calming

The Board reviewed the process of petitioning for the installation of speed bumps on Upper Mills. The process requires 75% of residents to physically sign a form, rather than electronic signatures. Making the forms available at the Annual Meeting and Dumpster Day may help move the process along. OpenSpace has a template/example of form residents need to sign from a previous project. A traffic study will need to be completed.

Dog Stations

The vendor who manages the dog waste stations continues to receive payment but not providing the services at the agreed upon frequency.

The cost of going to other vendors for the same service is much higher. Board members will research new larger waste containers to decrease how often they would need to be emptied.

- A motion was presented to terminate the contract with the vendor in August 2022. The Board unanimously voted in favor of ending the contract.

Treasure Report

There were 12 homeowners who did not pay annual dues and were sent to the attorney. No additional action is required from the Board.

Treasure requests Committee Board chairs provide budget amounts for 2023 budget in September to develop the budget for November annual meeting.

The cost of tree removal has exceeded the amount budgeted for 2022. Funds from the improvements to the bike path will be used to cover additional costs related to tree removal. The

community will not be exceeding its overall budget but funds are being reallocated. Other OpenSpace related projects such as managing the storm water on North Stead Court may also be addressed, but this project has not been voted on or approved by the Board. Quotes for managing dead trees that posed a threat to the community were recently obtained from multiple vendors, including Nationwide. Nationwide has an arborist on staff, who is willing to survey all trees in the OpenSpace and provide an assessment. By entering this type of arrangement there would be a discounted rate for removing trees or large branches. Nationwide is available to attend the EMHOA Board meeting in September 2022.

Architectural

Denise Howell will be assisting President Boulware and Samone Wheeler with architectural committee applications.

President Boulware will follow-up in writing with the community member who requested a meeting with the Board in July 2022 to discuss their violation of the architectural guidelines. The Board continues to look for feedback and ideas on improving the ARB review process.

OpenSpace

A new vendor for treating the invasive still grass growing in the community may need to be found. The vendor has not been responsive to requests for follow-up from the OpenSpace committee.

The OpenSpace committee partnered with Howard County Ecoworks (<https://www.howardecoworks.org/>) on a grant that received funding. Howard County Ecoworks will meet on site in the fall to plan for planting additional trees as part of this grant.

To help protect the saplings planted during the summer from pests, the Board is researching the purchase of nets (example -<https://amzn.to/3wMI9mf>)

The meeting adjourned at 8:20 pm. The next Board meeting is scheduled for Tuesday, September 6, 2022.

Minutes from June 7, 2022 Board of Directors meeting.

The meeting was called to order at 7:00 p.m.

The agenda items were emails to all members and asked for additional comments.

President Boulware then asked if anyone knew how the minutes from the previous meeting could be

approved by all members considering they were recorded in the cloud. Deborah Moore, VP and Eric

Schleibaum, Treasurer chimed in with the statement that this step would be tabled until the minutes are made available.

Item 3, guest remarks – Welcome Denise and Peter.

Denise Howell, getting the lay of the land to get to know everyone and what's going on. She's interested

in being on the mailing list. Melissa and Calvin spoke about having her added to the master list about the

new trees being planted. Alexis is going to add Denise to the master spread sheet

Presidents report –

Board vacancies – until these positions are filled, the president asked if we could have shared responsibilities. These positions include social

Deborah Moore, can you take on the responsibilities of sending out resale packages.

Samone Wheeler has been prenominal in helping with ARB violations

New homeowner welcome baskets

Pride of ownership – After a brief explanation of the task, Melissa will take on this task with shared

voting from others on the board.

Movie Night – Peter T VanSickler. Explains the idea of pop up movie night in the open space.

This is not really a scheduled or planned event. He's willing to bring his equipment and wants to ensure there will be support to protect the large screen and other electronic equipment. He's willing to run the equipment, but will not be able to watch children.

Area to be considered, Open space next to Clarence's house. Sound is going to be projected into the wooded area, cars will also not be a hindrance from the position as well as not trespassing on a person's personal property.

Calvin asked if Peter would be in attendance the entire time. Can we ask Clarence for the use of power, if not, Peter has a portable generator. Calvin suggested we give Clarence a small stipend for the use of his electricity.

Deborah, likes the idea, but is concerned about the community response. Calvin will speak with Clarence about the idea and then get back to Peter before scheduling. Calvin, spoke about a port-a-potty for the movie night. Will speak to Clarence about some details considering he has had them

Kudo's to Samone for getting the trees planted.

Thank you to Samone for her amazing help with the ARB violations. Samone suggested a few HOA

violation vendors. Samone shared some information on some of the vendors: HOALife, CC & R Violations,

Manage Casa, Payhoa.com, Smartwebs.com. This was a brief overview. No details
For example: Monthly subscription of \$95 month and .25 per unit. She also went through the entire process of ARB with follow up for violations and how overwhelming this task can be. Suggest Samone sends an email to the board so that each person will have an opportunity to review the different options that are available. Melissa asked a question about some of the additional features that would be made available. Eric only wants to make sure it integrates with QuickBooks.

-Having a contest to revise our logo. Any suggestions or opinions. How do we do this? How do we get people involved?

*Eric, presented the budget and discussed our current financial status. As of 5/31 \$120,770.62 in cash and \$79K checking account balance. During the month of May a considerable effort has been made to get the outstanding dues collected. 19 paid, 36 unpaid. He's going to make a motion to send the remaining to the attorney for collection. As of May, total income \$58,500, 56,963 budget. Spent \$10,210, budget 17,000. Haven't paid Ground Hog. Dog stations are paid on a regular basis, just having some health problems. Calvin has an invoice for \$230.00 for watering of the new trees. Will be done as needed. Roni, suggested that we think about a "middle" step of adding a HOA late fee before sending persons to the attorney. Alexis deleted the email account that was getting aggressive spam. She will also try to find out where the requests go when a person applies for the newsletter. At the moment, there are no resale requests. Calvin – 3 trees that need to be addressed. Slitting Mill, Island Run. They will only be cut to 10-15 feet. Melissa would like to know if we have consulted an arborist. Eric would like to look at the trees from a financial point of view, considering we live in a state park. Melissa suggested we hire an arborist. Question for Calvin. Is the stilt grass on your radar, bamboo. Melissa would like to get in touch with the stilt grass vendor to give suggestions on other options for addressing the problem. In terms of projects, we are not going to do the arteries on the path, but instead work on the storm water in the town house area. That is an important project.

Calvin, do we still have block leaders? He asked because of speed on Upper Mills Circle. We would need

about 75% people to assist with signing the petition.

Maybe we could re-instate the block captains. Roni will check the google drive to see if we have the names of those who previously on the list. Calvin will have the form. Need physical signatures.

Samone –reminder of the contractor for the stilt grass

Ice Cream social, maybe the 2nd Saturday in July or August.

It was voted on and agreed to not having a meeting in July. All agreed and the meeting was canceled.

The meeting was adjourned at 8:30

Draft Minutes for Ellicott Mills Homeowners Association Board of Directors Meeting 5 April, 2022

This meeting was held virtually, via a Zoom session, after advertising sign-in instructions to the community on our website.

Present:

President Veronica Boulware

Vice-President Deborah Carter

Treasurer Eric Schleibaum

Director Alexis Smirnow

Director Calvin Wheeler (joined the meeting at 8:07 pm)

Director Angela Gresham

Director Melissa Grese

Secretary Susan Bachus

John Carter (guest)

Samone Wheeler (guest)

Noting the presence of quorum, President Boulware called the meeting to order at 7:07 pm.

(M) Treasurer Schleibaum moved to approve the meeting agenda. The motion was seconded and passed unanimously.

(M) Treasurer Schleibaum moved to approve the March 2022 meeting minutes. The motion was seconded and passed unanimously.

Guest Remarks: none

President's Remarks:

President Boulware gave the President's remarks. She noted that water run-off concerns may necessitate delaying repairs of the bike paths.

(A) Director Wheeler will explore solutions to the water run-off problems with Groundshog & Co.

Treasurer's Remarks:

Treasurer Schleibaum gave the financial report. 26% of owners have not yet paid the 2022 fee.

(M) President Boulware moved to send all owners who have not paid for 2022 by May 1 to the attorney

for collections. The motion was seconded and passed unanimously.

Architectural Matters:

President Boulware reported that a request for a fence was approved in March.

Open Space:

Samone Wheeler reported for Open Space. Several proposals from Groundshog & Co. were discussed.

(M) President Boulware moved to approve a proposal from Groundshog & Co. to plant ~ 150 saplings for \$4928.40, to be paid for with the \$5,000 grant obtained by Samone Wheeler. The motion was seconded and passed unanimously.

A company has offered to plant fruit and nut trees in the community, should their grant proposal be funded.

(M) President Boulware moved to provide a letter of support for this grant proposal. The motion was seconded and passed unanimously.

(T) The stilt-grass treatment proposal was tabled.

(M) President Boulware moved to investigate the need for a speed bump on Upper Mills Circle. The motion was seconded and passed unanimously. The motion was seconded and passed unanimously.

It was noted that some disabled vehicles have been removed from the community.

Projects: Bike path repairs are on hold.

Activities/Events:

Earth Day will be held April 9 and students will be offered credit for contributing to clean-up efforts.

The rain date will be April 22.

(M) Noting that there was no need for Executive Session, Treasurer Schleibaum moved to adjourn at 8:45pm. The motion was seconded and passed unanimously.

(A): action item (M): motion (T): tabled

Respectfully submitted by Secretary Bachus