

Carrolltowne Association, Inc.

MEETING MINUTES

January 5, 2016 at 7:00 p.m.
Carroll County Public Library—Eldersburg Branch

The Homeowners Association Meeting was called to order at 7:10 p.m. Board members present were: Chris Becraft, Jeremy Hagy, Kathy Russenberger, and Marie Torosino.

GameTime will be tearing out the old playground equipment tomorrow. Once completed, the new equipment will be installed.

For 2016, out of 259 homeowners, 154 homeowners have paid their assessments. There are still 20 outstanding assessments due from 2015 and second notices had been sent. After the second notice is sent, then past due assessments are referred to the HOA attorney for further action of the filing of liens.

For trash pickup, 113 homeowners have paid. One homeowner is moving out in the fall and asked if they could make quarterly payments to Republic. They have paid through April, so new homeowners can sign up and take care of that at closing along with their assessment dues.

Republic had quoted a slightly lower price for yearly trash pick-up than what was indicated in the HOA newsletter. The credit in the trash account will go towards next year's trash charge. If the homeowner does not pay for the trash service by February 1, the service will be stopped.

The leaves were blown out of the tennis court and one net was removed because it was not salvageable. Courts may need to be resealed next year and quotes will be obtained. The HOA may want to look into possible options of what to do with the tennis courts, and look into the options for fence repair or replacement. This item will be tabled for future discussion.

Chris B. visited and talked to the son of the homeowner at Slacks and Macbeth regarding items in the driveway. The son said his father, the homeowner, passed away and the family is trying to clean out the house. HOA gave a verbal warning asked them remove the items as soon as it was feasibly possible.

Agenda items for the annual meeting were discussed. For 2015 accomplishments—replacement of signs on Gemini and West Hemlock, landscaping, communication through Facebook, new website, and e-mails, playground equipment, neighborhood block party, Halloween Parade, Easter egg hunt, yard sale in spring and fall, and new playground equipment. For 2016 plans—initiate a playgroup on Saturdays, options for the tennis court, storm water management project, need for HOA volunteers, and neighborhood clean-up. An agenda will be put together and e-mailed to HOA board members for their review.

The budget for 2016 will be prepared for the annual meeting.

An e-mail was sent to the County regarding completion of the storm water management project and what the County's plans are for completion.

The annual HOA meeting will be Sunday, January 17 at 1:30 p.m. in the large conference room at the library.

The next HOA Board meeting will be Tuesday, February 2 at 7 p.m. in the small conference room at the library.

There being no further business, the meeting was adjourned at 8:25 p.m.

Respectfully submitted,



Marie A. Torosino
Recording Secretary

Carrolltowne Association, Inc.

MEETING MINUTES

January 17, 2016 at 1:30 p.m.
Carroll County Public Library—Eldersburg Branch

The Annual Homeowners Association Meeting was called to order at 1:35 p.m. Board members present were introduced: Chris Becraft, President; Jeremy Hagy, Vice President; Kathy Russenberger, Member at Large; Julio Pineda, Member at Large; and Marie Torosino, Secretary. Jessica Becraft, Communications Director was absent. There were 14 homeowners present.

Chris B. reviewed the accomplishments for 2015:

- Two new neighborhood entrance signs were purchased and installed on Gemini and West Hemlock.
- Landscaping around the sign on Gemini was completed. West Hemlock landscaping around the sign will be completed in the spring.
- HOA is heavily involved with the County concerning the storm water management facility completion. Meeting being scheduled with the Director to discuss the unsatisfactory work and when we can expect the project to be completed. HOA is working to rectify that situation, but it has been frustrating dealing with the County.

The County funded this project as part of the Clean Water Act to improve the drainage and bring it up to State standards. Drainage from the mall and school all go to this area. If the County had not taken over the storm water management project, it would have required a large amount of money from the HOA to upgrade and maintain it. Further discussion on getting the community involved in putting pressure on the county, contacting our County Commissioner, possibility of health issues with mosquitos developing in any standing water, how the drainage works, and documented requirements.

- Quarterly newsletter was established, and positive feedback has been received from the community. However, it is expensive to print and mail. Possibility discussed to go digital to help lower the costs. Newsletter is posted on the HOA website and could be e-mailed to those homeowners who we have e-mail addresses for.
- Communications with the community being done via Facebook and on the new HOA website established on Wikispaces.

- Easter Egg Hunt, small block party and Halloween parade held this year. There was a great turnout for these events.
- Community yard sales held this year in the spring and fall.
- Current playground equipment was becoming too dangerous to use and was in need of replacement. The HOA obtained bids for new equipment. HOA looked at cost options, requirements to install, quality of the products, and commercial grade equipment so that it would not have to be redone again in a few years.

Chris B. reviewed the plans for 2016:

- Now that there is new playground equipment, creation of a once or twice a month Saturday play group was suggested.
- Tennis courts – Since there seems to be a lack of use of the tennis courts and there are repairs that need to be done, the HOA is looking to the community for any suggestions. There was further discussion on the suggestion of a basketball court and the positive/negative factors.
- Eldersburg Commons—Mall owner has moved the storage containers that were on the back parking lot and fixed the split rail fence along Gemini Drive.
- Work will continue with the County on the storm water management completion.
- HOA is looking for volunteers to become involved with the Association, particularly someone with accounting experience.
- Possibly hold a neighborhood cleanup day. HOA has received several complaints about the conditions of some of the properties and the negative impact it has on the neighborhood. HOA has had one-on-one conversations with some property owners where complaints have been received.

Budgets and Liens -- The 2015 actual budget and the proposed 2016 budget was discussed in detail, particularly playground equipment, new signs, lawn mowing, and legal fees. Also discussed was the substantial number of delinquent assessment payments for both current and past years. Each year a homeowner receives two notices and then the third notice comes from the HOA attorney. If the HOA attorney files a lien against the homeowner, then there are additional fees that are added to the assessment. The HOA recovers monies owed when liens are satisfied. However, when bankruptcy is filed, the HOA loses all the monies owed. This occurred recently where a homeowner filed for bankruptcy and owed the HOA seven years of assessments and fees,

The HOA is trying to stay within the budget to be able to continue the \$90 yearly assessment.

The HOA is again holding a raffle for those homeowners who are up to date with past assessments, have no liens on their property, and paid their current assessment by the due date. There were 130 out of 259 homeowners that qualified. The drawing was held at the meeting. Winners were:

- 1st prize – refund of \$90 assessment – Lot 185 – 6719 Macbeth Way
- 2nd prize – \$50 VISA gift card – Lot 3 – 1731 Gemini Drive
- 3rd prize – \$25 VISA gift card – Lot 186 – 6739 Macbeth Way

There being no further business, the annual HOA meeting was adjourned at 2:30 p.m.

Respectfully submitted,



Marie A. Torosino
Secretary

Carrolltowne Association, Inc.

MEETING MINUTES

March 1, 2016 at 7:00 p.m.
Carroll County Public Library—Eldersburg Branch

The Homeowners Association Meeting was called to order at 7:06 p.m. Board members present were: Chris Becraft, Jessica Becraft, Jeremy Hagy, Kathy Russenberger, and Marie Torosino.

Jessica B. said that the library has requested use of the HOA tennis courts for a program call "Girls on the Run". The program runs from March through May on Mondays and Wednesdays from 4:00 to 5:15 p.m. The library will be responsible for any liability. HOA Board agreed and the signed form was returned to the library.

The HOA post office box at the Sykesville branch has been renewed for the year.

Regarding the storm water management project, the HOA has been attempting to schedule a meeting with the County to discuss completion of this project and ask them to submit in writing to the HOA what will be done and a completion date. All contact information has been placed on Facebook for residents to call the County if they wish to try and apply some pressure also. When a meeting is scheduled, the information will be placed on Facebook.

One bank debit card will be obtained in the name of one HOA Board member. This will enable the HOA Board to complete transactions via on-line. The debit card will be used only for budget items not associated with any social activities. Treasurer Jessica Becraft will maintain control of the card.

The spring newsletter was emailed to those on the HOA e-mail list, placed on the HOA website, and mailed to those residents for whom the HOA does not have an e-mail address. Currently, there are 190 e-mail addresses on file.

The Easter Egg Hunt will be held Saturday, March 26 at 3:30 p.m. in the tot lot.

The trash pick-up schedule for 2016 will be obtained from Republic and posted on the HOA website, Facebook and e-mailed. The yard waste information will also be included with the pick-up calendar.

Re-issue a check to Kathy R. to reimburse her for \$43.38 for 2015 yard sale advertising as well as a check for the \$12 overdraft fee.

The community yard sale is scheduled for Saturday, May 14. This will be followed by community bulk pick up the following Friday, May 20.

For the April HOA meeting, discuss play group dates, tennis courts and spring initiatives.

Due to the unavailability of the meeting room at the library, the next HOA Board meeting will be Tuesday, April 5 at 7 p.m. at the Becraft's residence.

There being no further business, the meeting was adjourned at 7:55 p.m.

Respectfully submitted,



Marie A. Torosino
Recording Secretary

Carrolltowne Association, Inc.

MEETING MINUTES

April 5, 2016 at 7:00 p.m.
HOA President's Residence

The Homeowners Association Meeting was called to order at 7:03 p.m. Board members present were: Chris Becraft, Jessica Becraft, Jeremy Hagy, Julio Pineda, Kathy Russenberger, and Marie Torosino. Ryan, a homeowner, was also present.

This year's Easter Egg Hunt was a success. The Easter bunny was there to greet the 30 to 40 neighborhood children. Photos were posted on Facebook. Reimbursement for supplies was \$84.24.

Reimbursement for the \$25 and \$50 VISA gift cards totaled \$82.38 due to fees involved with this type of gift card. Next year, the HOA may want to consider purchasing a Target or similar gift card where no fees are involved. These gift cards were for the second and third place raffle winners drawn at the annual HOA meeting.

Reimbursement for the HOA newsletter supplies of stamps, envelopes, and mailing labels was \$50.99.

Chris B. renewed the lawn care contract for another year and there was no change in price. He gave the contractor a pre-payment of \$5,000 to cover the cuttings. Contractor will invoice every two weeks. HOA will keep a tally to see if a balance is due at the end of the year for any additional cuttings beyond the \$5,000.

The HOA spent \$300 for mulch and trimming of the trees around the sign on Gemini Drive.

Kathy R. suggested that the mower be reminded to cut behind and around the tennis courts and to blow debris off the tennis courts.

Jeremy H. said he renewed the HOA's website. The price doubled from last year and the cost is now \$100. Next year the HOA may want to look into a different provider if the cost continues to rise. Jeremy H. was reimbursed \$100.

Regarding the storm water management project, Chris B. has talked to Gail Engles, Carroll County Bureau of Resource Management Chief. Ms. Engles said the County is close to reaching an agreement with Black Oak concerning the cost split. The County released a Request for Proposal (RFP) to CJ Miller and is waiting on their proposal submission. As of April 1, the County said it will meet with the HOA in the next week or two. Chris B. is in contact with Ms. Engles every Friday for an update. The County will reseed the areas that are bare where the grass did not grow. The County will do a walk through with the HOA. HOA will let the community know when this meeting is scheduled. As information is obtained, it will be placed on the HOA Facebook page.

Jessica B. said the HOA received a request from a real estate company regarding the sale of the house on Gemini Drive. They have asked the HOA to submit a letter of compliance. Jessica B. will respond via e-mail to the real estate company.

Republic yard waste calendar for 2016 was e-mailed and placed on the HOA Facebook page.

A question was asked as to who is responsible for any sidewalk upkeep and repairs. Response was that it is the homeowner's responsibility.

Regarding the "no parking" signs placed on West Hemlock, the library had requested these signs for the front of their building, but apparently the County went all the way down the street to where the Carrolltowne sign is. E-mail will be sent to County to ask why they extended the placement of the signs.

Tennis courts discussion will be tabled until the May meeting. Tennis courts need to be resealed and lines re-painted. Suggestion to possibly make one into a basketball court with pole placed in the ground or free-standing. The Hilltop HOA has tennis and basketball courts in their development. Jeremy H. will contact them.

Ryan, homeowner, talked about the amount of traffic on Slacks and the cars speeding in the area. He contacted the County and they sent him a packet of information including a petition form to obtain signatures and then submit for a study. However, he said if the HOA requests the study directly, then the petition does not have to be submitted. There was some concern with the wording of the request that the HOA would have no say in what the end result would be. It was suggested that the homeowner talk to the Sheriff's Department first to have something set up on the road.

The first community play group at the Andylin tot lot will be Saturday, April 30 from 10 to 11 or 11:30 a.m. This will be more of a meet and greet with no structured activities. The HOA will provide a snack and juice. Jeremy B. will handle the first one. We will ask for volunteers to handle the monthly play group in the future.

Ads will be placed in the newspaper for the community yard sale scheduled for May 14. Signs will also be posted around the area.

The next HOA Board meeting will be Tuesday, May 3 at 7 p.m. at the Carrolltowne Library in the small meeting room. There being no further business, the meeting was adjourned at 8:02 p.m.

Respectfully submitted,



Marie A. Torosino
Recording Secretary

Carrolltowne Association, Inc.

MEETING MINUTES

June 7, 2016 at 7:00 p.m.
HOA President's Residence

The Homeowners Association Meeting was called to order at 7:03 p.m. Board members present were: Chris Becraft, Jessica Becraft, Jeremy Hagy, Julio Pineda, Kathy Russenberger, and Marie Torosino as well as a few homeowners.

Homeowners present brought up the issue of the work truck being parked on Overlook Court. Jessica B. said she talked to the truck owner. Owner is on call every night and with his company being located in Manchester, it is more convenient to have the truck available at home. When Jessica B. first talked to him, he felt bad that the homeowners were upset about the truck being parked there. HOA requested that he find an alternative place to park the truck. A follow up conversation will be held and if there are no results, then a warning letter will be sent by the HOA giving him 15 days to respond.

There is a POD located at a residence on Macbeth Way. Homeowner said that the basement flooded and the re-construction has been completed. Chris B. will follow up with homeowner about the removal.

Overgrown grass on Andylin and Gemini. After the HOA sent out an email to all homeowners reminding them about grass cutting being maintained, the homeowners of these two properties did cut their grass.

Trash and other items outside home at Macbeth Way. HOA has talked to the homeowner numerous times about the situation. Homeowner was given verbal notice that he has until the end of June to dispose of the materials. If no result, then a warning letter will be sent giving them 15 days to respond with a solution. Chris B. will follow up.

This year for the community yard sale, the HOA posted signs throughout the area, advertised on Craig's list and on various Facebook pages. Jan T. said she would volunteer to take care of signs and advertising for future community yard sales.

The quarterly newsletter is sent to homeowners via email. If the HOA does not have a resident's email on file, then that resident will be sent the newsletter through the mail.

Jon M. volunteered to over the HOA financial duties.

HOA held a discussion on billing issues from 2015 and earlier. Books are accurate for 2016. Third notices were sent for outstanding 2016 dues payments. Chris B. will look back in the history to see if any liens have to be updated. Liens have to be refiled at a certain point in time.

Jessica B. said complaints have been received concerning a resident on Phaedra Court burning trash. When the trash burning occurs, it was suggested that photos be taken and perhaps contact made with the fire department and/or Sheriff's office. HOA will send letter to homeowner about this issue so that we have something on file, giving them 15 days to respond.

Storm water management status. Jessica B. said there were two areas where the water was not draining and there was water pooling in these areas. Pictures were taken and sent to Gail Engles of Carroll County Bureau of Resource Management. There shouldn't be any standing water. Jeremy H. will contact the County to request they come and check it out.

Jeremy H. will be working on updating the HOA website with upcoming events and other news. HOA working on the development of a form for homeowners to submit regarding any issues in the neighborhood. Also forms were developed that are needed by realtors for sales of homes in the neighborhood.

The first play group went well and the second play group is scheduled for Saturday, June 25 at 10 a.m. at the Andylin tot lot. Snacks and juice will be provided.

The community block party is scheduled for Saturday, July 23 at 3 p.m. at the tot lot, with a rain date of July 24. HOA will provide hamburgers, hot dots and sodas. Homeowners are asked to bring a dish to share.

Jeremy H. said he received a message from Andy Dolan about a 5K or fun run or walk in Carrolltowne on August 6. HOA requested more details. Jeremy H. will get more information about the organization, specific plans, and what would the HOA's role be in the run.

The mower was sent a text and asked to hold off for another week or two before cutting grass in the storm water area and not to cut it if it is wet.

The next HOA Board meeting will be Tuesday, July 5 at 7 p.m. at the Carrolltowne Library in the small meeting room. There being no further business, the meeting was adjourned at 8:28 p.m.

Respectfully submitted,



Marie A. Torosino
Recording Secretary

Carrolltowne Association, Inc.

MEETING MINUTES

July 5, 2016 at 7:00 p.m.
Carroll County Public Library—Eldersburg Branch

The Homeowners Association Meeting was called to order at 7:05 p.m. Board members present were: Chris Becraft, Jessica Becraft, Jeremy Hagy, Kathy Russenberger, Jon Michael, and Marie Torosino.

The June 7, 2016 Minutes were reviewed and accepted.

The business truck that was parked on Overlook Court has been removed.

The POD located at a residence on Macbeth Way has been removed.

The e-mail reminder previously sent to all homeowners about grass cutting being maintained has helped.

In May, Chris B. talked to the homeowner on Macbeth Way regarding the trash and other items outside the home, and they were given until the end of June to remove the items. Since the items are still there, Chris B. will prepare a written warning letter from the HOA giving the homeowner 15 days to resolve the issue.

Jon M. said he would make signs for the upcoming Community Block Party.

The Community Block Party is Saturday, July 23 at 3 p.m. The HOA will supply hamburgers, hot dogs and sodas. Homeowners are being asked to bring a dish to share. Chris/Jessica B. will supply plates and cups. Jeremy H. will supply the rolls. The response has been good thus far.

Jessica B. said she went through the open invoices for 2015 and 19 seem to have not been paid, but this is unclear. Motion was made that a one-time amnesty period be granted for any outstanding dues in 2015, and to write off the amount of \$1,710 in the unpaid dues. However, this does not include previous years' dues that are owned or any liens. Motion made by Jessica B., seconded by Jon M., and the motion passed.

For 2016, 23 homeowners were past due and second and third notices were sent to the homeowners. By August 1, the account will be turned over to the HOA lawyer, and the homeowners will be charged fees associated with the past dues.

Jeremy H. said he received no further information from Andy D. concerning the 5K fun run/walk in Carrolltowne in August. He will inform Andy to come up with a plan for next year if there is still interest.

The HOA has received photos regarding the trash burning on Phaedra Court. On July 8, the HOA sent a warning letter to the homeowner.

In the storm water management area the grass is starting to grow. Kathy R. said she is stepping down for now with her involvement in this project.

The play group held in June at the Andylin tot lot was well attended.

Solicitors are still appearing in the neighborhood. Suggestion was made that residents call the companies and file a complaint.

Expenditures:

Insurance \$126.00

Lawyer \$157.50

Master Insurance \$3,331.00

The next HOA Board meeting will be Tuesday, August 2 at 7 p.m. at the Carrolltowne Library in the small meeting room. There being no further business, the meeting was adjourned at 7:53 p.m.

Respectfully submitted,



Marie A. Torosino
Recording Secretary

Carrolltowne Association, Inc.

MEETING MINUTES

August 2, 2016 at 7:00 p.m.
Carroll County Public Library—Eldersburg Branch

The Homeowners Association Meeting was called to order at 7:08 p.m. Board members present were: Chris Becraft, Jessica Becraft, Jon Michael, Julio Pineda, and Marie Torosino.

The July 5, 2016 Minutes were reviewed and accepted.

The Community Block Party on July 23 was well attended.

Jessica B. said third notices were sent out to 23 homeowners who still owed dues for 2016. Of that group, eight were paid. Two notices were returned by the Post Office marked "Vacant" (Macbeth Way and West Hemlock are bank owned). Another homeowner e-mailed the HOA last week asking if they could split the payment into two payments. In checking the records, they owe \$40 from 2014 and \$90 for 2016. She will be asked to submit one-half of the payment immediately and the other half by the end of September. Another homeowner contacted the HOA today and said they are sending the payment in. There are 11 homeowners that still owe dues for 2016. These 11 will be sent to the lawyer for action.

A request was received on one of the bank owned properties for the HOA's Tax ID number. Chris B. will respond.

Chris B. e-mailed Tom Devilbiss at Carroll County Land and Resource Management regarding the storm water management area again because of the odor and the exposed drain pipe.

Chris B. will follow up with the homeowner on Macbeth Way regarding the trash and other items outside the home.

Sarah H. said she will schedule and host the next play group at the Andylin tot lot. Tentative date is August 20.

Julio P. brought up the subject of the overgrown bushes behind his house leading to the tot lot. Are these bushes in the common area or part of a resident's property? Chris B. will look at it.

Sarah Goins is no longer part of the HOA Board and will be removed from the checking account as a signatory. Jon Michael, Treasurer, will be the new signatory.

Expenditures:

Lawyer's Fees - \$157.50

Block Party - \$105.72

The next HOA Board meeting will be Tuesday, September 6 at the HOA President's residence. There being no further business, the meeting was adjourned at 7:40 p.m.

Respectfully submitted,



Marie A. Torosino
Recording Secretary

Carrolltowne Association, Inc.

MEETING MINUTES

September 6, 2016 at 7:00 p.m.
HOA President's Residence

The Homeowners Association Meeting was called to order at 7:02 p.m. Board members present were: Jessica Becraft, Jeremy Hagy, Jon Michael, Julio Pineda, and Marie Torosino. Allison Ciborowski participated by phone.

The August 2, 2016 Minutes were reviewed and accepted.

After third notices for past dues were sent to the 23 homeowners, there were 11 remaining that owned dues. Of those 11, five were referred to the HOA attorney for further action. Of the remaining six, two were returned by post office and resent to correct address, two are bank-owned and HOA will contact the banks, and two had requested a payment plan.

HOA received a response to Chris B.'s e-mail concerning the storm water management area, which Jessica B. shared with the Board members. HOA will contact the County again.

The trash and other items in the driveway at the home on Macbeth is starting to be cleared and it is a lot cleaner than before.

A complaint was received concerning the work-style trailer parked on the street on Macbeth. It obstructs the view of cars pulling out of their driveways. HOA will have a conversation with them.

Jon M. and Jessica B. will meet at the bank at 2 p.m. on Thursday for changeover of the names on the HOA bank accounts.

Expenditures:

Lawyer's Fees - \$35.00

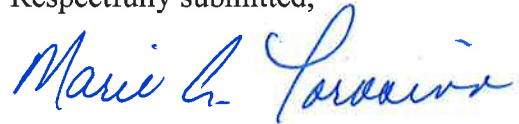
Due to the Labor Day holiday on Monday, September 5, Republic informed the HOA via e-mail that trash pickup would be moved to Tuesday, September 6. Trash pickup did not happen. The office was called and they informed the HOA that they had no idea any change was made. Jessica B. will post an updated message on Facebook.

The newsletter will be sent out shortly. The Halloween Parade is scheduled for Saturday, October 29, with a rain date of Sunday, October 30. Bulk pickup is scheduled for Saturday, November 12. One more Play Day is scheduled on September 24.

At the October HOA meeting, the Board will need to discuss the 2017 budget, dues and a date for the Annual HOA meeting.

The next HOA Board meeting will be Tuesday, October 4 in the small meeting room at the library.
NOTE: The meeting was changed to Thursday, October 6. There being no further business, the meeting was adjourned at 7:53 p.m.

Respectfully submitted,



Marie A. Torosino
Recording Secretary

Carrolltowne Association, Inc.

MEETING MINUTES

November 1, 2016 at 7:00 p.m.
Carroll County Public Library—Eldersburg Branch

The Homeowners Association Meeting was called to order at 7:05 p.m. Board members present were: Chris Becraft, Jessica Becraft, Jon Michael, Julio Pineda, and Marie Torosino.

The October 6, 2016 Minutes were reviewed and accepted.

The work trailer parked on Macbeth has not been moved as yet, and was supposed to be moved as of yesterday. We will check to see if it is now gone.

New checks from BBT have not been received as yet. Apparently the bank is still waiting for additional signatures.

There was a good turnout for the Halloween party.

Newsletter is being drafted. The yearly assessment dues per resident will be increased to \$94 and will be due by January 15. Republic trash payments are also due by January 15.

Residents whose assessment payments are paid in full and postmarked by January 15 will be entered into a raffle. First prize is reimbursement of the \$94 assessment, second prize is a \$50 gift card, and third prize is a \$25 gift card. Drawing will take place at the annual meeting.

The annual HOA meeting is being scheduled for Tuesday, January 31, at 6:30 p.m. in the large meeting room of the library.

Chris B. reviewed the 2017 budget. HOA needs to build up capital savings to have funds available toward whatever will be done with the tennis courts.

Three overdue assessments were sent to the HOA attorney.

The County has made repairs to the storm water management area. Area has been reseeded and the gate hinges have been fixed.

The next HOA Board meeting will be Tuesday, December 6 in the small meeting room at the library. There being no further business, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Marie A. Torosino
Recording Secretary

Carrolltowne Association, Inc.

MEETING MINUTES

December 6, 2016 at 7:00 p.m.
Carroll County Public Library—Eldersburg Branch

The Homeowners Association Meeting was called to order at 7:05 p.m. Board members present were: Chris Becraft, Jessica Becraft, Jon Michael, and Jeremy Hagy.

The November 1, 2016 Minutes were reviewed and accepted.

Jon M. was having difficulty downloading QuickBooks. He has a computer person looking into it. Jess B. gave him the letters/dues so far and PO Box key. He will keep track of items in Excel until the QuickBooks issue is resolved.

HOA expenses that have cleared:

Lawyer: \$70

Lawn Mowing: \$1750.00

Expenses that are pending; checks will be written at the January meeting:

QuickBooks: approx. \$189.00 (need receipt to verify)

Halloween parade: \$38.95

Newsletter: \$172.92

A letter from the HOA needs to be drafted and sent to the homeowner on Macbeth Way regarding the trash outside their home. Letter should include dates that homeowner was approached, plan of action, and the continued complaints. Mention leaves and trash items in the letter. Homeowner will have 15 days to take action or HOA will refer this to the HOA lawyer.

Chris B. talked to the homeowner on Sunday about the work truck parked in the street. The homeowner said he would move the truck. Did not notice it as of today.

The Susquehanna checks we have are still good, and no end date has been specified. Everyone has been added and updated on the BBT account.

The HOA newsletter was sent out.

A message was posted on Facebook about the current Board members that are leaving and the possibility of a dues increase if a management company has to be hired. As yet, no new volunteers for the Board.

Jon M. will contact an auditor to have an audit completed.

The next HOA Board meeting will be Tuesday, January 3 in the small meeting room at the library. There being no further business, the meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Jessica Becraft