

Belrose Homeowners Association Board Meeting Minutes
Board Meeting – February 8, 2011 – 2:00 p.m.

Location: Belrose sample house, 109 Ladbrooke Drive.

Present Board Members: Doreen Resnick, Mark Devlin, Nick Ceritano, Marc Pelletier and Becky Diamond.

Absent Board Members: None

Others Present: None

Quorum established.

Previous months minutes October and November 2010 were approved.

Property Committee Report: Marc reported that we have already reached the amount budgeted for snow removal in 2011. If we get another big storm or several small ones an assessment will probably be necessary. He suggests deciding and notifying homeowners as soon as possible after the winter season is over. Board members agreed. It seems we made the best choice by going with the “by the inch” method of paying for snow removal.

Marc and Michael Liebman (property committee chair) have spoken to the property owner who had the sewer failure during Christmas week. Nick C. showed the Board the plans for sewer connections. He said the township is only responsible for overseeing the connections and the slope. Filling the area with stone is the responsibility of the contractor and should be supervised by the builder (Bentley). There is no reason to think any other pipes will be affected. The only advance clue that this event could be happening would be sink holes in the area (which did occur in the neighbor’s driveway) and any new gurgling noises when flushing the toilet.

Marc reported that the Property Committee is planning a vendor performance survey and is looking for new members.

President’s Report: Doreen reported that Woodstone is starting on a new building and have two deposits already. Winter is traditionally a slow selling season, but there is a settlement this week. There are only a few units left in the completed buildings. The price has been raised \$5,000 to \$259,990 as a starting point. She introduced a new sales agent, Eileen, who will replace Laz.

Treasurer’s Report: December YTD financials highlight a net loss of -\$539 on revenue of \$60,826. We had \$2,250 initial contributions from new home sales. The snow assessment allowed us to make up the deficit without having to rely on deficit spending.

Mid-Atlantic reported that 4 homeowners are delinquent. We will make sure that the management company stays on top of any delinquencies by sending letters as soon as a delinquency is noted so it doesn’t get to big. Valerie met with Mark Toolan who we are going to contract as the Association CPA. She is handling the contract with him. We must also stay on top of our cash flow management and make sure that Mid-Atlantic knows we have adequate funds before paying vendors.

Management Report: Valerie Douglas sent the Management Report.

Delinquency Report: Valerie has corresponded with account #00171-2122 to explain that his account is delinquent because he did not pay the snow assessment and did not increase his payment to \$135. Account #00174-2710 asked that his late fee be waived and the board agreed.

This owner was out of his house for several weeks due to the sewer backup problem discussed earlier.

Responsibilities Chart: Barry Bauman, Mid-Atlantic Management, has completed all of the work required of him and states that the attorney for Woodstone is now completing the Responsibilities Chart. Doreen agreed that it is almost completed and should be available for presentation at the Annual Meeting in April, 2011.

Insurance: Our insurance agent has recommended that we include fidelity coverage to cover Association assets. The Board discussed this and we're not sure we have any assets. Becky will ask Valerie to find out what assets the insurance agent thinks we need to cover.

Resales: There was a third re-sale in November 2010 (211 Deepdale Drive); however the paperwork was delayed coming from the re-location company, so the sale is not reflected in the system yet. We have received all the required payments and are adjusting the computer to make the two deed transfers that occurred with this transaction.

Marc asked the Board members if anyone wanted to see any other information included in the management report. Becky said she would like to see a narrative on violations, not just the financial statistics.

The Board members also agreed that the dent in the garage door at 232 Deepdale needs to be fixed. It is in everyone's interest that this type of damage is fixed quickly so the community maintains a high quality image. Becky will ask Valerie to send them a letter requiring them to fix the door.

Marc asked Doreen if she can supply names of new owners and email addresses so we can contact them sooner. Waiting for all the paperwork to get through to Mid-Atlantic and then to the HOA is taking too long. Doreen will send information to us as soon as she can.

Unfinished Business: The Board members agreed to meet every month on the second Tuesday at 2:00 p.m. Valerie will be asked to attend the March 8th meeting. Becky will ask Valerie if the Annual Meeting counts as one of the 5 meetings she will attend.

The dead tree behind Smoots was removed by Woodstone. Nomination policy tabled. No elections necessary this year.

The Pet Policy Resolution which amends the current Resolution 6 was discussed. Nick felt that the words "staked out" should be changed to "staked to the ground". The wording was changed and the Board members voted unanimously to approve this resolution. Valerie will mail it to all homeowners along with the registration form. See Attachment A.

Marc asked about completion date for parking pads. Nick explained that the curbs in front of several pads need to be replaced and that the laying down of asphalt must occur after that. It will be completed closer to dedication.

New Business: The Annual Meeting was scheduled for Monday, April 4, 2011 at 7:00 p.m. It will be held at the sample house located at 109 Ladbrooke. An agenda should be included with the meeting notice so all agenda items should be in to Valerie on or before March 14 so she can send the notice out by March 16th.

We need to look at our management company contract and get a committee together to send out RFP's to other companies and Mid-Atlantic. All other vendors have been sent and we have a responsibility to include the management company as well. Becky will send an email to all homeowners to assist in this RFP as well as other RFP's as needed. We also need some new Property Committee members. Becky will send an email out so that more homeowners can get involved.

Next meeting date: March 8, 2011 at 2:00 p.m. in the sample home. Meeting adjourned 3:30 p.m.
Exhibit A below

Belrose Homeowners Association
Administrative Resolution Number 6A
(Resolution Number 6 was Amended on February 8, 2011)
(Resolution Number 6A Supersedes and Replaces the original Resolution Number 6)
Pet Compliance Procedures

The Belrose Homeowners Association Board of Directors desires, by this Resolution, to clearly define the procedures for maintaining household pets.

WHEREAS, Section 8 Paragraph (a) of the Declaration and Article III Section 3.2 of the By-laws of the Belrose Homeowners Association, gives the Board of Directors the power to act on behalf of the Association;

WHEREAS, Section 16 Paragraph (i) of the Declaration of the Belrose Homeowners Association provides for restricted activities of household pets; and

WHEREAS, Article III Section 3.2 (a) (i) of the By-laws of the Belrose Homeowners Association, gives the Board of Directors the power to create and enforce rules and regulations governing the use and operation of the of the Property, Common Elements and the Lots within the Association and;

WHEREAS, the Board of Directors adopted Administrative Resolution Number 6 on or about July 13, 2009, to establish regulations related to pets;

WHEREAS, the Board of Directors has determined that more specific procedures than outlined in the original Resolution Number 6 regarding pets are needed;

BE IT THEREFORE RESOLVED THAT the following procedures are effective as of February 8, 2011:

1. Definition of Pet: For the purposes of this resolution the term “pets” refers to any animal that is taken outside an owner’s/resident’s Dwelling as defined in Section 3 (j) of the Declaration of the Belrose Homeowners Association.
2. Responsible Party: The Homeowner is the responsible party for all pets which are housed in a Dwelling located in the Association. This includes, but is not limited to, pet(s) owned by Tenants or Guests of Homeowner.
3. No animals of any kind shall be kept or bred in any Lot or Dwelling, other than animals which are kept as household pets; provided that in no event shall any more than four (4) pets be kept by the Owner or occupant of any Dwelling.
4. No pet shall be permitted to run loose and must be leashed, accompanied and under physical control, at all times, when in or on the Common or Limited Common Facilities.
5. No pet may be “staked to the ground” or tied, by any means, to any exterior part of the Dwelling, or to any trees, shrubbery or in any other manner that allows the pet access to the Common or Limited *Common Facilities*.
6. Pets may be left on the deck only when the Homeowner or other responsible adult is present in the dwelling. Pets that bark must be removed from the deck immediately.
7. Pet owners shall immediately clean up any waste or other consequence of the pet(s) anywhere on the Property.

Belrose Homeowners Association
Administrative Resolution Number 6A
(Resolution Number 6 was Amended on February 8, 2011)
(Resolution Number 6A Supersedes and Replaces the original Resolution Number 6)
Pet Compliance Procedures

8. All pets regularly housed in a dwelling must be registered annually with the Belrose HOA by the Homeowner as follows:
 - a. Registration Form: To register a pet(s) the attached form must be completed and returned to the Management Office. The information required may be amended at any time by the Homeowners Association.
 - b. New Owner/Residents: Must register their pet(s) within thirty (30) days of moving into their Dwelling. A letter explaining the registration process and Registration form will be sent by the Management Company with the first HOA dues statement.
 - c. Annually all owners who own pet(s) or whose tenant(s) own pet(s) are required to reregister their pet(s) with the Association. This must be completed by January 31st of each year. A letter to this effect along with the Registration Form will be included by the Management Company in the January HOA dues mailing.
 - d. If a Homeowner neglects to register or cause to have registered the pet(s) housed in a Dwelling within the Association, the Homeowner will be subject to all actions available to the Association to cure the situation. This would include, but not be limited to, fines and legal action.
9. Infractions of any of these rules will result in
 - a. First offense: A violation letter will be sent to the Lot Owner for every occurrence for which a pet is cited. If multiple pets are involved, multiple citations will be issued.
 - b. Second offense: A fine of \$25 will be levied for each occurrence per pet.
 - c. Third offense: A fine of \$50 will be levied for each occurrence per pet.
 - d. Subsequent offenses: A fine of \$100 will be levied for each occurrence per pet and legal action may be taken.
10. Aggressive Behavior of Pet(s): Homeowners who experience aggressive behavior by a pet are encouraged to report the incident to the Board of Directors and, if need be, to the Chester County Society of the Prevention of Cruelty to Animals (SPCA). The SPCA is the pet enforcement unit of East Marlborough Township.

Approved by the Belrose Homeowners Association Board of Directors on February 8, 2011.

Board Member, Belrose Homeowners Association
As President

Date

Print Name: _____

Board Member, Belrose Homeowners Association
As Secretary

Date

Print Name: _____

**Belrose Homeowners Association
Administrative Resolution Number 6A**

Amended on February 8, 2011

(Resolution Number 6A Supersedes and Replaces the original Resolution Number 6)

Pet Compliance Procedures

BELROSE HOMEOWNERS ASSOCIATION ANNUAL PET REGISTRATION FORM

Return to:

Mid-Atlantic Management Company
Attn: Belrose Community Manager
90 S Newtown Street Rd, Suite 7
Newtown Square, PA 19073-4041

This form must be filled out annually for all pets (defined in the Resolution 6a as any animal that is taken outside an owner's/resident's Dwelling as defined in Section 3 (j) of the Declaration of the Belrose Homeowners Association) that are regularly in a Dwelling located in the Association.

Homeowner:		Telephone:	
Address:		Email:	
Pet #1: Breed:		Sex, Spayed or Neutered:	
Pet Color and/or Description:		Pet Name:	
License # (dogs)			
Pet #2: Breed:		Sex, Spayed or Neutered:	
Pet Color and/or Description:		Pet Name:	
License # (dogs)			
Pet #3: Breed:		Sex, Spayed or Neutered:	
Pet Color and/or Description:		Pet Name:	
License # (dogs)			

Belrose Homeowners Association Board Meeting Minutes
Board Meeting – March 17, 2011 – 2:00 p.m.

Location: Belrose Sample House, 109 Ladbroke Drive.

Board Members Present: Mark Devlin, Nick Ceritano, Marc Pelletier

Board Members Absent: Doreen Resnick and Becky Diamond.

Others Present: Valerie Douglas, Manager, Mid-Atlantic

Quorum established.

February minutes approved.

Property Committee Report: Michael Liebman gave a general overview of the walk-around he did with the Dooley Pyne representative, Bob, the on-site manager. He mentioned the following homeowner issues which require attention: 1) 228 Deepdale – tree almost resting on home; needs to be trimmed back; 2) 100 Ladbroke – Dead Blue Spruce, due to its height, needs to be removed; 3) 104 Ladbroke – whole front lawn slopes; water collects along driveway edge; and 4) 278 Deepdale – driveway is fracturing.

President's Report: The President's report was given by Nick Ceritano, VP. He reports there were 3 sales (Lots 36, 37 & 41). A fourth Lot 27 is pending. Lots 30-35 will be open for purchase within 2 weeks and Lots 6-11 will be landscaped within 2 weeks.

Treasurer's Report: Marc Pelletier gave a report on the financial position of the Association. With the excessive costs incurred for the snow removal he recommended a snow assessment. Dooley Pyne suggested that Belrose pay their landscape contract costs in ten monthly installments. Marc recommended another CPA firm to do Belrose taxes. It was decided that only tax returns would be done again this year. The new CPA firm selected is Santora CPA Group, John D'Agostino, CPA. Marc requested that Management contact Mark Toolan to let him know the Board decided to work with another company.

Management Report: Management received an addendum for Board signature approving the suggestion to pay 10 monthly installment payments for the landscape contract. There were 4 delinquencies reported. The Amended Pet Resolution #6A was fully executed and was to be sent to homeowners along with the Annual meeting notice. Management discussed what Fidelity coverage is and why it is recommended. A recently settled home was leased by its owners. The owners supplied Management with all the homeowner and lessee required information.

Unfinished Business: Update was given on the status of the snow removal expenses to date. Dooley Pyne will begin the spring clean-up and early spring fertilization in the coming weeks. The Responsibilities Chart has been reviewed recently by Barry Bauman, Regional Director, MAMC and now awaits the final approval of Blair Granger, Woodstone's Attorney. The chart will be distributed to homeowners following the approval. Dates of meetings for which the Manager will attend shall be decided at each successive meeting.

New Business: It was decided that a snow assessment will be necessary. The cutoff date to include homeowners is February 28, 2011. All homeowners who purchased homes prior to 2/28/2011, date will be included in the assessment.

Next meeting: Annual Meeting, April 4, 2011, 7 p.m. at Sample House

Minutes submitted jointly by those in attendance.

Belrose Homeowners Association Board Meeting Minutes
Board Meeting – April 25, 2011 – 3:30 p.m.

Location: Belrose Sample House, 109 Ladbroke Drive.

Board Members Present: Mark Devlin, Nick Ceritano, Marc Pelletier, Doreen Resnick and Becky Diamond

Board Members Absent: None

Others Present: Valerie Douglas, Manager, Mid-Atlantic

Quorum established.

March minutes approved.

President Report

N/A

Treasurer Report

N/A

Management Company Report

N/A

Committee Reports

N/A

Board Actions

1. The Treasurer proposed a \$90 snow assessment due to the unusual amount of snow the area received this year. The assessment would be levied on each current homeowner who lived in the community as of February 28, 2011. The Board moved to approve the assessment and unanimously approved the motion. The Board directed MAMC to compose a letter for review in order to notify homeowners.
2. The Board discussed homeowner comments and concerns from the annual meeting. The general topic of improving communications with the community was discussed. The Board agreed to draft a response to questions raised in the meeting. Communication regarding the parking pads, driveway damage, construction dirt pile, ARC process, and pet policy will be addressed. Three questions were raised that need to be answered before the communication goes out.
 - a. Can parking on the street be restricted during construction? Doreen will contact E. Marlborough Township for an answer.
 - b. Do the sidewalks need to be repaired before dedication? Nick will contact E. Marlborough Township for an answer.
 - c. What does the paving contractor say about damage at the street end of driveways? Mark D. contacted Charlestown Paving. They will look at damage and give recommendations when they come to do other scheduled work.
3. MAMC provided the Board with a Code of Ethics policy resolution which will be *Administrative Resolution #7*. A separate document, the Board Member Ethics

Agreement Form, was also presented for current and potential Board members to sign. The Board will review and discuss at the next meeting.

4. MAMC provided the Board with written job descriptions and responsibilities for the President, Treasurer, and Secretary. The Board President stated that all communications to homeowners (email, verbal, and website) need to represent the Board's viewpoint and be approved by the Board. All communication with homeowners by MAMC should also be approved by the Board.
5. MAMC provided information about a new website that they can design and host for the HOA. The Board will review and discuss at the next meeting.
6. The Board discussed the request for a hearing by Account# 177-5350 for the alleged violation due to dog waste and community property damage (lawn damage due to dog waste by the homeowner's back porch steps). A motion was made to waive the fines and the fee for landscape remediation because we cannot say for certain that they were caused by the Homeowner's dogs. The motion was approved 4-1 The Board directed MAMC to submit a letter to the homeowner for their review.
7. The Board scheduled meetings for the remainder of the year. The Board agreed to invite both the Property Committee and ARC Committee Chairs for future meetings. The Board President will follow-up with an email invitation. MAMC agreed to provide the HOA with a 6th meeting at no charge.
8. The Board discussed two homeowner requests for new deck construction. A discussion about the ARC "process" took place. Violation letters will be sent to Homeowners who are not in compliance with the ARC request process.
9. The Board President executed an engagement letter for Santora CPA Group to complete the HOA's 2010 federal tax return.
10. The Board discussed the pet registration forms which are required by Resolution #6a and mailed to Homeowners. MAMC advised the Board that only one form was returned. The Board directed MAMC to send another letter and form to all homeowners advising them that the form is mandatory and asking that it be completed and returned.

The next meeting will be held on Tuesday, May 10, 2011 at 9:00 a.m. at the sample house.

Meeting was adjourned at 6:15 p.m. Minutes submitted by Becky Diamond, Secretary

Belrose Homeowners Association Board Meeting Minutes
Board Meeting – May 10, 2011 – 9:00 a.m.

Location: Belrose Sample House, 109 Ladbroke Drive.

Board Members Present: Mark Devlin, Nick Ceritano, Doreen Resnick and Becky Diamond

Board Members attending by telecommunication: Marc Pelletier

Others Present: Valerie Douglas, Manager, Mid-Atlantic

Quorum established.

April minutes were not approved. Secretary will submit with changes at next meeting.

President Report

N/A

Treasurer Report

See attached.

The Treasurer questioned MAMC about the relocation fee we believe is owed by Prudential Relocation for 211 Deepdale. MAMC has contacted them once, but will contact them again and advise them that the fee is due. We will wait for their response before considering legal recourse.

Management Company Report

See management report in separate document. The Board made a motion to first send the letter from the Board reviewing the Annual meeting to the community. The pet registration reminder letter can be included with that letter and the responsibility chart and letter should go under separate cover after the board has reviewed it. The motion was approved.

Committee Reports

ARC: Pam Dixon, chair, advised the board that the request for a deck at 283 Deepdale was approved by the committee. Addendum: *This approved application was received by the Board on 4/29/11. A motion was made and approved by a unanimous email vote of the board to grant this request with the added stipulation that any lawn damage caused by the construction must be fixed by the homeowner at their expense.*

The second request the committee is evaluating is for floodlights at 248 Deepdale submitted by Woodstone. The Board advised Pam that Woodstone has denied the owner their request.

Pam was reminded to have someone keep minutes of their meetings.

Property Committee: Michael Liebman gave his report by phone. He wants clarification about whose job it is to rid the drainage ditch by 100 Ladbroke of the weeds that grow there. He will contact Dooley Pyne about receiving a weekly report. It was agreed to, but has not been forthcoming. There is a buildup of branches on the emergency access road by the dumpster put there by the residents of the house at the end of the road. Marc will contact them and advise them that they cannot put branches there. The most important item is the tree which is impinging on 228 Deepdale. It needs to be trimmed back as soon as possible.

A motion was made and passed for MAMC to make sure DiSabitino's price is still good for the tree trimming and solicit one other bid.

The Board verified that it is HOA responsibility to clear weeds in the drainage ditch as that is considered common property.

Unfinished Business

The state of the community fact sheet is in progress. Doreen contacted Jane Laslo at the E. Marlborough Township office about the question of banning cars from parking on the street. Jane informed her that to ban street parking the community would have to request that the township pass an ordinance. This is an expensive process for the community and not guaranteed to be passed. Nick also contacted the township office and reported that sidewalks do not have to be fixed before dedication.

Board Member Code of Ethics resolution was tabled for further review.

A decision on the new web site was tabled.

Association tax returns were signed by President.

New Business:

MAMC advised the Board that the CAI (Community Association Institute) membership is expiring. Marc is the member. A motion was made and approved to let Marc decide if he feels the membership is worth continuing as it costs \$124. MAMC will contact Marc.

The next board meeting will be held on June 14, 2011 at 9:00 a.m.

The meeting was adjourned at 10:49 a.m.

Minutes submitted by Becky Diamond, Secretary

Attachment #1

Belrose Homeowner's Association Treasurer's Report submitted by Marc Pelletier

1. Review March financial reports
2. Delinquency
Status update for \$500 due from 211 Deepdale
3. Special Assessment Update
4. Areas of Focus
 - a. Meet w Property Committee to review invoices from Dooley-Pyne
 - b. \$6,600 in budget remains for *Tree Maintenance* and *Landscape Extras*. I plan to work with Property Committee and MAMC to complete bid process for vendors and prioritize the work.
 - c. Review vendor contracts and renewal dates
 - d. Review direct debit program with MAMC
 - e. Communication with Treasurers in other communities

Belrose Homeowners Association Board Meeting Minutes
Board Meeting – June 14, 2011 – 9:00 a.m.

Location: Belrose Sample House, 109 Ladbroke Drive.

Board Members Present: Mark Devlin, Marc Pelletier, Doreen Resnick and

Board Members Absent: Becky Diamond and Nick Ceritano

Others Present: Michael Liebman, Property Committee

Quorum established.

The Board approved the April and May 2011 Board minutes.

Reports:

Property Committee

See Attached

The Property Committee Chair recommended that the Board communicate to homeowners and inform them not to spray or use any chemicals near running water, A further reminder to water flowerbeds was recommended.

Architectural Review Committee

None

President's Report

The President provided an update of Woodstone sales and new construction activities in the community. The President provided an update of the Community Fact Sheet and its general content.

Treasurer's Report

The Treasurer reviewed a conversation with the community manager on 6/9/2011 and reviewed the financial package provided by our community manager. Delinquency trends are very good at this time.

The benefits of higher enrollment to the direct withdrawal plan were discussed. A review of collections of the snow assessment will not be available until the next Board meeting. The Treasurer continues to review D-P invoices with everything currently in line relative to the Budget.

Board Actions:

Board approved \$410 expenditure for landscaping along McHenry property line

Board approved \$595 expenditure for topsoil repair and sinkholes at 225, 233, and 228 Deepdale

Board approved \$222.60 expenditure for landscaping at 106 Ladbroke

Board approved \$200 expenditure for a seasonal flower bed at the entrance to Belrose, the \$200 balance will be paid by Woodstone.

The motion for expenditures was approved 3-0.

Board tabled the \$6,696 landscaping for future discussion. A Board member recommended a conversation with the vendor to adjust the annual landscaping contract.

Board tabled other expenditures for future discussion.

President signed the \$700 purchase order for DiSabatino Landscaping to perform tree maintenance at 228 Deepdale

Board discussed a plan to perform a review of our management contract with Associa/Mid-Atlantic. The President emphasized the sensitivity and confidential nature of this review. The Board will conduct this review before year-end with no committee involvement.

Board agreed to review ARC rules and guidelines prepared in other communities. A written package to provide to new homeowners and for new requests was discussed.

The Board discussed the \$500 due from Prudential Relocation for sale of 211 Deepdale. The President agreed to do an online search of the public records. The Treasurer will further review the collection efforts with our community manager.

Management Company Report

See Attached

Unfinished Business:

State of the Community Fact Sheet

Board Actions:

A draft of this homeowner letter will be distributed by email before the next Board meeting.

Board Member Code of Ethics, Board Actions: A motion to sign was approved 3-0.

New Website, Board Actions:

A further review of the written analysis prepared by the Secretary will be reviewed at future Board meetings. A better understanding of homeowner interest level and access to account information was discussed.

Tree Pruning- Update

Board Actions: The Board approved this \$700 expenditure.

Satellite Dish- Update, Board Actions:

The Board will request that our community manager send another letter to the homeowner.

New Business:

A. Direct Debit program

Board Actions:

A review of a letter to the homeowners prepared by the Treasurer and community manager will be reviewed at the next Board meeting.

B. Air Conditioning Issues

Board Actions: The Board will review at a future Board meeting after consulting with Nick Ceritano

C. Blacktop/Seal on Driveways

Board Actions: The Board will review at a future Board meeting after consulting with Nick Ceritano

D. Construction Hours

Board Actions: The Board discussed township regulations. The Builder/Declarant agreed to adhere to a 7 a.m. start time

Property Committee Report (submitted by M. Liebman) at Belrose HOA Board Meeting
June 14, 2011

Landscaping Activities:

A walkaround with Dooley Pyne and the Property Committee, along with Marc Pelletier, Valerie Douglas and Nick Ceritano, was performed on May 25 to identify any issues and/or priorities for consideration in planning landscaping activities and costs.

The following items were identified and circulated to all homeowners:

1. Tree limb clean-up and fertilizing behind building #8 in next 30-days
2. Tree maintenance to high priority trees in next 30 days
3. Seeding to damaged dry areas around the community
4. Removal of dead trees in common ground
5. Weed whacking along access roads.
6. Weed spraying in affected areas around the community, e.g. Japanese Knotwood
THIS HAS TO BE ACCOMPLISHED BY DOOLEY-PYNE TO BE COMPLIANT WITH EPA GUIDELINES
7. A reminder to start watering flower beds and lawns- **THIS IS THE RESPONSIBILITY FOR ALL HOMEOWNERS- A REMINDER NOTICE NEEDS TO BE ISSUED AND PLACED ON THE WEBSITE(?)**

In addition, two proposals were solicited from Dooley-Pyne and have been received which include:

- a. addition of topsoil and seeding, etc for the bare areas adjacent to the McHenry property (\$410); for the additional work along the fence line (\$646) which focuses on the evergreen trees; topsoil repair at 225, 233(sinkhole) and 228 Deepdale (\$595); seed, straw repair 100 Ladbroke, 225 and 233 Deepdale (\$365); shade seed and fertilizer in area behind 228 Deepdale (\$638); clear branches along 228 Deepdale (\$325.50)
- b. prepare turf mogul hills along Deepdale and installation of Blue Rug Junipers (\$6696)
- c. flower bed at entrance to Belrose (\$400)
- d. herbicide to control Japanese Knotwood (\$470)
- e. repair estimate for 106 Ladbroke (animal damage) was verified at \$222.60

2. Tree Maintenance

The 7/8/10 estimate for services from DiSabatino for tree services identified the prioritization of tree trimming to reduce potential for damage from tree that impinges on the Pepe residence (228 Deepdale) and this pricing was verified at \$700. An additional bid for this service was obtained from Rick's Tree Service at \$750. Based on previous interactions with DiSabatino and the pricing, it was recommended that DiSabatino be selected for this service.

3. Additional Observation

During the walkaround, Nick observed that several homeowner's air conditioning units were not level and this was putting them at risk for over-working and early failure- a remedy is needed and some notification should be sent to all homeowners to alert them to this potential issue and what can be done to prevent it.

4. Owner Request:

Driveway maintenance/concerns

- 104 Ladbroke (Fisher) - problems with landscape being washed away along driveway and potential for undermining the driveway- to be reviewed by Nick against grading plans, etc
- 100 Ladbroke (O'Keefe)- driveway sealing? Issues, restrictions, recommendations?
- 278 Deepdale (Angeline)- driveway/warranty issues (to be handled by Nick)

Construction Issues

Several homeowners have complained that contractors are placing building materials on HOA property, damaging lawns, etc; PECO moving boxes and disrupting current landscaping; too early start of construction crews.

Belrose Homeowners Association Board Meeting Minutes
Board Meeting – July 12, 2011 – 9:00 a.m.

Location: Belrose Sample House, 109 Ladbroke Drive.

Board Members Present: Mark Devlin, Marc Pelletier, Doreen Resnick and Becky Diamond

Board Members Absent: Nick Ceritano

Others Present: Valerie Douglas, Manager, Mid-Atlantic, Michael Liebman, property committee

Quorum established.

April through June minutes approved.

Reports:

Property Committee – Michael L. advised the board that Dooley Pyne (landscaping vendor) is continuing to do a good job, they just need a little fine tuning in the communication department. He reported that the summer annual installation at the front entrance, approved at June meeting, has not been completed yet and the sinkholes which were approved to be filled in have not been filled in. Valerie reported that DP said best time to fill pothole is in the fall because reseeding is involved.

Board Actions:

1. Valerie was advised to notify DP that flowers should be planted and the holes should be filled in immediately. The topsoil and grass seed should be completed in the fall.

President's Report:

Sales of new homes still continuing well. Doreen handed out list of bullet points for 'state of community' letter for the board to comment on at next meeting.

Treasurer's Report:

Marc reported that we are in a breakeven which is a satisfactory financial condition. He would like to see a separate line item for assessments.

Marc noted that 3 homeowners who settled in March, May and June were billed for snow assessment. Valerie advised that assessments are added automatically and they need to be manually removed. She will remove. Marc also noted that the snow assessment was waived for 4 new homeowners who settled after January 31, 2011. Have they received credit?

Marc confused about email from DP about increase for new houses. Asked V to send email to DP saying we will respond within 10 days. Marc will discuss this with Property Committee chair.

Board Actions:

1. Valerie was directed to remove snow assessment for homes settled after January 31, 2011 and make sure houses settled in the future are not billed.
2. Valerie was directed to add line item for assessments.

Management Report:

See management report at MAMC.

- Important points: only one pet registration form has been returned
- No delinquent accounts as of June

Unfinished business

- State of community fact sheet – Doreen handed out list of bullet points for board to comment on.
- Board Member Code of Ethics – Resolution was signed and each board member signed agreement.
- New Web Site – tabled
- Tree Pruning – tree adjacent to 228 Deepdale was pruned
- Satellite dish – Homeowner moved his dish at his expense and has been notified that he must repair roof at old dish location also at his expense
- Direct Debit thru MAMC for monthly dues – Valerie presented letter offering direct debit. She suggested mailing with Annual Report letter. Board advised Valerie to send it with next available bill (September).

New Business:

- HOA welcome letter for new homeowner packet. Not ready, Becky will complete by next meeting.
- Updated pricing from Dooley Pyne: Marc will review this with Michael L.

Marc reported that homeowners have complained that the ARC response time is too slow and he requests that the board revamp application process. Since the ARC Chair has resigned Marc suggests combining ARC with the Property committee. Michael L. has agreed to continue as chair. Marc will be liaison. Marc or Michael will send out email asking for more volunteers to serve on committee.

Board Action: Motion was made and approved to combine ARC and Property Committee.

Marc requested a different procedure when homeowners phone in property complaints to MAMC. He asked that MAMC refer the complaint to the Property Committee Chair with a copy to the Board before notifying the vendor. The property committee will investigate the complaint and decide on a remedy which the board liaison will approve or disapprove. If a sufficient expense is required the liaison will forward the request to the board for approval. MAMC will only contact the vendor after receiving approval.

Board Action: MAMC is requested to amend procedure for responding to property complaints by homeowners by seeking Property Committee liaison or Board approval before notifying vendor.

Next meeting will be held August 9, 2011 at 9:00 a.m. Meeting adjourned at 10:57 a.m.
Minutes submitted by Becky Diamond, Secretary

Belrose Homeowners Association Board Meeting Minutes
Board Meeting – August 9, 2011 – 9:00 a.m.

Location: Belrose Sample House, 109 Ladbroke Drive.

Board Members Present: Mark Devlin, Marc Pelletier, Doreen Resnick and Becky Diamond

Board Members Absent: Nick Ceritano

Others Present: Valerie Douglas, Manager, Mid-Atlantic, Michael Liebman, property committee
Quorum established.

July minutes need revision. Becky will revise and resubmit at next meeting.

Reports:

Property Committee – Michael L. suggested that the Property Committee be renamed the Community Services Committee. He feels that it should be a planning committee rather than a committee that checks to see if contractor deliverables are being met. He feels that MAMC should handle that task. Doreen, Becky and Mark disagreed. They feel that that is outside the scope of MAMC and should be done by the Community Services Committee. The members are on-site and MAMC only does a once a month drive by. Valerie stated that she only checks on known problems as well as a quick visual drive through.

Valerie suggested that Woodstone provide the committee and MAMC with a list of changes that they are providing so we know what is now allowed.

Michael L. advised the board that he feels Dooley Pyne (landscaping vendor) is slipping a little in their work. They are forgetting to trim emergency access driveway and jobs are not always completed in a timely manner. Walk around with DP produced many suggestions. They will submit a proposal.

Michael reported that during the walk around he noted an extreme amount of animal waste at the back porch steps of a unit on Ladbroke Lane.

The owner at 275 Deepdale has reported that many of the bushes along the side of the house are dead.

Board Actions:

- Renamed Property Committee to Community Services Committee
- Reaffirmed need for Community Services Committee to verify contract deliverables.

President's Report:

N/A

Treasurer's Report:

Marc questioned Valerie about assessment payments. They seem to add up to more than the expected amount. Valerie said the assessment report will not be final until the end of July. \$500 audit fee not listed on report. Was it paid? Valerie will check.

Management Report:

See management report at MAMC. Important points: only three pet registration forms have been returned, no delinquent accounts as of June.

Unfinished business

- A. State of community fact sheet – Doreen will incorporate Board member comments and Valerie will mail to residents after final Board approval.
- B. Community Services Committee will go over updated pricing from Dooley Pyne
- C. New Web Site – tabled
- D. Becky will incorporate Board member comments and send HOA welcome letter back to board by email for final approval. Becky suggests this letter be sent to all new owners who have purchased home since January 2011.
- E. Management of Committees – Board approved combining ARC and Property Committee into one and renamed it the Community Services Committee. (see above)
- F. Direct Debit thru MAMC for monthly dues – Valerie will send letter offering direct debit with September bill.
- G. Air conditioning unit issue – Board decided not to notify homeowners that some of the air conditioning units are not level and performance may be affected. The Board feels that this is maintenance and the responsibility of the homeowner.
- H. Blacktop/Seal driveway – Board decided not to notify homeowners that driveways need seal coat. The Board feels that this is maintenance and the responsibility of the homeowner.

New Business:

- A. Valerie presented the snow removal RFP for board review. Marc requested that she use the RFP that was sent to Dooley Pyne last year. Marc will take it to the Community Services Committee for review.
- B. The Board directed Valerie to send another letter to account #177-5350 advising her that animal waste has again be reported immediately adjacent to the unit's back steps. This waste presents a health hazard and needs to be picked up on a regular basis.

Next meeting will be held September 13, 2011 at 9:00 a.m. Meeting adjourned at 11:10 a.m.
Minutes submitted by Becky Diamond, Secretary