**Minutes of the Rock Creek Overlook HOA Board of Directors Meeting**

October 14, 2014

The meeting convened at 7:31 p.m.

*Present*: J. Pitkin-Shantz, D. Singh, J. Temple. A. Halpern, D. Shantz

Proof of meeting announcement was established.

It was moved, seconded, and passed to move to executive session at 7:33 pm.

The Board resumed the regular meeting at 7:47 pm.

*Open Forum for Members*: no Members other than the Board were present.

*New Business*

1. A discussion was held concerning Reserve Advisors’ bid for the reserve study and Transition Report and Letter. The advantages and cost effectiveness of the proposed work were noted. A motion to accept the bid was made, seconded and passed (4/0/0). J. Pitkin-Shantz will follow up.

2. A motion was made and seconded to forward the following amendments to the RCO Bylaws to the Members at the Annual Members Meeting for approval:

Pursuant to Section 14.2 Proposal of Amendments, the Board of Directors of the Rock Creek Overlook Homeowners Association, Inc. hereby propose that the By-Laws be amended.

A. Most HOA By-Laws do not require a quorum of 50% because of the difficulty of getting participation by that many homeowners, Larger communities can have a quorum as low as 10%. To be able to elect Directors in the future, the Board recommends reducing the quorum by half. Currently, representatives from fifteen (15) homes must be present in person or by proxy. Reducing the quorum to 25% reduces the number required to eight (8) homes.

**Section 4.6 Quorum**, amend “fifty percent (50%)” to “twenty-five percent (25%)”

B. While the Declarant, Oxbridge, chose the Directors, it was impossible for them to be members of the Association. Now that we have a complete community, only those individuals allowed to vote at the Annual Meeting of the Members should be allowed to make decisions as a member of the Board of Directors. Without this requirement, a person who is not entitled to elect a Director would be permitted to vote at a higher level - the Board.

**Section 5.1, Number**, delete “The Directors need not be Members of the Association, however,” The sentence will then be “commencing with the 75% Annual Meeting,at least two(2) Directors shall be Class A Members.”

C. This section should be amended to be consistent with the amendment of Section 5.1

**Section 9.1, Designation**, amend the sentence “Thereafter, except for the President . . .” to “Thereafter, the officers of the Association shall be Members.”

After discussion it was agreed to amend A to define a quorum as 30% or 9 households. Amendment A now reads

**Section 4.6 Quorum**, amend “fifty percent (50%)” to “thirty percent (30%)”

Amendments A, B, and C were approved (4/0/0).

3. The Board discussed the process for submission of proxies. The Bylaws allow for the Board to specify the process for receiving proxies. After discussion, the Board approved the following:

Proxies need to be submitted by the Member to the Secretary at least 24 hours in advance of the meeting. The voting section of the proxy may be submitted in a sealed envelope, with the signed proxy.

4. Nominations for RCO BOD membership.

A motion to nominate J. Temple and K. Sollid to serve on the RCO Board of Directors for three-year terms was made, seconded, and approved. Both individuals indicated willingness to serve if elected.

The motion carried (4/0/0).

4. A discussion was held regarding the establishment of a Nominating Committee to facilitate identifying nominees for the Board (By-Laws, 6.1). After discussion, it was decided to nominate Kris to chair the Nominating Committee because it can only be appointed prior to the annual members meeting. If we don’t need it, there won’t be a problem.

*President’s Report (see also Update #6 below)*

There were walk-arounds inspecting the common areas. The remaining inspection is with E. Totah (Oxbridge), and the M.C. Parks and Planning Commission.. The survival of the trees behind the metal fencing will be noted. If the areas pass inspection, the metal fencing around the neighborhood can be.

*Committee Reports*

Grounds Committee

D. Hittinger is obtaining bids for snow removal and clean-up of growth near fences along Baltimore Road and Deertree Lane. Kalyx Green is going to fertilize the common area grass. Sealing of the common area cement areas (sidewalks) was discussed with possible inclusion of all homeowner driveways. Dan is also getting quotes for that.

*Covenants Committee* (D. Shantz)

Committee members did a walk-around and identified several violations of the covenants, as well as a few maintenance issues. After discussion, it was agreed that information regarding specific covenants violations and failures to maintain would be sent to L. Ringler (Chambers Management) by Oct. 31 so that letters could be sent to homeowners.

*Old Business*

A. Halpern mentioned that some homeowners report continued water-quality problems. One homeowner has not been successful in dealing with WSSC. After discussion it was agreed that the water-quality problems are not an HOA responsibility. Homeowners, individuals, or a group should contact the Maryland Public Utilities Commission, which has oversight over WCCS.

A motion to adjourn was made, seconded and passed. 9:00 p.m.

Minutes submitted by A. Halpern

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Update #6 (distributed to RCO homeowners by J. Pitkin-Shantz on Oct. 6, 2014)

Arthur and I met with the Sediment Control Inspector, Pleasants Company (asphalt and landscaping), Lawn Pro, and Elliot this morning.  Here is what came up:

1.  Drainage behind the second block of Craftstar homes:  There is no evidence of erosion and they confirmed that the ground is graded properly to move the water from the higher spots behind the first block of Willamsburg homes down toward the drain near the Park in the break between the two sections of Craftstar homes.  There is a shallow ditch that directs water from the houses to the same drain.  The standard to drainage is that there should not be any standing water in a swale 48 hours after rain stops.  Nor should there be any standing water 24 hours after rain stops in areas not in a swale.  There are swales between the two sections of Craftstar homes and behind the second block of Craftstar homes.  Those of you that live closest, please take time-stamped pictures if you see standing water after these time periods.  The inspectors may then be able to address any problem areas.

2.  Topsoil, grass, and weeds:  According to the Inspector, the over-riding requirement is that 95% of the Common Areas have to be covered with grass.  Since the aerating and seeding was done so recently, the Inspector will be coming back in a couple of weeks to confirm whether sufficient grass cover has been achieved.  We pointed out specific areas of concern, such as behind the last three Williamsburg homes and on the trail closest to the Park and those will be checked at the inspector's forthcoming visit.  They strongly recommended the application of fertilizer to feed the newly sown grass.

3.  Asphalt:  The asphalt installed was 9.5 mm, which is apparently very small size pieces (higher quality), and is not porous.  Water is supposed to bead up and roll off, which is what I have noticed.  The test of our storm drain system will now be able to occur because until the final coat was applied, any water was not draining where it was planned to drain.  The low spot in front of 2025 should no longer be an ice patch because of the new slope of the street.  We will have to look at it when we next have a decent hard rain.

4.  Concrete:  When Tommy Carlin met with Elliot on Monday, Tommy said Elliot went above and beyond what was needed and agreed that those repairs are complete.  We found out that to protect the new concrete from the effects of salt or other de-icers, we should seal it.  We will need to get a quote to do that for all of the common areas.  If you want to seal your own driveways and stoops, the sealant must be completely clear - no colors allowed (per the Covenants).

5.  Reforestation area behind last three Williamsburg homes:  There is a two year inspection requirement, meaning that the Parks and Planning inspector will look at the surviving trees in about another year.  If 80% or more of the trees survived, that meets the requirement.

6.  Metal fencing:  Next week, the Parks and Planning inspector will review the forest on the other side of the fences to confirm that construction did not damage the trees.  If he is able to confirm that, he will authorize the removal of the metal fencing.