

Shipley's Crossing HOA Board Meeting Minutes
Shipley's Crossing Clubhouse
522 Donner Way
Millersville, MD 21108
October 25, 2016

1. Monthly board meeting called to order at 6:30 p.m.
2. Board members were present Charlie Kerrigan, Mike Bonk, Buddy Jackson, Linda Summers and Diane Boyea
3. September board meeting minutes were reviewed and approved
4. Standard Treasurer's report was reviewed and approved

Old / Unfinished Business

- A. Architectural update given.
- B. Sink Hole behind 721 Shallop, was repaired during aeration.
- C. Repair to asphalt - tabled
- D. Landscaping contract - C & S Lawn was determined to be the best contractor for the community at this time. Motion from Mike Bonk to accept and second by Buddy Jackson
- E. Pool Contract - Anchor Aquatics was determine to be the best provider for the upcoming season. Motion from Linda Summers to accept and second by Buddy Jackson.

New Business

- A. Revision to architectural guidelines was discussed to insure fencing options are clear and pictures attached.
- B. Mail service - continues to be a problem. Homeowners will be reminded to contact Floyd so that he can coordinate corrections with Post Master.
- C. Problems continue with unattended parked vehicles for extended period. Research will be done to determine who is the owner of the vehicle and decision will be made based on covenant what is the next action.
- D. Form a committee for North side to work with C&S Lawn regarding concerns about trimming of plants and Snow Removal rotation.
- E. Cattails and trees must be removed from retaining ponds. Estimates will be secured.
- F. Discussed replacement of trees and on both sides. No money for tree replacement, this year.

Homeowners Forum

1. Jane Jackson stated 42 people have responded to RSVP. A reminder email will be send stating it not to late to join us.
2. Homeowner inquired if architectural form needs to be submitted for landscaper to redo existing garden. After discussion it would was determined, it would be in the homeowners best interest to submit the form.

Shipley's Crossing Homeowner's Association, Inc.
Millersville, Maryland

NOTICE OF BUDGET MEETING

DATE: Tuesday, November 29, 2016
TIME: 6:30 P.M.
PLACE: Shipley's Crossing Clubhouse
522 Donner Way
Millersville, MD 21108
PURPOSE: 2017 Budget Meeting

Dear Homeowner(s):

On the reverse of this notice is a copy of the proposed 2017 budget for the Shipley's Crossing Homeowners Association ("*The Association*"). Per the Governing Documents it is the fiduciary responsibility of the Board of Directors ("*The Board*") to present to the membership a balanced budget that covers all relevant aspects of managing the Association.

A meeting to discuss and approve this budget will be held on Tuesday, November 29, 2016 at 6:30 P.M. at the Shipley's Crossing clubhouse. Please plan to attend the meeting if you wish to discuss the budget. The Board looks forward to your input at that time.

Sincerely,

The Shipley's Crossing Homeowners Association, Inc.
Board of Directors

ProCom

Professional Community Management, Inc.

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Millersville, MD 21108
(301) 261-0777 (D.C. Line)
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2017 SCHOA APPROVED BUDGET

<u>REVENUE:</u>			
	06310	Assessments Billed	\$203,292.00
	06910	Interest Operating	\$50.00
	06700	Clubhouse Rental Income	\$800.00
	06710	Clubhouse Security Deposit Income	\$2,000.00
	06720	Clubhouse Access Card Income	\$40.00
	06920	Miscellaneous Income	\$0.00
	06970	Allowance for Doubtful Accounts	-\$1,000.00
		Total Non Assessment Income(NAI)	\$1,890.00
		TOTAL INCOME:	\$205,182.00
<u>EXPENSES:</u>			
<u>Clubhouse Expenses</u>			
<u>General & Administrative</u>			
	07010	Management Fees	\$23,592.00
	07140	Audit & Tax Filing	\$1,300.00
	07160	Attorney - Legal	\$600.00
	07280	Insurance	\$3,185.00
	07290	Insurance-Fidelity	\$475.00
	07500	Community Activities	\$1,400.00
	07890	Administrative Expenses	\$1,500.00
	07600	Community Investment	\$2,850.00
		Total Gen & Admin Expenses	\$34,902.00
<u>Clubhouse:</u>			
	06999	Contribution to Reserves	\$20,390.00
	06710	Clubhouse Security Deposit Return	\$2,000.00
		Total Clubhouse	\$22,390.00
<u>Utilities:</u>			
	08911	Electric - Clubhouse	\$7,000.00
	08915	Security System	\$1,000.00
	08920	Telephone/Cable	\$3,950.00
	08932	Water/Sewer - Clubhouse	\$3,000.00
		Total Utilities	\$14,950.00
<u>Maintenance Expenses:</u>			
	09110	Building Maintenance	\$2,500.00
	09105	Back Flow Inspection	\$500.00
	09100	Tree Removal/Maintenance - Clubhouse	\$500.00
	09060	Clubhouse HVAC	\$500.00
	09065	Janitorial Services	\$3,750.00
	09070	Clubhouse Repairs	\$2,000.00
		Total Maintenance	\$9,750.00
<u>Contracts:</u>			
	09021	Ground Maint Contract - Clubhouse	\$8,604.00
	09750	Exterminating	\$1,380.00
	09801	Snow Removal Clubhouse	\$1,000.00
		Total Contracts	\$10,984.00
<u>Pool Expenses:</u>			
	09050	Pool Management	\$18,525.00
	09055	Pool Repairs	\$3,500.00
	09090	AED and Maintenance	\$1,200.00
		Total Pool Expenses	\$23,225.00
		Total General Fees:	\$116,201.00
		Total General Fees minus NAI	\$114,311.00
<u>North Expenses:</u>			
	09020	Grounds Maintenance Contract	\$25,896.00
	08910	Electric - North	\$5,400.00
	08930	Water/Sewer - North	\$800.00
	09800	Snow Removal - North	\$15,500.00
	08940	Storm Water Drainage - North	\$1,131.00
	09115	Miscellaneous Repairs - North	\$3,200.00
	09025	Grounds Maintenance - North	\$4,500.00
	06999	North Reserve Contribution	\$13,272.00
	09120	Tree Removal/Maintenance - North	\$1,000.00
	09035	Pond Maintenance - North	\$1,400.00
		Total North Expenses	\$72,099.00
<u>South Expenses:</u>			
	09802	Snow Removal - South	\$0.00
	08934	Water/Sewer - South	\$1,650.00
	09117	Miscellaneous Repairs - South	\$700.00
	09027	Ground Maintenance - South	\$1,800.00
	08950	Storm Water Drainage - South	\$708.00
	09022	Grounds Main Contract - South	\$9,504.00
	06999	South Reserve Contributions	\$1,236.00
	08912	Electric - South	\$240.00
	09125	Tree Removal/Maintenance - South	\$1,000.00
		Total South Expenses	\$16,838.00
<u>SUMMARY:</u>			
		Total Income	\$205,182.00
		Total Expenses	\$205,138.00
			\$44.00
<u>2017 QUARTERLY ASSESSMENT</u>			
		North (Villas)	\$431.00
		South (Single Family Homes)	\$277.00