

## NWCA HOA Board Meeting Minutes – 04/17/2025

A meeting of the Northgate Woods Community Association (NWCA) homeowners' association (HOA) Board was held on Thursday, April 17, 2025, at President Joe Minnick's house in Laurel, MD. The meeting was called to order at 6:37 PM. In attendance were:

- Joe Minnick – President
- Makita Hinnant – Vice President
- Mimi Ngaii – Treasurer
- Kaleem Ahmad – EPA (via phone)
- Dave Kistler – Secretary

- I. Approval of last meeting minutes: the minutes of the previous meeting were approved via text as submitted by the secretary and will be posted to the NWCA website.
- II. Treasurer's Report: Mimi reported total assets of \$6130.32 (Wells Fargo business checking) and \$28,024.36 (Wells Fargo business market rate savings). There is an additional \$10,009.00 in an AMEX checking account (transferred from the Wells Fargo checking account). Additionally, she reported that the book check was performed and that the results will be published.
- III. EPA/Tech Report: Kaleem reported that the NWCA website is in good order and that there were no issues with cloud storage. There were no construction requests received. He also reported that a house had a tree removed from the front yard without receiving approval from the board. The board will take no action.
- IV. President's Report: Joe reported that there are currently 5 households in arrears on dues for the fiscal 2024-2025 period. He will continue to pursue collection. Additionally, he met with the attorney and they completed the review of the Amended and Restated Declarations. He will require an additional meeting to complete reviewing the Amended and Restated Bylaws. He reported that the attorney said the present Bylaws are obsolete and will need a rewrite to make them current.
- V. Unfinished Business: Joe will schedule a neighborhood inspection with Dave within the next few months.
- VI. New Business:
  - A. The board voted unanimously to approve the expenditure of \$600/month to mow the area surrounding the drainage ditch. They will also obtain quotes to have someone perform a Spring cleanup of the common area.

B. The board voted unanimously to increase the annual HOA membership dues from \$110 to \$120.

C. The annual meeting of the NWCA was tentatively scheduled for July 10, 2025. A deposit for the meeting space if required was authorized. [Note: the meeting has been confirmed for 07/10/2025 @6:00 PM in the Laurel Community Center Hammond Room.]

VII. Next Meeting: The next Board meeting is scheduled to be held on Thursday, May 8, 2025 at 6:30 PM at Joe Minnick's house.

The meeting was adjourned at 7:08 PM.

#### **Action Items**

<b>Action</b>	<b>Assignee</b>	<b>Status</b>	<b>Comments</b>
Upload EPA requests to cloud storage	Kaleem	Ongoing	Item IV
Post meeting notice on website	Kaleem	Ongoing	Item IV
Organize paper records	Denise	Open	Item V – in progress
Research paper record retention requirements	Denise	Open	Item V – in progress
Obtain HoCo swimming pool regs	Joe	Closed	
Draft budget format	Joe/Mimi	Closed	
Draft NWCA community newsletter	Joe	TBD	
Schedule NWCA financial book check	Mimi	Closed	
Verify NWCA homeowner names and addresses	Dave	Closed	
Send delinquent dues notices	Joe	Open	Item IV
Open AMEX checking/savings accounts	Mimi	Closed	Item VI
Transfer money from W-F to AMEX accounts	Mimi	Closed	Item VI

Submitted by D. Kistler, Secretary