

NWCA HOA Board Meeting Minutes – 04/23/2024

A meeting of the Northgate Woods Community Association (NWCA) homeowners' association (HOA) was held on Tuesday, April 23, 2024, at Panera Bread at 3301 Corridor Marketplace, Laurel, MD. The meeting was called to order at 6:40 PM. In attendance were:

- Joe Minnick - President
- Kaleem Ahmad - EPA
- Mekita Hinnant – Vice President
- Dave Kistler – Secretary

- I. Approval of last meeting minutes: the minutes of the previous HOA meeting were approved as submitted.
- II. Treasurer's Report: the treasurer's report was given by the Board president and approved. He reported that the treasurer has filed all required annual reports for the current year and are up to date. He also reported that the NWCA dues recording spreadsheet was updated on 4/23/2024 and that there are currently 30 households in arrears dating back to 2020-2021.

*Note: subsequent to the meeting, the treasurer reported total assets as of 05/06/2024 stand as \$21,735.77 (business checking) and \$28,021.79 (business market rate savings).

- III. EPA/Tech Report: it was reported that there were no construction requests received since the previous meeting. It was noted that a homeowner has recently installed an above-ground swimming pool on their property. Joe will obtain a copy of the regulations governing swimming pools from Howard County to determine whether the pool is in compliance as installed (i.e., required fencing and safety equipment).
- IV. President's Report: Joe reported that the dues delinquency notices have been mailed out and that the response has been mediocre to date. He also reported that he is in the process of drafting an email to an attorney to discuss rewriting the NWCA bylaws (specifically to reword the requirements for passing motions brought before the community). Finally, the board discussed tree removal and general cleanup of the common areas. Mimi had received a quote of \$3600 on 3/20/24 to perform the necessary maintenance activities. Joe moved to accept the bid (seconded by Kaleem) and the motion passed unanimously.

*Note: subsequent to the meeting, the contractor (Maudillo) requested an additional \$400 to spray the common areas, as the weeds have grown significantly since the original offer was bid. The request was passed by the board via text messages on 4/24/2024.

- V. Unfinished Business Discussion:

- a. HOA reloadable credit card: It was also reported that Kaleem will provide the NWCA credit card to Mimi for loading to cover website costs.
- b. Historic HOA documents: work is progressing on organizing the paper records that were turned over to the current board by the previous treasurer.
- c. Joe reported that there is a contract in place for regular maintenance (i.e., mowing) of the common area.

VI. Next Meeting: The next HOA meeting will be held on 05/16/2024 at 6:30 at Panera Bread, located at 3301 Corridor Marketplace, Laurel. Kaleem will post a meeting notice on the NWCA website.

The meeting was adjourned at 7:40 PM.

Action Items

Action	Assignee	Due Date	Comments/Status
Draft/send dues delinquency notices	Joe/Mimi	01/30/24	Closed
File NWCA tax forms	Mimi	Closed	Closed
Upload EPA requests to cloud storage	Kaleem	Ongoing	Item III
Board member home inspections	Denise	Closed	Closed
Research reloadable credit card options	Mimi	Closed	Closed
Organize paper records	Denise	Open	Item Vb – in progress
Research paper record retention requirements	Denise	Open	Item Vb – in progress
Perform walkaround inspections	Joe/Dave	Closed	Closed
Post meeting notice on website	Kaleem	Ongoing	Item VI
Obtain HoCo swimming pool regs	Joe	Open	Item III

Submitted by D. Kistler, Secretary

*Note: the minutes were approved via text message on 5/8/2024 and submitted for publication.