

NWCA HOA Board Meeting Minutes – 05/16/2024

A meeting of the Northgate Woods Community Association (NWCA) homeowners' association (HOA) was held on Thursday, May 16, 2024, at Panera Bread at 3301 Corridor Marketplace, Laurel, MD. The meeting was called to order at 7:10 PM. In attendance were:

- Joe Minnick - President
- Kaleem Ahmad - EPA
- Mimi Ngaii – Treasurer
- 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 Mimi and approved. She reported total assets as of 05/16/2024, stand as \$22,795.77 (business checking) and \$28,021.79 (business market rate savings). Additionally, Joe reported that he has contacted approximately 50% of the households currently delinquent on their HOA dues. He also noted that he has added a column to the master homeowner spreadsheet for telephone numbers.
- III. EPA/Tech Report: Kaleem reported that the NWCA website is in good order and that there were no construction requests received since the previous meeting. He also reported that there is currently \$499.00 loaded on the credit card; Mimi will activate the card and maintain possession. Regarding the above-ground swimming pool that a homeowner has recently installed on their property, Joe reported that it is in compliance as installed (i.e., required fencing and safety equipment). The homeowner will submit a construction form so as to be compliant with NWCA bylaws.
- IV. President's Report: Joe reported that he expects to complete the email he is in the process of drafting regarding updating the bylaws within the next 2 weeks. He also performed an inspection of the recent work performed by contractors to clear/maintain the common areas and the work was finished satisfactorily. Finally, he reported that he received an anonymous complaint regarding loud music being played during the very early morning hours (3-4 AM), and that local law enforcement has been contacted several times. Joe will issue a warning letter to the offending household.
- V. Committee Report: Donna Kistler reported that the committee responsible for digitizing old NWCA records is about to begin the scanning process.
- VI. New Business:

- a. Budget discussion: it was noted that the insurance premium on the common areas was recently paid (\$1455.00) and that the premium is projected to increase to \$1700 in the near future. Given that, Joe made a motion (seconded by Mimi) to increase the current HOA dues by 10%. The motion carried unanimously.
- b. Spring inspections: the board decided to table the scheduling of the Spring inspections for the time being.
- c. Community meeting: the NWCA community meeting has been tentatively scheduled for July 10, 2024, at 7:00PM at the Savage Branch of the HoCo Library. Joe will reserve a room for the meeting and begin drafting a community newsletter. Additionally, he and Mimi will work on a budget format to present during the community meeting. Mimi will also schedule a book check to be performed by July 1, 2024.
- d. Annual dues letters: Joe will draft the annual dues letter, projected to be issued by June 1. Dave will verify the current homeowner names and addresses using the MD SDAT website. Denise will assist in addressing the envelopes.

VII. Next Meeting: The next HOA meeting will be held on 06/12/2024 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 8:20 PM.

Action Items

Action	Assignee	Due Date	Comments/Status
Upload EPA requests to cloud storage	Kaleem	Ongoing	Item III
Post meeting notice on website	Kaleem	Ongoing	Item VI
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	Item III
Draft budget format	Joe/Mimi	06/12/24	Item VI.c
Draft NWCA community newsletter	Joe	TBD	Item VI.c
Schedule NWCA financial book check	Mimi	7/1/2024	Item VI.c
Verify NWCA homeowner names and addresses	Dave	06/12/24	Item VI.d

Submitted by D. Kistler, Secretary

* Minutes approved by majority of attendees via text on 06/04/2024