

NWCA HOA Board Meeting Minutes – 06/12/2024

A meeting of the Northgate Woods Community Association (NWCA) homeowners' association (HOA) Board was held on Thursday, June 12, 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
- Mimi Ngaii – Treasurer
- 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 Mimi and approved. She reported total assets as of 06/12/2024, stand as \$20,337.17 (business checking) and \$28,022.03 (business market rate savings). Additionally, Joe reported that there are currently 11 households delinquent on their HOA dues, 2 of which are more than 3-4 years overdue).
- III. EPA/Tech Report: Kaleem reported that the NWCA website is in good order and that there were no issues with cloud storage. Joe reported that he had received and approved 2 requests for tree removal. These forms will be uploaded to cloud storage. Additionally, Mimi reported that she has ordered a permanent credit/debit card (current balance: \$499.00)
- IV. President's Report: Joe reported that he has reserved a room at the Howard County Public Library (Savage Branch) for the annual community meeting, scheduled for 07/10/2024 at 7:00 PM EDT.
- V. Committee Report (reported via text 6/12/24): The annual dues letters are all mailed out to the homeowners. The official documents for Northgate Woods have been sorted with the exception of a small notebook. I am waiting for one of our volunteers to provide an update so I can scan them in. The duplicate documents were removed.
- VI. New Business: The board discussed agenda topics for the upcoming annual community meeting. Topics suggested include:
 - a. Dues increase
 - b. Changing banks (currently with Wells Fargo; Joe suggested moving to Morgan Stanley to take advantage of their 5% interest offering)
 - c. Legal fees
 - d. Budget
 - e. Short term rentals

- f. Walkaround inspections (tentatively scheduled for sometime in August)
- g. Elections to the Board

VII. Next Meeting: The next Board meeting will be scheduled after the annual NWCA community meeting is held (see item IV above).

The meeting was adjourned at 7:30 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	Closed	Item VI.c
Draft NWCA community newsletter	Joe	TBD	Item VI.c
Schedule NWCA financial book check	Mimi	Closed	Item VI.c
Verify NWCA homeowner names and addresses	Dave	Closed	Item VI.d

* Subsequent to the meeting, Joe reported via text that through personal contact, he reduced the number of households delinquent on their HOA dues to 2, both of which to be referred to the Board’s attorney to initiate collection proceedings.

Submitted by D. Kistler, Secretary

* Minutes approved via text on 07/03/2024.