

NWCA HOA Board Meeting Minutes – 10/17/2024

A meeting of the Northgate Woods Community Association (NWCA) homeowners' association (HOA) Board was held on Thursday, October 27, 2024, at President Joe Minnick's house in Laurel, MD. The meeting was called to order at 6:45 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 annual NWCA meeting were approved via text as submitted by the secretary and posted to the NWCA website.
- II. Election of new officers: pursuant to the election held during the annual meeting, the board's current makeup shall be as follows:
 - a. Joe Minnick: President (1 year term)
 - b. Mekita Hinnant: Vice President (2nd year of 3-year term)
 - c. Mimi Ngaii: Treasurer (2nd year of a 2-year term)
 - d. Kaleem Ahmad: EPA Representative (2nd year of a 2-year term)
 - e. Dave Kistler: Secretary (1 year term)

The above composition was motioned by Joe, seconded by Dave, and approved unanimously.

- III. Treasurer's Report: the treasurer's report was given by Mimi and approved. She reported total assets as of 10/17/2024, stand as \$25,357.95 (business checking) and \$28,022.97 (business market rate savings). Additionally, Mimi reported that she has submitted the paperwork required to have a book check performed for FYs 2022-2023 and 2023-2024.
- IV. 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.
- V. President's Report: Joe reported that there are currently 17 households delinquent in their dues (Joe will send reminder notices), 1 household with an unresolved delinquent dues issue, and 2 households that have been referred to an attorney to initiate collection procedures.
- VI. Committee Report: there was no committee report presented.
- VII. New Business: The board discussed the following items:

- a. During a recent storm, a tree fell in the common area. It was decided to leave it as is until Spring.
- b. The Board discussed changing banks (currently with Wells Fargo); Mimi will research smaller banking establishments, and Kaleem will present the information he has learned since the last discussion.
- c. It was decided to defer the walk-around inspections until Spring.

VIII. Next Meeting: The next Board meeting will be held on November 14, 2024 at 6:00 PM at Joe Minnick’s house. Topics for discussion include:

- a. Using a fiscal versus a calendar year
- b. Changing banks
- c. Updates to the NWCA bylaws (Joe has distributed the updated version)

The meeting was adjourned at 7:30 PM.

Action Items

Action	Assignee	Status	Comments
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 V

Submitted by D. Kistler, Secretary