

QUAKER HILL COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES FOR FEBRUARY 27, 2025
Via Zoom at 7:00 PM

CALL TO ORDER

Held over Zoom, the meeting was called to order by Dominique Mack at 7:00 PM.

BOARD MEMBERS PRESENT

Dominique Mack
Laura Evans
Rose Gillespie
Ashley McCurry

BOARD MEMBERS ABSENT

Lester Simpson (Edwin Zelya from ARHA attended the Open Session in his absence)

POLICE/LIASON REPORT

- Sergeant Matthew O'Malley shared the crime statistics for the area with the majority occurring in and around the shopping center. Sergeant O'Malley stated that he will campaign to have an officer assigned to the Yale/Ellsworth area should staffing allow.

OPEN FORUM

- Homeowner discussed snow removal and sanding was sub-par in the most recent snowfall.
- Homeowners asked for information regarding the water main break on Quaker Hill Drive. The Board will update owners in old business.
- Homeowners inquired about the Verizon FIOS digging in the community.
- Homeowner asked for an update on parking enforcement. Concern was expressed over one particular car which is always parked in visitor parking.

COMMITTEE/REPORTS

ARHA: Nothing to report

COVENANTS: Ashley McCurry and Laura Evans, the Covenants Committee co-chairs provided an update on the new guidelines. The Committee met twice in February and is actively working on the documents that will become the resolution. New inspections are expected to begin on or around April 1st, so the Committee is working to have the documents finalized before that date.

ARCHITECTURE: Rose Gillespie, the chair of the Committee, stated there were no new applications in February. Three of the four volunteers from the Committee are willing to continue in that role.

LANDSCAPING/GROUNDS: Caroline Morris, the Committee chair, provided an update on plans for the Spring. She explained that the first project will be a butterfly garden in the empty patch on the walkway near the pool. The hope is to include plants that will allow for blooms for the entire pool season.

Another item she is researching is for non-grass plants that can stand up to foot traffic and dog urine. She stated that if any neighbors are willing to help with a trial planting in their yards, they can contact her.

She also looking into the use of “green mulch” which involves planting plants in areas where you would otherwise use mulch. There is a resident who is a landscape architect, and she plans to work with them to address the areas around the erosion project at a later date, though there are plans to install some shrubs that can help with erosion later in the year.

PARKING: Dominique Mack, chair of the Parking Committee reminded neighbors to review the parking regulations and mechanisms for enforcement.

SNOW: Dominique Mack, chair of the Snow Committee. The Board will look to hire a new snow vendor for the 25/26 snow season.

APPROVAL OF MINUTES

The Board reviewed the minutes from the January 23, 2025, meeting.

Laura motioned to approve the 1/23/25 meeting minutes; Rose seconded. The Board Members present unanimously approved (4-0-0)

FINANCIAL MANAGEMENT

Rose informed the board of the December 31, 2024, Financials. She provided the Treasurer’s Report for January 2025. There were no unusual expenses in January. There were some general maintenance items (a light pole Dartmouth which needed repair/replacement). Snow removal costs \$8,000 for the month. There was a CD which matured and \$100,000 was reinvested into two (\$50,000 each) with a 4% payout.

CONTRACT SERVICES/PROPOSALS

Legal Training for Board

- Chadwick Washington Moriarty Elmore & Bunn, PC submitted a proposal for a 2-hour, customizable, training session (via Zoom) for the Board of Directors. For \$900. Sarah Ross is the Associations new attorney since Wil Washington has retired.

Dominique motioned to approve the proposed training; Ashley seconded. The Board Members present unanimously approved (4-0-0)

Legal Counsel Option for Retainer Plan Contract

- Chadwick Washington Moriarty Elmore & Bunn, PC submitted a proposal for one year retainer agreement (from a non-retainer format from 2024). This would cost \$2,100 per year plus reduced hourly rates. The 2024 cost was \$2,480. Rose discussed the association used to have legal on retainer, but the Board decided to go non-retainer format because it was more cost effective.

No motion was made

Trickle Pond Timer

- Fountain Craft Manufacturing Company submitted a proposal to install an intermatic electronic timer on the pump. It would be off for 8 hours every 24 hours. This would cost \$830. They estimated a potential savings of up to \$1,000 a year, but turning the pump on and off, can wear the pump. They stated that there is no way to tell if this would save costs in the long run. The Board agreed to monitor the electric bill and reassess.

No motion was made

RATIFICATION OF EMAIL VOTES SINCE LAST MEETING

There were no email votes since the last meeting.

UNFINISHED BUSINESS

- Water leak on Quaker Hill Drive
 - American Water was on-site Friday, 2/21/25 to identify the issue after the leak became severe late on the evening of Thursday, 2/20/25. An emergency water shutoff was necessary first for the homes in the immediate vicinity, then for a larger part of the community as the valve in the immediate area of the leak could not stop the water flow. Only the homes in the immediate vicinity were notified of the outage originally. A section of pitted pipe was removed and replaced, and water was turned back on midday.
 - The curb had to be removed in the process of correcting the leak and currently has asphalt fill where the curb used to be. We do not know when American Water will repair the curb, and several neighbors asked for them to provide a timeline.
 - A Board member will reach out to their contact there to get an update on the status.
 - One homeowner stated that the on-site team from American Water mentioned a valve malfunction. Dominique stated she will get an update on that too.
- Update on Erosion/Drainage Project
 - Work is weather dependent, but excavations are completed. The contractor is building a stone channel for water to run through. There will be heavy

equipment and stone that will be in the parking spots there again to complete that project. Down to Earth will be responsible for returning the area to pre-construction state. There will be no new planting in that area in the immediate future.

- The question of on-sight management for this project was raised. The Community Manager will ask Down to Earth to have their supervisors on-site for the remainder of the project.

NEW BUSINESS

- Chairs for the Community Center
 - Discussion for more chairs for the community center. Recommended to get another 10-12 folding chairs that we can store easily and have pricing and vote on it at the March meeting.
- Community Center Roof Issues
 - The Community Manager stated she is still working with roof vendors because there is a great variance in the estimates for repair and what is causing the leaking in the clubhouse ceiling.
- TMP Report
 - In February (as of 2/21), two residents with a total benefit payout of \$650. The balance in the TMP fund is now \$2,300.
- Annual Inspections
 - Pre-inspection letters were sent on 6/19/24. The 1st round of photos was taken and submitted to the portal on 7/3/24. The 2nd inspections were completed 10/16/24 and posted for the board on 11/4/24. Final violation photos were completed on 2/7/25 and the letters were mailed 2/21/25.

PRIVILEGED: Ashley moved to convene in Executive Session to consider personnel matters, consult with legal counsel, discuss and consider contracts, pending or probably litigation, and matters involving violations of the rules and regulations; Laura seconded. The Board entered Executive Session at 8:32 PM

Dominique moved to move out of Executive Session; Rose seconded. The Board members present unanimously approved (4-0-0) to move out of Executive Session at 8:58 PM.

RECONVENE INTO GENERAL SESSION

NEW BUSINESS CONTINUED

- Late Assessment Fees

Rose motioned to deny a waiver request for late fees; Ashley seconded. The Board members present unanimously voted (4-0-0) to deny the waiver.

Adjournment: Rose moved to adjourn; Laura seconded. The Board members present unanimously voted to adjourn at 8:59 PM.

NEXT MEETING: Board Meeting scheduled for March 27, 2025, at 7:00 PM via Zoom.

Respectfully submitted,
Ashley McCurry, Secretary