

2021 Annual Meeting Report of PCA Board Actions

This document provides a report on the major actions taken by the PCA Board of Directors since the start of the 2021 fiscal year, covering the period from 01 Jan 2021 → 30 Sep 2021.

Communications

Several efforts were made to maintain communications with PCA members. PCA voice-mail and e-mail were checked daily, and an attempt was made to respond the same day. Newsletters were published in May and September and delivered by volunteers to the properties. An e-mail list was maintained, allowing us to reach approximately 331 of our 406 property owners with monthly announcements. The PCA website was maintained and improved to keep residents informed, and to allow easy access to the application forms for architectural change control and for reserving facilities in Club View Park. Our newsletters and monthly finance reports are posted at the website. The website accepts on-line payments for the yearly assessment, field use fees, newsletter ad fees, and the purchase of a re-sale package.

The Board held regular monthly meetings, all open to the public, at 7:00 PM on the second Monday of the month. Due to COVID-19 restrictions the January through August meetings were held virtually using the Zoom platform. Starting in September we returned to meeting at Woodfield Elementary School, but maintained the option of attending virtually. The annual meeting and election of Directors of the Board was not held in 2020 because of the difficulty in using a virtual meeting to comply with our By-Laws, which require nominations from the meeting floor and a secret vote. This year's annual meeting is scheduled for 21 October 2021.

Finance

The Board developed and approved an operating budget for the 2021 fiscal year, which runs from 01-Jan-2021 to 31-Dec-2021. The budget specifies the expected limits for expenditures in each of 22 spending categories. The budget also specifies the amounts of contributions to the General Reserve Fund and the Town-House (T-H) Reserve Fund. The yearly contribution to the General Reserve Fund is \$6,000. The amount deposited into the T-H Reserve Fund comes from the assessment to T-H owners, and is the difference between the T-H property assessment (\$238) and the detached-property assessment (\$172); this reserve fund is used exclusively for the maintenance of the T-H parking areas.

The PCA maintained a record of all property addresses, the names of the current owners, and the status of their assessment payments. The 2021 assessment invoice was mailed late this year on 02-Jan-2021; we usually mail them in mid-December, with a payment deadline of 31-Jan, to allow as much payment flexibility as possible around the holiday season. A second invoice was mailed on 28-Jun-2021. A third invoice is planned for late October 2021.

The PCA Board continued the process of clearing the books of past due assessment returns. No legal actions were brought in 2020 due to the COVID-19 pandemic, but actions will be considered for fall 2021.

The PCA has initiated a full audit of our 2020 financial records, and all requested documents were delivered to the auditor on 08-Sep-2021. The audit is expected to be completed in November 2021.

Grounds

The Board awarded a contract for the grounds maintenance of the parks and other common areas. The PCA performs complete turf maintenance to all common areas. These services include mowing, edging, fertilization, weed control, and core aeration & over-seeding in the fall. Our turf maintenance program is compliant with the newer County law that prohibits use of most weed control products. We will continue to look for ways to better control weeds.

The playground equipment in Club View Park has been regularly inspected by the PCA. There has been little vandalism in the park this year. There were a couple of graffiti incidents in the pavilion, and some forced entries into the tennis courts. The basketball court goals were replaced in October 2020 with professional style goals, greatly increasing the usage of the courts. In May specially ground “WoodCarpet” mulch was added to the playground area.

Wesley Foreman Memorial Park has been maintained as a “sitting” park, without playground equipment. This park resides on land owned by the Montgomery County Parks department, and is located near a stream, so the PCA is limited in what can be placed on the land.

Tree maintenance has continued in Club View Park and around the town-house areas. In April we removed a large dead tree from a common area, and another has been scheduled for November. Also in April the PCA hired a company to remove a large amount of trash that was dumped long ago in the wooded ravine that runs from the bottom of Newbury Road, up between Sugar Cane Lane and Club View Drive, ending adjacent to the Newbury town-houses. The removed items included scores of tires, and some large metal objects. A second clean-up event using volunteers was held on April 24. In May we hired our landscaper to install a rock drain at the south end of the tennis courts, where we were having erosion problems. In October we pruned some of the lower White Pine branches in Club View Park to improve ground clearance and to protect the long branches from breaking; we also cut down a patch of bamboo that was invading a common area.

In January the two “cluster box units” (CBUs) on Bush Hill Court were replaced. The old units appeared to be the original boxes, and one of them fell over. The new CBUs are much more attractive and feature “parcel boxes” which allow the letter carrier to place packages in special compartments and then give the compartment key to the resident; this makes package delivery easier and safer. The USPS now requires HOAs to arrange for both the purchase and installation of CBUs.

Architectural Change Control

The ACC Committee processed several applications for home improvement projects. In June and July all PCA properties were inspected for maintenance violations, and 83 of our 406 properties were cited with a violation.

Community Events and Volunteering

Several residents participated in delivering newsletters to the door of each resident. Several residents helped to assemble the mailings for the annual assessment, and for the annual meeting. A volunteer event was held to remove trash from the wooded ravine that runs north of our storm water dry pond.

=====