

SWAN POINT AT LAKE ELKHORN CONDOMINIUM ASSOCIATION, INC.

December 11, 2007

www.swanpoint.org

Present: Gracie Bradford, President; Pamela Ford, Vice President; Ferd Lazarus, Investment Advisor; Barbara Boyd; Treasurer, Operating Budget; Kathy Bestany, Secretary; Dave Bittner, Board Member and Web Master; Mike Klein and Beth Sorrick, WP&M Management Company; Ann Wing, Grounds Community Chair; Mary Sklarevsky, Covenant Advisor; Mark King, Chair Swan Point Architectural Committee.

Meeting was called to order at 7:02 p.m.

Minutes of the November 13, 2007 meeting were approved by email and are posted on the Swan Point website.

1. Residents' Speakout

Ann Wing requested that residents put their house numbers on their trash cans. Several cans have remained at the curbside for several days and without an identifying house number cannot be returned to the owner.

Mary Sklarevsky requested that Mike Klein respond to her email about budget matters. Gracie Bradford and Ferd Lazarus would also like to be copied on the response. A copy of the email was given to Mike.

Mike Goldstein, the new owner of 7435 Swan Point Way, introduced himself and was welcomed to the community by the Board.

2. Grounds Committee

Ann Wing will procure the documentation from the post office for the replacement of a mailbox, part of the mailbox beautification project.

Chair noted that no members were in attendance at the December grounds meeting.

3. Swan Point Architectural Committee (SPRAC) Report

Mark King reported the missing applications have been reconciled with Owen Brown.

Training for the spring walkthroughs is scheduled for this Sunday.

An application was received from 7437 Swan Point Way to have a bathroom vent in front of the unit. Mark King will speak to the homeowner. Other examples of this type of venting exist in the community.

Mark King and Mary Sklarevsky questioned the number of color choices in the new color scheme for siding and trim previously approved by the board. Each residence's complete color scheme is listed on the website. Residents will follow the color choices adopted by the board when making siding, trim or shutter updates.

4. Webmaster's Report

The changes requested by Gracie Bradford to the website have been made.

The master plan for the grounds of Swan Point, which was created by Slater and Associates, will be given to Dave Bittner for posting on the website.

5. Treasurer's Report

The cash balance is approximately \$20,000, but the snow bill for the December 5, 2007 snowstorm must be paid from this.

Question was raised as to why the balance sheet does not balance. Mike Klein explained that the monthly meetings occur before the final reconciliation of the accounts and that is why the material is stamped "draft."

6. Management Report

Tree trimming by RAR has been completed for this quarterly cycle. The company will return in February to continue work on the property. Ann Wing will be notified prior to their arrival.

A tree was cut down near the large lower court by an unauthorized contractor. Residents are reminded that trees on common property are owned by the Association. An owner who wishes to do tree work, and pay for it, can submit an Exterior Alteration Application. If the Grounds Committee approves, and if Owen Brown approves (if such approval is required based on the size of the tree), then the homeowner may contract for such work individually. The Board has a written contract and a comprehensive plan with RAR for tree maintenance and removal.

Each board member received a final copy of the reserve study. Mike Klein asked that the members review the study thoroughly. A disk of the study will also be provided.

Mike Klein reviewed the status of the leaf removal by Chapel Valley. Because of the leaves falling late, it has been difficult to keep the property leaf free. Mike is aware of the issues with the vendor and is working with them to complete the contract. He stated that the fourth leaf removal is unusual but that this has been an unusual fall. Three leaf removals are sufficient in a normal year.

Mike Klein received information from McDowell Chimney Cleaning, one of three companies recommended by board members for chimney cleaning. McDowell

quoted \$99 per flue with a minimum of 30 contracts. Beth will check with the other two vendors about pricing discounts and get the information to the board by the end of the week. Dave Bittner will send an email to the community alerting them about chimney cleaning services at a community discount.

Pamela Ford made a motion seconded by Dave Bittner to choose the lowest of the three vendors with the lowest minimum number of contracts. The motion was passed unanimously.

The board will use the same process to select vendors for gutter cleaning, deck and siding washing. Bids will be requested in February.

Board concluded that the December 5, 2007 snow removal by RAR went well. Because of a miscommunication, salt bags were left by the crew. Mike Klein will pick up empty and full bags after the meeting.

Several homeowners questioned why their steps were not shoveled. Homeowners are responsible for the shoveling of their steps. The current contract does not include step shoveling. It had been in past contracts, but was dropped in the McFall & Berry contract; however, McFall & Berry reportedly continued to clear steps. It is an extra expense that the board investigated, but proved too costly for this year, especially with the large increase in the monthly fee to fund the reserves. The board will review this expense during the budget workshop in August. Residents must make their own arrangements to have their steps shoveled or shovel them themselves.

Mike Klein will send an electronic copy of the bylaws to Kathy Bestany. She will draft an update of the bylaws along with a timetable and give to Gracie Bradford.

6. Old Business

Pamela Ford made a motion seconded by Ferd Lazarus to hold the annual meeting on September 9. The Board approved unanimously.

7. New Business

The late charge for 7435 Swan Point Way was removed; coupon books were sent to the wrong address.

Mike Klein is still awaiting Howard County's inspection report on the rentals in the lower court.

Board directed Mike to add 7473 as a rental unit.

Board reviewed the status of delinquent homeowners whose cases are with the association's attorney as well as others that are delinquent in their monthly fees. Dave Bittner sent a link to an article in The Washington Post that advised boards

of condominium and homeowners association to be very diligent about collections, especially during a tight economy.

Dave Bittner will seek the assistance of Councilwoman Jen Terrasa in the case of a delinquent homeowner.

Board reviewed the violations list and provided updates and changes to Mike Klein.

Meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Kathy Bestany, Secretary

