

Hollybrooke DSS HOA Board Meeting

When: Tuesday October 22, 2024 - 7:00PM via zoom

In Attendance: Eli, Dave, George, Jim, Jon, Jasmine, Jody, Sharon, Sabrina, Heather-MTM
Jane Markley, Tom Pacheco

Welcome – Dave welcomed Jasmine to the board and thanked her for joining.

- Approval of Minutes – 2nd - Approved
- Budget review – see 2 attached budgets
Budget #1 – no increase in homeowner fees. You will notice that certain buckets are decreased to cover increased costs of other buckets.

Budget #2 – homeowner fees increased \$25/year. This will allow for more money for reserves and to fund tot lot maintenance. There will also be sufficient funds for weather related damage to trees. It will also cover the 2025 audit.

Neither budget contains the \$40/year cost of 2 leaf pickup that would be charged to the single-family houses.

Regardless of which budget is chosen there will be a 3% increase in landscape maintenance costs, dog waste pickup costs and property management costs.

Vote – Put out new budget with \$25/year increase in fees for all houses and an additional \$40/year paid by the single-family houses for 2 leaf pickups or use the no increase in fees budget.

No Increase – 0

Increase Fees with leaf pickup - 9

- Officer Reports – no officer reports due to time constraints.
 - President: Dave Minier
 - o Vice President: Jonathan Tubman
 - o Treasurer: George Wolohojian
 - o Secretary: Eli Nadel
- Committee Report(s)
 - o AERC Liaison – no report due to time constraints
- New Business
 - o By-law update related to electronic voting and lack of member response -
Dave wants to put together a working group to review the by-laws, specifically so that they can be modified to enable email or electronic voting. Examine what's involved with changing the by-laws. Dave, Jasmine, Jon, Eli & Tom Pacheco volunteered to be on the group.
Jane said that she would let the board know some things that she has observed that don't follow the by-laws.
 - o Open Items – Board members, Homeowners & MTM
Jane pointed out that a house on Gold Ring Terrace has planted trees on what could be HOA common area. Perhaps Ron could investigate. She also said that WSSC has finished the pipe replacement along the landfill and the Gude Trail should be available soon. She also asked who was using the previously vacant men's shelter on Gude Dr. Dave said that he would investigate.
 - o Next Meeting: General Budget Meeting-Monday November 25 7:00pm via Zoom
- Adjourn

Budget #1 – No Increase

Derwood Station South HOA, Inc.						
Account	Description	2023 Actual	2024 Budget	2024 June YTD Actuals	2025 Budget	Comments
Operating Accounts						
Income Accounts						
Assessment Income	40-4000-00 Assessment Income	\$57,794.00	\$69,312.00	\$34,346.00	\$69,312.00	TH \$226 SFH \$136 Semi-Annual
Other Income	43-4340-00 Late Fee Income	\$480.00	\$150.00	\$150.00	\$150.00	Semiann nually
Income Accounts Total		\$58,274.00	\$69,462.00	\$34,496.00	\$69,462.00	
Expense Accounts						
General & Administrative						
	50-5005-00 Architectural Review Expense	\$ -	\$ 300.00	\$ -	\$ 300.00	
	50-5010-00 Audit Fees	\$ 2,885.00	\$ 600.00	\$ 650.00	\$ 3,000.00	Audit for 2024 pd in 2025
	50-5050-00 Committee- Website	\$ 2,505.27	\$ 500.00	\$ -	\$ 500.00	
	50-5085-00 HOA Commission Expense	\$ 1,501.50	\$ 1,502.00	\$ -	\$ 1,502.00	
	50-5110-00 Insurance	\$ 1,933.00	\$ 2,000.00	\$ 238.00	\$ 2,000.00	
	50-5130-00 Legal Fees	\$ 990.00	\$ 500.00	\$ -	\$ 500.00	
	50-5170-00 Mgmt Fee Other	\$ 692.50	\$ 1,000.00	\$ 511.32	\$ 1,000.00	
	50-5230-00 Meeting Expense	\$ -	\$ 40.00	\$ -	\$ 40.00	
	50-5250-00 Newsletter	\$ 666.53	\$ 700.00	\$ -	\$ 700.00	
	50-5290-00 Office Supply & Expense	\$ 628.59	\$ 500.00	\$ 366.88	\$ 500.00	
	50-5330-00 Postage	\$ 914.84	\$ 675.00	\$ 526.81	\$ 675.00	
	50-5350-00 Printing & Duplication	\$ 1,061.72	\$ 500.00	\$ 471.57	\$ 500.00	
	50-5390-00 Reserve Study	\$ -	\$ -	\$ -	\$ -	
	50-5400-00 Social Committee Expense	\$ 553.03	\$ 1,000.00	\$ -	\$ 1,000.00	
	50-5600-00 Federal Income Tax	\$ (18.57)	\$ 800.00	\$ 1,500.00	\$ 800.00	
	50-5620-00 State Income Tax	\$ 400.00	\$ 400.00	\$ 240.00	\$ 400.00	
	50-5700-00 Operating Reserve	\$ -	\$ 3,000.00	\$ -	\$ 1,725.00	Decreased to cover audit and lawn in rease
Maintenance						
	65-6220-00 General Maintenance/Repairs	\$ -	\$ 621.00	\$ -	\$ 621.00	
	65-6230-00 Dog Waste Maintenance	\$ 3,931.87	\$ 3,500.00	\$ 2,209.75	\$ 3,850.00	Contract Ends 6/30/25 \$3123, \$719bags
	65-6510-00 Tot Lot Repairs/Maintenance	\$ -	\$ 2,500.00	\$ -	\$ 1,500.00	Decreased
	65-6525-00 Tree Maintenance	\$ 475.00	\$ 3,000.00	\$ -	\$ 1,500.00	Decreased
	65-6530-00 Community Improvements	\$ -	\$ 1,150.00	\$ -	\$ 1,150.00	
Contract Services						
	75-7610-00 Lawn & Landscaping Maintenance	\$ 38,398.21	\$ 24,070.00	\$ 12,034.98	\$ 24,555.00	\$40 per month increase
	75-7611-00 Leaf Removal Service	\$ -	\$ -	\$ -	\$ -	
	75-7800-00 Snow Removal	\$ -	\$ 3,000.00	\$ 2,250.00	\$ 3,000.00	Contract Ended 3-2024
	75-7860-00 Property Management Contract	\$ 17,100.00	\$ 17,604.00	\$ 8,802.00	\$ 18,144.00	3% Inc
Reserve Expense						
	90-9090-00 General Reserve Transfer	\$ -	\$ 2,000.00	\$ -	\$ -	Decreased from Audit
	90-9095-00 Transfer from Reserve	\$ -	\$ -	\$ -	\$ -	
Expense Accounts Total		\$ 74,618.49	\$ 71,462.00	\$ 29,801.11	\$ 69,462.00	
Operating Accounts Net		\$ (16,344.49)	\$ (2,000.00)	\$ 4,694.89	\$ -	Under or Over Budgeted

Operating account as of June 30th, 2024 - \$20,664.11
 Reserve Fund as of June 30, 2023 - \$200,386.83

Budget #2 - \$25 increase + \$40 leaf removal for single-family houses

Derwood Station South HOA, Inc. - Draft 2025 Budget									
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Other Income	43-4340-00 Late Fee Income	\$480.00	\$150.00	\$150.00	\$150.00	INC TH \$25 per year SFH \$65.00 per year Semiannually			
Income Accounts Total		\$58,274.00	\$69,462.00	\$34,496.00	\$83,037.00				
Expense Accounts									
General & Administrative									
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	50-5010-00 Audit Fees	\$ 2,885.00	\$ 600.00	\$ 650.00	\$ 3,000.00				
	50-5050-00 Committee- Website	\$ 2,505.27	\$ 500.00	\$ -	\$ 500.00				
	50-5085-00 HOA Commission Expense	\$ 1,501.50	\$ 1,502.00	\$ -	\$ 1,502.00				
CHANGE	50-5110-00 Insurance	\$ 1,933.00	\$ 2,000.00	\$ 238.00	\$ 2,000.00				
	50-5130-00 Legal Fees	\$ 990.00	\$ 500.00	\$ -	\$ 500.00				
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	50-5230-00 Meeting Expense	\$ -	\$ 40.00	\$ -	\$ 40.00				
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	65-6530-00 Community Improvements	\$ -	\$ 1,150.00	\$ -	\$ 1,150.00				
Contract Services									
	75-7610-00 Lawn & Landscaping Maintenance	\$ 38,398.21	\$ 24,070.00	\$ 12,034.98	\$ 24,555.00				
REMOVE	75-7611-00 Leaf Removal Service	\$ -	\$ -	\$ -	\$ 7,640.00	Added SFH Service- 2 pickups			
	75-7800-00 Snow Removal	\$ -	\$ 3,000.00	\$ 2,250.00	\$ 3,000.00				
CHANGE	75-7860-00 Property Management Contract	\$ 17,100.00	\$ 17,604.00	\$ 8,802.00	\$ 18,174.00				
Reserve Expense									
	90-9090-00 General Reserve Transfer	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00				
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