SEVERN HOUSE CONDOMINIUM ASSOCIATION
BOARD MEETING
October 13, 2015

Board Members Present: Marlene Patmore, President
                    Kathy Murphy, Treasurer
                    Dave Ewing
                    Richard Fraenkel
                    Tom White

BOARD MEMBERS NOT PRESENT: Frank Fox and Denny Vito
Management Present Vicki Burnett, Victory Management
                    Susan Vianna, Recording Secretary

The meeting was called to order at 7 pm at the church by M. Patmore, President.

Minutes: T. White made a motion to approve the minutes of the September 8, 2015, Board meeting. The motion was seconded by R. Fraenkel and carried.

President’s Report: M. Patmore reported on the following: Tom White, Grounds Committee/Board member, received proposals for the removal of some of the dead/dangerous trees in our community. Residents who go away for the winter are reminded that they should leave a key with a neighbor in the event of water leaks, of which we have had a few and to notify Victory Management who has the key. Our neighbor, St. Luke’s Church, has received a grant for storm water management, etc., in an effort to clean up the area of Back Creek, near our property, and has requested that they make a presentation to the Board and to the Community; no date has been set yet. The Board and Victory Management are working on the 2016 Annual Budget for Severn House. Should you have any questions or comments, you can contact the Board Member responsible for the various Committees.

Treasurer’s Report: K. Murphy presented the Treasurer’s report (Attachment 1). She also reported that V. Burnett has done a draft of the 2016 budget and a forecast for year end, which shows a deficit of $17,000. However, she said they are working to improve on this deficit before the end of the year.

Management Report: V. Burnett presented the Management Report. No action was needed on any of the items.

COMMITTEE REPORTS

Landscaping: T. White presented the Landscaping Committee report (see Attachment 2). Mike Drucis from Brickman updated the Board about the upcoming erosion control project on the banks; he said it should take about 4 days to complete. T. White also said that in early spring the committee and the Garden Club would meet with Brickman to review the schedule of what’s done when so they are more familiar with the work the Brickman does throughout the seasons.

Security: Officer Tapp reported that he would be providing a monthly Security Report that will be included in the Board members’ packets each month. The report for this month is Attachment 3. He said one of the issues they are concentrating on is cars speeding in the community; Board members told him to give residents a first warning and then ticket them, non-residents should be issued a ticket. He said
they are beginning to tag cars with expired Severn House stickers. He also said he is providing a report to
Victory Management of any lights that are out around the community.

**Infrastructure Report:** D. Vito was not at the meeting but his report is Attachment 4. The Board agreed
to discuss the fencing project at a future meeting when D. Vito is attendance.

**Pool:** D. Ewing reported for the committee:
1. The pool closing party catered by Adams Ribbs had over 70 attendees. Total cost including tip was
   $1,664.54.
2. Anchor Aquatics has prepared the pool for the winter. On Friday before the pending hurricane, Anchor
   Aquatics was not certain if they would have time to secure and store all deck furniture, so we decided to
   have Bob and crew do it with our help and the help of Ann and Warren Brown the Friday before the
   storm. As it turned out, Anchor Aquatics told us later they were able to schedule securing the furniture on
   Saturday, but we had already completed the task due to threatening winds and rains Friday.
3. Criterion Inc. will deliver 13 newly re strapped pool lounge chairs on Thursday, Oct. 15, 2015.

**Community Reps.** R. Fraenkel reported that the committee asked about the mailbox key; V. Burnett said
the USPS will be providing that. He also said the committee requests that the dryer vents in Buildings 6
& 3 need to be cleaned; V. Burnett to write a work order for that.

**Buildings:** D. Ewing reported:
1. Mike Wagner will be installing downspouts on back of buildings 6 and 7 to help with drainage.
2. Withholding 10% of the painting payment until all items have been addressed by the contractor.
3. Louvers for the HVAC stacks on building 5 will be shipped at the end of October.
4. Has been approving owners’ request for Architectural Changes as long as they are done
   correctly.
5. Noticed that work is being done on 2 units (761F and 774C); neither of which have filed an
   Architectural Change request and wondered if they have secured permits from the City. V. Burnett said it is not the Board’s job to enforce the obtainment of a building permit; she said she
   would alert the City that work is being done in those units and it’s up to the City to enforce. She
   also said the owners should be sent a letter as they are in violation because they did not notify
   the Association of the work that is being done. The Board also discussed the fact that home-
   based businesses are allowed in the community as long as the business does not negatively
   impact the community and that the person conducting the business lives in the unit.
6. A survey was sent out concerning the establishment of a community workshop and he received
   15 yes votes and 3 no votes. He said he also called the insurance agent who talked to the
   underwriter who said that as long as the residents are using their own tools there is no exclusion
   in the policy for this type of activity. However, the insurance agent requested to see a copy of
   the rules that are established for this activity. V. Burnett asked D. Ewing to write up a proposal
   for implementing a community workshop, which should include any costs associated with
   getting it started.

**Slips:** Mr. Bounds reported that letters have been sent to slip holders who have not provided updated
information about their insurance policies; a show cause hearing for one of these slip holders will take
place after the regular Board meeting. He also said they are working on getting brokerage boat out of
the marina.
OLD BUSINESS:

St. Luke’s Project: M. Patmore said the church has requested a meeting with the Board to update them on the project. T. White said that she should make sure that the professionals working on the project would be there to brief them; not just members of the church committee. He also said that the Board should be open to this project because it may be help Severn House’s own erosion issues; however, they should not consider giving an easement.

NEW BUSINESS:

Snow Removal Contract: T. White made a motion to approve the proposal from Laser Landscaping to provide snow removal services for 2016. The motion was seconded by K. Murphy and carried unanimously.

Pool Contract: D. Ewing made a motion to approve the renewal of the pool contract with Anchor Aquatics for 2016. The motion was seconded by T. White and carried unanimously.

Audit Contract: K. Murphy made a motion to approve the contract with Toal Griffin Ragula to provide the audit for year ending December 31, 2015. The motion was seconded by D. Ewing and carried unanimously.

Handicapped Parking Space: V. Burnett reported that the owner of 770F has requested a handicapped parking space at Building 4 because he is legally blind. It was decided that the handicapped spot that is already designated at Building 4 could be used the owner of 770F.

Owners’ Comments

1. FHA loans: There was a discussion about the number of rentals in the community and if this was detrimental for owners getting an FHA loan. K. Murphy said that FHA looks at whether there is a delinquency problem in a community (which Severn House does not have) and if rentals are over 51% (Severn House has about 35% rentals). T. White said the Board should work on a strategy to keep rental properties as low as possible by doing such things as keep the grounds attractive, etc., to improve the value of the units and increase sales (instead of owners not being able to sell their units and decide to rent them). Another owner mentioned that a group of owners is looking at other communities to see what the value of their units and how they are getting those values.

2. The light on the community sign at the entrance is out (V. Burnett to fix this); faucet by Building 1 isn’t working (Joann to look at this); will the community have a chance to voice opinions on the fencing project? It was suggested that the Community Reps get input from owners.

3. Light outside of the community near entrance is being obscured by trees; V. Burnett to contact BGE.

Adjournment: As there was no further business to discuss, a motion was made to adjourn the meeting. The motion was seconded and carried. The meeting was adjourned at 8:35 pm.
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<th>I. TOTAL SURPLUS</th>
<th>Month to Date</th>
<th>Year to Date</th>
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<td>ALL UNITS</td>
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<td></td>
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<tr>
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<td>Grounds</td>
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<td>0</td>
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<td>Pool</td>
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<td>423</td>
<td>0</td>
<td>-54659</td>
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<td><strong>Subtotal</strong></td>
<td><strong>715659</strong></td>
<td><strong>423</strong></td>
<td><strong>-1160</strong></td>
<td><strong>714,899</strong></td>
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Includes distributions for roof repairs:

- Garden
  - Int. Garden: 242843 (0, -1456, 241485)
  - Water Htr.: 20,233 (0, 0, 20233)
  - **Subtotal**: 263176 (0, -1456, 261719)

- Marina
  - 41156 (0, 0, 41156)

- Bkhld Marina
  - -58641 (0, 0, -58641)

- Bulkhead
  - All Units: -44548 (0, 0, -44548)
  - **Subtotal**: -44548 (0, 0, -44548)

- Contingency
  - 768 (0, 0, 768)

- Reserve Conting
  - -9335 (0, 0, -9335)

**TOTAL**

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<td>-111,784</td>
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<td>Raymond James</td>
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<td>RJ Equity Acct</td>
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<td>0</td>
<td>0</td>
<td>24</td>
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<td>Savings</td>
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<td>Net. Balance</td>
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<th>End This Period</th>
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<td>(Checking/Savings)</td>
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ATTACHMENT 2 – LANDSCAPING COMMITTEE REPORT

Severn Tree will start the tree trimming and removal October 13 if all goes according to schedule. The landscape committee gave Ken Bringley our recommended tree replacement and location to discuss with the city on Monday, October 12. The email blast on trimming brought forth several emails asking for additional trimming. These were well considered and will result in some additional trimming or being on the list for 2016. More discussion at the meeting.

Mike Drucis of Brickman and Liz Zimmerman, a resident in building 6 and a Landscape Architect, and I met to finalize one open issue on the landscape erosion project related to the grassy slope by the stairs between 5 and 6. We had a successful resolution of the plan and work will commence sometime around October 19th with possible staking and marking on the 16th.

Thus by the end of October we should complete two major projects. We have several more to discuss. One aspect of the following recommendations is to field test another landscaper as we will be putting our primary contract up for bid next year as the Brickman three year contract ends.

As a part of erosion control Dave Ewing and I have been working together to see if we could find a way to mitigate water erosion at the corners of buildings where the gutters meet at right angles and inevitably have overflow in high volume rain. We have a proposal from Laser Landscape to do two pilot projects, of a rock bed to catch water at the northwest corner of building 7, and the other to plant small holly under another gutter at building 7. Together the cost is about $1800 and Dave and I recommend we proceed. I approved we will jointly discuss details with the contractor Laser will also install #400 of river rock at 761 to protect the window wells from water intrusion.

As a part of general community cleanup we asked Laser for a bid to clean up the area from the end of the metal fence across from Building 1 to the steps to the docks in front of the townhouses. This area as some time was taken out of the Brickman contract and has been neglected.

Some of our strategy here may be defined by our response to the St. Luke’s proposal. Our parking lots by the fence and out are bordered by eroding slopes and the erosion may be cracking the parking lot curbing. Much of the cove has shoreline protection from years ago but not all. We will need to consider if there is a way to dovetail with the St. Luke project to stabilize the unprotected cove shore line.

In any event, Ann Brown and I walked the site with Nick Carlson of Laser. This project would include the cleaning up of the kayak launching site. I will be asking for money for some or all of this work in next year’s budget so this is a heads up. The cost will be somewhere between $10,000 -15,000. Our cheap option would be to just a simple cleanup the kayak area. As we proceed we will more clearly define our objectives as the board defines our strategy for this area.
ATTACHMENT 3 – SECURITY REPORT

Entrance: Daily

- Maintain a visual presence at entrance to deter non-residents from enter community.
- Monitor vehicle traffic entering and leaving community.
- Recent Issues: Traffic speed of community residents

Community Patrols: Daily

- Continue mobile and foot patrol through community.
- Foot patrols in community consist of checking the area for destruction, vandalism or thefts from boats and vehicles.
- Foot patrol will also consist of making contact with the residents in the community to address possible concerns.
- Recent Issues: N/A

Parking Enforcement:

- Issued parking warnings to several vehicles for not possessing a valid community stickers
- Officers emphasizing issuing warning violations for vehicles without current community parking stickers that are parking in resident parking.
- Recent Issues: N/A

Criminal Activity Summary:

- The community did not have any reports of crime this month.
- The officers continue to stop outside walkers from entering the community.

Hours

- Officers continue to work a 24 hour week spread throughout the week.
- Sunday through Wednesday Officers work 3 hour blocks and Thursday through Saturday 4 hour blocks.
Attachment 4 – Infrastructure Committee Report

1. **Fencing:**

Attached are a Proposal from Long Fence and a spreadsheet Matrix summarizing the elements of the “Fencing Upgrade Project” that will be executed in the Spring of 2016.

The major elements of the “Fencing Upgrade Project” are as follows:

- Replace the Fencing on the back side of the property from the promenade to the storage building in the “Back Yard”
- Demo the wood fencing around the "Back Yard" + move the bushes along the “Back Yard” fence back along the new chain link fence
- Storage building + “Back-Back Yard” related fencing will be a separate project
- Rebuild the dumpster area + expand to cover the sidewalk on the back side for ease of access + add a wider side gate for ease of access + add a double wide swing gate at the entrance to hide the dumpsters in between pick ups
- Replace the Wood Fencing along the back side of the property to the street
- Replace the chain link fence to the left of the Main Entrance with a matching "black aluminum fence" to the existing fence

The following Matrix provides a first cut analysis of the options for the replacement fencing. In order to understand the options, Long Fence provided photos of the three (3) options: Top Lock Slat, Winged Slat and PVC. The Matrix shows the cost of the various options. After an initial assessment, my proposed approach would use the Winged Slat option and the total estimated cost to the community would be $51,727.

<table>
<thead>
<tr>
<th>Project Elements</th>
<th>Chain Link w/Slats</th>
<th>Chain Link w/Winged Slats</th>
<th>PVC</th>
<th>Wood</th>
<th>Wrought Iron</th>
<th>Proposed Approach</th>
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<tbody>
<tr>
<td>1 Replace the Fencing on the back side of the property from the promenade to the storage building in the back yard</td>
<td>$23,125</td>
<td>$25,344</td>
<td>$28,659</td>
<td></td>
<td></td>
<td>$25,344 Chain Link w/Winged Slat included above</td>
</tr>
<tr>
<td>2 Demo the wood fencing around the &quot;Back Yard&quot; + move the bushes back along the new chain link fence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TBD</td>
<td>Demo</td>
</tr>
<tr>
<td>3 Storage building + Back-Back Yard</td>
<td></td>
<td></td>
<td></td>
<td>No Action Required</td>
<td></td>
<td>No Action</td>
</tr>
<tr>
<td>4 Rebuild the dumpster area + expand to cover the sidewalk on the back side + add a wider side gate + add a double wide swing gate at the entrance to hide the dumpsters in between pick ups</td>
<td></td>
<td></td>
<td>$6,076</td>
<td></td>
<td></td>
<td>$6,076 Wood</td>
</tr>
<tr>
<td>5 Replace the Wood Fencing along the back side of the property to the street</td>
<td></td>
<td>$15,740</td>
<td>$11,907</td>
<td></td>
<td></td>
<td>$11,907 Wood</td>
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<tr>
<td>6 Replace the chain link fence to the left of the Main Entrance with a matching &quot;black aluminum fence&quot;</td>
<td></td>
<td></td>
<td></td>
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<td>$5,940</td>
<td>$5,940 Black Aluminum</td>
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<td><strong>Proposed Project Total</strong></td>
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<td>Plus: Landscaping</td>
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<td>Estimates provided by Laser Ctr</td>
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<td>Plus: Tree Removal</td>
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<td><strong>Total Project Cost</strong></td>
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<td><strong>$51,727</strong></td>
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I propose that the board approve the proposal by Long Fence as outlined above.

2. **Concrete Project – Phase III:**
The attached proposal provided by JMR for Phase III of the Concrete Project focuses on five (5) key areas: Stairway between buildings 9 & 10
   I. Stairway in front of 759
   II. A retaining wall at the base of the steps between buildings 5 & 6
   III. Curb area in front of the townhouses including a storm drain
   IV. Miscellaneous concrete repairs
The current price for the package outlined above is $28,667 (Proposal Attached). In March, we will walk the site with JMR to add additional repairs related to damage from the winter prior to scheduling the works. As a result, we are budgeting $35,000 for concrete repairs in 2016.

I propose that the board accept the JMR proposal for Phase III concrete repairs in 2016.

3. **Cable Contract:**
Severn House continues on a month-to-month basis with Comcast. Sara Arthur has had recent communications with Verizon regarding the required license agreement.

Based on discussions last week, Verizon is willing to execute a license agreement: Details to follow from Sara Arthur. Based on these details, we will develop a plan to approach Comcast to sign a similar license agreement followed by a plan to migrate away from a bulk service arrangement.