

**THE UPLANDS HOMEOWNERS' ASSOCIATION, INC.**  
**BOARD OF DIRECTORS' MEETING**  
**APPROVED MINUTES**  
**HELD VIRTUALLY VIA ZOOM**  
**May 12, 2022 6:00 PM**

**Board Members Present:**

Stuart Prince, President  
Ron Wagner, Vice President  
Karen Parlatore, Secretary/Treasurer  
Jerome Williams, Member-at-Large  
Natasha Alfonso-Ahmed, Member-at-Large

**Homeowners Present:**

Sharlitta Bates, 703 Fairwinds Way, PO 5  
Charlene Hardy – 544 Harborview Drive, PO 8  
Michael Barr – 501 Silver Clipper Lane, PO 8  
Paul Washington – 510 Silver Clipper Lane PO 8  
Todd Zimmerman – 522 Harborview Drive, PO 8  
Dan Fuhrman - 807 Fair Winds Way, PO 5  
Britt Albright  
Marie Edwards-Smith – 513 Silver Clipper Lane, PO 8

**Representatives of Management Present:**

Abaris Realty, Management of The Uplands Homeowner's Association, Inc.: Glen Charles, Henry Leung, Kaitlin Ambush, Shireen Ambush  
GHA, Manager of Potomac Overlook HOAs 1, 5, 6 (finance only),7 (finance only) 8, 9,: Mira Genebroso

**Also Present:** Julie Krachman, Adiscov LLC

**CALL TO ORDER** - Stuart Prince, Board President, called The Uplands Homeowners' Association Board of Directors' Annual Meeting to order at 6:06 pm, noting the presence of a quorum. The meeting was held virtually via Zoom.

**PROOF OF NOTICE** – Notice was received as required by the documents

**INTRODUCTIONS. HOMEOWNER COMMENT PERIOD. MANAGEMENT RESPONSE TO COMMENTS** - Shireen Ambush introduced and welcomed all attendees. She then announced that the homeowners present would be called upon one at a time and given 2 minutes per homeowner with a 20-minute maximum on the comment period. Abaris will be noting homeowner comments and will respond after the comment period is up.

- a. Michael Barr – Asked about the status of the parking policy
  - b. Paul Washington – Asked about how notice is conducted, what is the status on the parking policy, finance committee, website & social committee. He mentioned a MOU for the open space issues. He also asked about the timetable for road expansion into PO 10 area.
2. Board/Abaris Response to Homeowner Comments
- a. Shireen answered that notice was sent to the managers of each HOA to be disseminated to the individual homeowners. She also noted that we will be creating a website that will provide notice for all of the meetings as well as other pertinent information to the members of the Association.
  - b. The management team along with the Board of Directors is updating the parking policy as well as reconstituting the parking committee and establishing the finance and social committees.
  - c. Stuart mentioned that an added impetus is that the HOA will be turned over to the homeowners probably by the end of 2022.
  - d. Update on MOU for Open Space – Shireen shared that is a priority – Abaris is evaluating reserve contributions etc. Shireen and Stuart reported that requests for reserve studies from each of the POs have been made.
  - e. Timetable for road expansion – Ron Wagner reported that we already paved the larger part of it. There are 22 lots near the connection – the builder will have the first dig done by the end of December and by April or May approximately the roadway will be punched through.

4. **REVIEW AND APPROVAL OF PRIOR MINUTES** – Natasha Alfonso-Ahmed noted that there was a misspelling of one of the attendee's names in the previous Board Minutes. Stuart Prince moved to approve the Minutes from the prior meeting as amended. Karen Parlatore seconded. The motion carried. Shireen noted that all Minutes would be posted on the website.

#### 5. **NEW BUSINESS**

- A. Discussion of Parking Policy – Henry Leung reported that Abaris had received and reviewed the current Parking policy and he noted that it was designed for volunteer enforcement. Jerome reported that a permit and registration system was enacted but that it had to be updated. Natasha suggested that Abaris meet with Marie Edwards-Smith, former parking committee member, to discuss parking issues given her experience in PO8 and in general prior to updating the policy. Shireen requested that homeowners email her individually with their issues & experiences so far with parking.
- B. Discussion of Design Guidelines & Procedures – Henry Leung noted that Page 29 of the Uplands Declaration governed the Uplands design policy and that the

Upland's principal goal is that design standards are being enforced by the Pos and that the community be maintained in an excellent manner. Shireen said that Abaris can make some recommendations to the individual Associations that they can include in their guidelines that reference the Uplands Declaration. The Uplands Board does not want to review design changes – we would only step in cases of extreme deviations or if something becomes an eyesore. In summary, The Uplands HOA does have global control, but each PO needs to have an understanding with the Uplands in terms of deviation – or applications that are not in the norm.

- C. Discussion of Developer Turnover Procedures – official turnover occurs 60 days after 75% of the units are sold. There are 341 homeowners & buildout is approximately 560 units. Abaris will be tracking this – when we get close to the date Abaris will notify the Board. Natasha asked if there is a written plan for the transition or outline of the process that we can share with the HOA presidents and if we could establish a schedule for meeting with them, as we transition over, to inform them of the changes and get their input. She also asked if it would be possible to increase the number of Directors to include a representative from each HOA. Shireen noted that it would require an amendment to the By Laws. Natasha then asked if any Peterson representatives would remain on the Board after turnover – Stuart said we would be looking at this & would determine if it was permitted by the Maryland Homeowners Act.
- D. Open Space Committee –
- After discussion, Stuart Prince moved to appoint Alexandra Farnsworth as Secretary of the Committee vs. Member at Large. Karen Parlatore seconded. The motion carried.
  - Natasha asked to revise the Open Space Committee Charter to allow for a maximum number equal to the HOAs in the community – one member from each HOA. The Board agreed that this was a good idea. Stuart Prince moved to amend the Open Space charter to increase the number of committee members to be equal to the total number of Potomac Overlook HOAs. Natasha seconded. The motion carried. Henry Leung will begin the process to prepare the application for additional members.
  - There was a discussion on the necessity to clarify the boundaries of the common areas in Potomac Overlook. Ron Wagner is already working on this and will report back.
  - A request was made for an update on plans in Phase 12 and clarification on who has access to the amenities and if the amenities can include some of the desired facilities identified by the residents in the 2021 open space survey. Stuart reported that there are no plans for Phase 12 at this point – to the extent it is another for-sale Potomac Overlook townhome section, Uplands members will have access to the amenities.

- A request was made for Abaris to provide guidance for establishing Open Space Rules & Regulations. Shireen asked for feedback from the committee to share issues and then she can help drafting the Open Space Rules & Regulations.
- There was a discussion of on-site contractors. Shireen reported that Abaris has a third-party verification program to vet all contractors with minimum standards for licensing and insurance. Any recommended vendors that pass Abaris' screening can be added to their approved list.

**6. SCHEDULING NEXT BOARD MEETING/ANNUAL MEETINGS** -- The next Board meeting will be on August 11 (different from date in Management Report) at 6:00 PM. Right now, the Annual Membership Meeting/Board Meeting is scheduled for Wednesday December 14, at 6:00 PM

7. **REPORT ON NEW WEBSITE** - Shireen Ambush reported on the website. General information will be included – there is included an opportunity for each of the Potomac Overlook HOAs to have their own password protected separate sections so they can include things pertinent to their individual residents. There will be useful information as well as an opportunity to get questions answered. Maps and governing documents will be included as well as parking policies, etc.

**8. ADDITIONAL HOMEOWNER QUESTIONS**

- Paul Washington had several questions about the Management Report. The Management Report only goes to the Board, but it might be possible for the meeting agenda to go out ahead of time accessible on the website. Shireen reminded the attendees that additionally the Minutes will be available on the website. Paul also mentioned that PO8 already has a robust parking policy in place and also already reviews architectural changes.
- Natasha had several questions – she raised PO8's concern that the website be duplicative. Shireen responded that each PO will have its own section if they desire to use it. Shireen confirmed that the Potomac Overlook HOA will own the domain name and the website, no matter who the management company is. Natasha asked about the status of the lease addendums. Stuart said this process is on its way. Natasha asked if the Social Committee can be formed. Stuart said we would work on that between now and the next Board meeting.
- Charlene wants to serve on the Open Space Committee.
- Michael appreciated comments and said it was a good meeting.

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- In response to a question about the gate Stuart said that the gate at this time is not planned to be manned. If the homeowners would like to add this to their HOA fee this could be enacted. Ron is thinking the gate will be installed end of summer/early Fall.
  - Maria Smith will email her parking concerns to Abaris.
  - Todd asked how information about Abaris went out. Shireen stated that she sent letters etc. out to all of the managers hoping that the information would get out to the homeowners. The Board will work on this and make sure the process runs more smoothly before the next meeting. The website will help.
9. **ADJOURNMENT** -- Shireen closed out the meeting by welcoming all of the homeowner's input.

There being no further business to discuss, Stuart Prince moved to adjourn the meeting. Ron Wagner seconded. The meeting was adjourned at 7:11.