

**Prophecy Townhomes
Homeowners Association Meeting
January 2, 2020**

Attendance:

Valarie Zerizght, President
Teresa Thomas, Treasurer
Norma Thompson, Member at large
Dominique Wellons, Secretary
Steve Marsh, Quality1 Property Management

Not Attendance:

Homer Cunningham, V. President

- I. Call to order at 7:07 pm**
- II. Board of Directors have terminated Community Service Group, LLC by March 1st**
- III. HOA Lawyer, has turned over prior Board President to AG to request records**
 - a. Board President informed the community the HOA lawyer has contacted AG to request records
- IV. Introduce Quality1 Property Management**
 - a. Property Manager introduce themselves and services offered
- V. Open Forum**
 - a. Residents expressed their concerns.

Meeting Adjourned at 8:30 pm

Prophecy Townhomes
Executive Session Meeting- Zoom Meeting
May 6, 2020

Attendance:

Valarie Zerizght, President

Homer Cunningham, V. President

Norma Thompson, Member at large

Dominique Wellons, Secretary

Teresa Thomas, Treasurer

Steve Marsh, Property Manager, Quality 1

Krystal Bagley, Asst, Property Manager, Quality
1

Meeting Minutes:

- I. Meeting called to order
- II. The board will request George Perry to send a demand letter to CSG for refund of March management fee. The following past invoice will be paid American Striping \$7,632, PSE will be paid in full by 4/30
- III. Mr. Gardner will be paid \$2,000 toward his \$70K invoice. Steve will send an engagement letter to have the 2019 taxes and audit completed. Steve will also consider a maintenance program for the common area lights.
- IV. Steve will get collection policy from George Perry. The operating Account balance is \$44,296.
- V. Dominique will complete the letter to the homeowners. The following items will be added trash cans in front the houses, bulk trash and AGO results on prior board files.
- VI. Steve will order a trash can for the bus stop.
- VII. Steve has a company (Action Cleaner) that can pick up the grounds once a week cheaper than the current company. He will reach out to them to get pricing.
- VIII. Steve confirmed reserve account statements are being sent to Quality One.
- IX. Krystal confirmed all violation letters have been sent to homeowners.
- X. Meeting Adjourn

**Prophecy Townhomes
Executive Session Meeting
June 6, 2019**

Attendance:

Valarie Zerizght, President

Homer Cunningham, V. President

Norma Thompson, Member at large

Dominique Wellons, Secretary

Teresa Thomas, Treasurer

Brenelle McCoy, Property Manager CSG

Meeting:

- I. Call to order at 7:03 pm
 - a. Board members introduced themselves to the residence and Residence introduced themselves to the Board
- II. Approval of Meeting Minutes, May 2nd
 - a. Ms. Valarie motioned approval of minutes with Dominique second
 - b. Resident requested for copies of minutes which Brenelle addressed by stating Prophecy needs website to upload information regarding news and billing/payment service. Brenelle will look into to providing information by next board meeting regarding an HOA website (home.net/front steps)
- III. Treasurer Reports
 - a. Ms. Valarie recorded amount at \$11, 923.53 as of May 31st. CSG has collected approximately \$20K. The account is low because CSG paid our insurance for the year, approximately \$20K. In April, Brenelle confirmed Prophecy close at \$40K. In addition, explain the Board/ CSG is still waiting to get access to two previous bank accounts. Confirmed Board members (Homer, Valarie and Dominique) has signed a notarized letter as signatory to gain access to the accounts.
 - b. Brenelle explained the transition from PM to another PM. H&E didn't have access to the accounts. Only the previous President (Ms. Mary McIntosh) had access. Ms. Valarie and Brenelle explained our current access status that two board members will sign/approve financial transactions. In addition, Brenelle confirmed we opened a separate operating account and collected bad debt(s). Board/ CSG is awaiting to request financial statements (three years) to review and highlight any mismanagement of funds. Brenelle states Prophecy will not be able to sustain if major incident would occur. Brenelle confirmed Prophecy has a \$200K legal bill with Mr. David Gardner. The board approved \$5k monthly installment to resolve the balance. The bill exceeds Prophecy liquidated

funds and if the lawyer sued, Prophecy would dissolve. Brenelle 's priority is to rebuild our financial wealth. HOA impacts the equity of our home. CSG has been collecting debt without lawyers. Brenelle believes the accounts are inaccurate. Residents are coming to CSG to pay their debt now because payments were not applied properly. Brenelle welcomes residents to call/visit the PM to pay HOA fees and has agreed to make an exception to accept previous payment if resident provides proof of payment.

- c. Brenelle anticipated that our new lawyer, Alex Andridus, will be in attendance for our next meeting. The lawyer does not charge Prophecy for collection. Brenelle confirmed for a resident that we have a 30-day grace period before Resident is assessed late fees. Due on 1st, Late on 2nd, 30th when resident assess late fee. Amending documents is expensive and require resident's approval.
 - d. Valarie advocates for residence to attend meeting. Ms. Valarie/ Board members will continue to review and approve payments. Brenelle confirmed CSG does not tough any money. Companies/utilizes payment submit the invoices to the PM system for automated payment (accounting software). H&E didn't process checks, Previous President wrote manual checks. Brenelle explains the approval process for payments: 1) Receive invoice 2) Brenelle codes it 3) Goes to the Board for approval 4). Brenelle process 5) Documented in the financial statement and cannot be removed.
- IV. PM Report Request
- a. Tree Removal
 - i. Board request CSG to provide three estimates for tree removal in 6532 Buckland Ct and 6306 Arwen Ct (Bundle the removals) Community trees
 - b. Pot Holes
 - i. Ms. Valarie suggest company to assess all the courts and provide estimates
 - c. Board **disapproved** resident to open a business
 - d. Board **approved** three signs at the metro for trespassing and (No soliciting, no loitering and no trespassing) signs at each court. Board will seek to remove the Metro Stop near Prophecy
 - e. Resident is allowed to have one reserve space. Brenelle confirmed Diamond Towing is removing vehicles.
 - f. Resident request handicap space. Ms. Valarie and Brenelle told the resident to submit a request for Reasonable Accommodation. (Buckland Ct)
- V. Old Business
- a. Dominique advocate for Block Captain. Be a neighbor!
- VI. New Business
- a. Bulk Trash-Residents are putting trash in the common area and Prophecy HOA pays for removal. HOA is encouraging residents to take a picture inconspicuously and send to CSG so we can charge the violators. Brenelle advocate residents to attend county meetings. In addition, call CSG if you have issues with trash.
 - b. Seeking help with cleaning up graffiti.
 - c. Dominique discuss community initiatives- Looking at homes that need to be restored. Would like to have community dumpsters. Seeking interest on pool. Consider adjusting HOA fees.
- VII. Adjourn at 8:28 pm

Prophecy Townhomes
Executive Session Meeting- Zoom Meeting
July 2, 2020

Attendance:

Valarie Zerizght, President
Homer Cunningham, V. President
Norma Thompson, Member at large
Dominique Wellons, Secretary
Teresa Thomas, Treasurer
Steve Marsh, Property Manager, Quality 1

Not attendance:

Krystal Bagley, Asst, Property Manager, Quality 1

Meeting Minutes:

- I. Meeting called to order at 7:09 pm
- II. The board approved minutes June 4 Meeting Minutes
- III. Quality 1 Management recorded financials
 - a. Reserve Acct \$22,156.98
 - b. BB&T Acct \$2,464.00
 - c. Operating Acct \$24,448.46
 - d. 54 members are over 90 days late
- IV. Board President discusses the importance of community clean up
- V. Quality 1 introduce new Towing company, RPM Towing and New landscaper, Landmark Lawns and Landscaping
- VI. Resident requested for Quality 1 to look at the drainage problem behind Whitwell Ct- Quality 1 will look in to the concern.
- VII. Residents asked questions regarding May 21 letter regarding amenities
 - a. Board responded to all questions on the call.
- VIII. Residents discuss their concerns about loitering and nuisance homes.
 - a. Board strongly advise that residents call the police
- IX. Resident discuss commercial vehicles parking on the curve of Caryhurst Drive and it obstructs vision of seeing oncoming cars.
 - a. Board explained according to the bylaws, commercials cars cannot park there and they can call 311 because Caryhurst Drive is not owned by Prophecy Townhomes.
- X. Quality 1 Management will send out meeting announcement early with agenda.

XI. Meeting Adjourn at 8:13 pm.

**Prophecy Townhomes Homeowners Association Meeting
August 6, 2020**

Attendance:

Dominique Wellons, President, Acting Secretary

Homer Cunningham, V. President

Norma Thompson, Member at Large

Valarie Zerizght, Member at Large

Steve Marsh, Property manager, Quality 1
Management

Not attendance:

Teresa Thomas, Treasurer

Meeting:

- I. Call to order at 7:05 pm
- II. Approval of Meeting Minutes, July 2
 - a. V. President motioned approval of minutes with Member at Large second.
- III. Financial Reports
 - a. Quality 1 Property Management recorded total \$94,555; include operating cash \$17,884 and reserve \$22,240.
- IV. Community updates
 - a. Tree trimming- Trees have been cut in the neighborhood; additional residents requested trees to be cut down or pruned.
 - b. Pot holes- The board is aware of the issue; pot holes are expensive to fix in the neighborhood. The HOA has to plan for the cost.
 - c. Website- Prophecy's website is available with meeting minutes and by laws. In addition, residents can pay their assessments.
- V. Letter to District 8 Councilwoman Monique Anderson-Walker
 - a. Board sent a letter to councilwoman expressing their concerns of the neighborhood specifically the illegal activities.
- VI. Assessment Updates
 - a. Residents will receive assessments via email for July due to COVID
 - b. Residents will receive coupons in the mail for October
- VII. Open Forum
 - a. Residents discussed issues with trees
 - b. Questions regarding the pool being turned into another amenity

Virtual Zoom Meeting

VIII. Adjourn at 8:16 pm

All Meetings are recorded

**Prophecy Townhomes
Homeowners Association Meeting
November 5, 2020**

Attendance:

Dominique Wellons, President

Teresa Thomas, Treasurer

Norma Thompson, Member at large

Steve Marsh, Quality 1 Property
Management

Valarie Zerizght, Member-at-large

Homer Cunningham, V. President

Carla Cash, Constituent Services Specialist
, District 8 PG County

Meeting minutes

Call meeting to order 7:07 pm

Welcome the community

I. Board President discussed Rules of Engagement

a. Board President introduced board members and Quality 1 Property Management

II. Carla Cash, Constituent Service Specialist, District 8 Councilwoman Monique Anderson-Walker

a. Urging Local business owners to call 911

b. Submit tickets into 311, send it to Carla Cash via email

c. Police are talking to local business owners regarding crime/illegal activity

d. She can arrange for District I, Major Zachary O'Lare, to attend next meeting

e. Recommend Citizen Advisory Committee (CAC) meeting

f. Recommend obtaining security

III. Both Member-at-large(s) approved October meeting

IV. By-laws Refresher

a. Yard Waste clippings and bulk trash should be placed at the end of the sidewalk

b. You will be fined for dumping in the common area

V. PM Updates

a. Financial Reports

1.) Operating account- \$9,622

- 2.) Reserve account- \$22,286.34
 - b. Entrance Signage
 - 1.) Quality 1 shows entry sign
 - a. Community like sign with gold trimming
 - c. Home Inspections
 - 1) Quality 1 completed home inspections- sent letters out to residents
- VI. Open Forum
 - a. Working group (between residents) is going to draft letter for PG County officials
 - b. Requested budget from Quality 1
 - 1.) It will take a week for completion by Quality 1 with board approval
- VII. Adjourned at 8:30 PM

**Prophecy Townhomes Homeowners Association Meeting
December 3, 2020**

Attendance:

Dominique Wellons, President, Acting Secretary	Steve Marsh, Property Manager, Quality 1 Management
Homer Cunningham, V. President	
Norma Thompson, Member at Large	Teresa Thomas, Treasurer
Valarie Zerizght, Member at Large	

Not attendance: HOA attendees #27

Meeting:

- I. Call to order at 7:05 pm
- II. Approval of Meeting Minutes, Nov 2020
 - a. Treasurer motioned approval of minutes with Member at Large Norma Thompson second.
- III. Financial Reports
 - a. Quality 1 Property Management recorded as of Oct 31; 2020, operating cash \$22,986 and reserve \$22,286.
- IV. Budget
 - a. Quality 1 Property Management discusses budget and the quarterly increase by 5%, \$133.35.
 - b. The community was mailed the budget and notice of meeting on November 24, 2020
 - c. The board presented the 2021 budget to the community with an 5% increase, There was only one question concerning the 2021 budget (when will the first payment be due)
 - d. Board President motioned by Norma Thompson approval of budget and Member-at-large Valarie Zerizght second.
- V. Community updates
 - a. Showed the entry sign sample to the community
- VI. Open Forum
- VII. Adjourn at 7:45 pm