

January 15, 2026 SPHOA Board Meeting Minutes

- **Attendees ******

Board members:

President: Jesse Moore

Vice-President: Oluseye Fadiran

Treasurer: Annette Miller

Secretary: Rosemary Eisemann

- **Call to Order**

The meeting was called to at 6:35 pm at 8207 Whitebark Lane.

- **Approval of Minutes**

The minutes from the December 11, 2025 SPHOA meeting were reviewed and approved.

- **Treasurer's Report**

Treasurer Annette Miller provided the Treasurer's Report to the board. The current balance is \$12,321.18.

- **Old Business**

Secretary Rosemary Eisemann reported that former SPHOA President Ed MacDonald delivered the newly-updated and signed landscaping contract with Strickland Outdoor Services. Ed met with Emmanuel Ziegler to negotiate the additional services. The new contract now includes a one-time trimming of the bushes and perennials in the flower beds at the entrances to Whitebark Lane and to Severn Pines Way. Also, there will now be an additional visit to mulch leaves with mowers in lawn panels (terraces) and removal of leaves from landscape beds. All shrubs and crape myrtles in the common areas will be trimmed and perennials will be deadheaded. This additional visit will take place in either November or December. The contract price is now \$11,340 with these added services. The original contract was for \$10,440. There was a discussion about possibly replacing the annuals with perennials in next year's contract in order to reduce costs.

Treasurer Annette Miller stated that there are three households with outstanding annual dues. These residents will be given a final notice, this time by a USPS certified letter, with the total cost now including the \$36 late fee as well as the \$10.48 expense of the certified letter. That brings the total amount owed by these three households to \$346.48. Letters will go out the week of January 18.

At the December meeting, a list of tasks to be completed for the transition to the new board was outlined and the progress on each is as follows:

1. There needs to be an officer designated to be the contact for the HOA landscaping contractor, Srickland Outdoor Services.

President Jesse Moore will be that contact person.

2. Transfer of the HOA physical, financial and intellectual property needs to be arranged.

Former President Ed MacDonald transferred the HOA physical property to President Jesse Moore. Former Treasurer Jen Cogar gave all financial records from the last two years to Treasurer Annette Miller. Cogar also gave the file cabinet containing all historical records to Secretary Rosemary Eisemann.

3. The key to the post office box will be transferred to the new treasurer.

Former Treasurer Jen Cogar transferred the key to Treasurer Annette Miller.

4. An appointment needs to be set up at TD Bank to remove the current signatures on the SPHOA account and to add the new signatures.

New and former HOA presidents and treasurers met at TD Bank on January 2, 2026 at 10 am and the signatures were successfully transferred.

5. The board will update the record keeping to ensure the SPHOA records are secure. This includes resetting passwords and establishing separate log-in credentials for each officer. The plan is to set up a cloud workspace with separate log-in accounts for each officer and re-establish the defunct SPHOA website.

At the December meeting, the Google Drive password and recovery data was changed and recorded in the SPHOA credentials. The Google Drive only allows for one log-in credential, leaving all documents accessible and editable, and, therefore, insecure. The board has established a cloud workspace for SPHOA utilizing NextCloud to replace the Google Drive. Archival documents on the Google Drive will be copied to the NextCloud account but will also remain on the Google Drive and are accessible to all officers. The long-term goal is to have all relevant historical documents, such as past years' monthly meeting minutes, posted on the SPHOA website so that residents can have access to them.

6. The audit form for the SPHOA annual audit has been updated and is ready for use for the 2025 audit.

Residents Elizabeth Topielec and Michelle McVey will conduct the audit.

- **New Business**

Treasurer Annette Miller said she will be reaching out to residents Elizabeth Topielec and Michelle McVey to arrange a date and time for the 2025 audit.

Secretary Rosemary Eisemann went through the new log-in procedures for NextCloud. Each officer will establish an individual account with its own log-in on this workspace. An Officer Folder contains files accessible to all officers, including the credentials for all SPHOA accounts, the master list of all Severn Pines HOA residents, the HOA monthly meeting minutes, the monthly treasurer reports, and other HOA documents, stored as PDFs. The SPHOA Google Drive will remain the depository for archival documents, but will not be used for SPHOA records going forward.

In addition, all documents on the Google Drive have been copied to NextCloud. The HOA mail will also be made accessible on NextCloud. The long-term goal is to have all relevant historical documents, such as past years' monthly meeting minutes, posted on the Severn Pines HOA website so that residents can have access to them. Current information for residents will also be posted on the website. Residents will be made aware of the SPHOA website, severnpineshoa.com, once it is functioning.

There was a discussion as to which officer will be the designee to check the SPHOA email (severnpineshoa@gmail.com). It was decided that Annette Miller, a treasurer, checks the email regularly and would notify officers of any relevant correspondence. In addition, the officers agreed it important that each officer check the email on a regular basis.

Secretary Rosemary Eisemann noted that the Business Property Tax form needs to be completed and submitted by April 15. It is an online form and required information is in the NextCloud Officer Folder, Credentials sub-folder. Vice-President Oluseye Fadiran volunteered to complete this task.

The Severn Pines HOA Facebook page needs a new administrator. After a brief discussion, it was decided that Oluseye Fadiran would contact Jen Cogar, the current administrator, to get the admin credentials and serve as the new Facebook page administrator.

- **Other Business**

The next meeting will be on Thursday, February 26, 2006, 6:30 pm, at 8207 Whitebark Lane. All residents are encouraged to attend.

- **Adjournment**

The meeting was adjourned at 7:40 pm.

Respectfully submitted,

Rosemary Eisemann
SPHOA Secretary