

In Attendance:

Commissioners:
Timothy Smith
Daniel Hall
Patricia Fletcher
Robert Nicholson
Linda Hunt
Nicole Williams
Karen Straughn

Excused Absence

Danielle Grey

Staffers

Daria Bailey
Walter James
Christopher Wade
Matthew Venuti

Adoption of Agenda:

Commissioner Patricia Fletcher moved to adopt the agenda as written. Commissioner Nicholson seconded the motion. The agenda was unanimously adopted as written.

Review of Minutes (January 26, 2022)

Commissioner Linda Hunt moved to adopt the minutes as written. Commissioner Fletcher seconded the motion. The minutes were unanimously adopted as written.

Unfinished Business***ERAP***

The ERAP portal closed on December 15, 2021, at 3:00 pm. It's a priority of the County Executive that applications only be accepted on an emergency basis. ERAP is only taking applications for those individuals that in the process of being evicted or if a constituent has a notice of intent filed against them. The goal of ERAP at this time is to ensure that constituents who applied early in the process receive the much-needed financial assistance. Prince George's County has been number one in the State of Maryland for the past three months regarding the distribution of funds. Prince George's County was mentioned in the National Treasury report for establishing measures to assist with expediting the distribution of funds. ERAP is still working to assist County residents.

Parking Committee

Parking Committee Meeting discussion tabled until the next meeting.

COC Registration

Walter James is heading up the COC registration process this year. We are aware that some issues have arisen regarding the registration process. We are working with the IT department to resolve the issues. Therefore, the registration deadline has been extended until February 28, 2022. All questions relating to the COC registration process should be sent to Walter James for consideration and resolution. Mr. James suggested that we bring OIT on the call in the future to answer questions regarding the registration process. Commission Hunt asked if we could share the number of associations that have registered to date, and Mr. James noted that the number is low as of today's date. However, would bring that number to the next Commission meeting. Commissioner Hunt asked if notice to register with the Office of Community Relations is given to the association member or is notice sent to the management company? Commissioner Hunt noted that boards of directors have the responsibility to complete the paperwork. A reminder notice will be sent to all associations. Commissioner Nicholson noted that some board members are reluctant to give out their personal email address and phone number on the registration paperwork. Daria Bailey noted that the management company information can be used as the point of contact for the association. Commissioner Hunt noted that boards of directors have an obligation to uphold the law. Boards of directors may not arbitrarily decide not to complete the paperwork because they don't want to utilize their personal information on behalf of the association. Commission Fletcher agreed and noted that cooperative housing associations do not always have a management company. Commission Fletcher also noted that associations should establish a separate email to utilize on behalf of the association. Commission Williams noted that many board members use their personal email address to conduct association business and perhaps we can address these concerns through a good governance session for common ownership communities. Walter James noted that our office should encourage all association members to create a separate email while conducting association business. Commission Hunt noted that the minutes of the association meeting should reflect that the board has requested that the management company is responsible for completing the registration information.

Awards Recognition

The Office of Community Relations is establishing the Red Jacket Awards ceremony. Daria Bailey asked the Commission if they would like to continue with their own awards ceremony or would like to join the OCR Red Jacket Awards. Commission Smith believe that we will have more visibility if we join with OCR to host the awards session. Commission Fletcher agreed and stated that the Commission could establish their own criteria for receiving the Commission award. Tentative date is scheduled for April, and it will be a breakfast meeting. Commission Nicholson noted that one of the awards should go to a community that encourages its association members to participate in educational opportunities. Commission Fletcher moved that the Commission join with the Office of Community Relations to plan the annual awards recognition and Commission Williams seconded the motion. The motion was unanimously adopted.

New Business

The Office of Community Relations is reviewing bills submitted to the MD General Assembly. The proposed legislation is as follows:

HB0026 – Regulation of Common Ownership Communities – This bill has been proposed before the Maryland General Assembly. An amendment is recommended that the bill reflect 5 homeowners, 4 property managers and 1 attorney.

HB0040 – Closed Session Amendment – Boards of Directors must disclose all information discussed during a closed session (exceptions noted in the bill).

HB0093 – Reports of Donations for Candidates – donation should be noted on your financial disclosure report if you are running for position on the BOD. Very broad language in bill.

HB0107 – Reserve Study – Funds should be saved so that funds are available in case of major improvements. This is a statewide bill mandating that Prince George's associations have a reserve study conducted every five (5) years because of the past session HB254 2020

HB0140 – Increasing Annual meetings from 1 meeting a year to 2 meeting per year. This legislation applies to all associations (developer controlled and established associations).

HB0197(SB0145) – Insurance deductible increased to 10,000. This proposed legislation is aligned with the Condo Act.

SB0065 – Each unit owner must provide proof of insurance for their respective condo unit upon request.
PH403-22 Prince George's County Delegation Bill – Proposed legislation to clean up HB254 (which states?)

Subject Matter Experts – Monthly meeting will center around subject matter experts. Commissioners will decide what educational information should be shared with common ownership communities. We will identify SMEs to educate our constituents. Commission Williams suggested a class on board governance, collections and assessments and parking. Commission Williams will work with OCR to incorporate SMEs into our monthly meetings.

Elections – We will review the bylaws to determine when the elections will be held. We are looking to fill the position of Chair, Vice Chair and Secretary.

Questions from Community Members

Bonita Bratton – If a management company registers under one name, but uses three different names to conduct business, which name should be used in the COC Registration process? The management company changed, but the Maryland Department of Assessment & Taxation recognizes one name, but

SDAT also recognized the company as “doing business as”. Daria Bailey will follow up with SDAT to determine which name should they use. 24-hour emergency number does it have to be an actual person or a recorded line. Commission Williams noted that the law is silent on this matter, and you would have to defer to the contract with the management company.

Tribeca had a special assessment assessed. Tribeca established in 2007 and has had 3 declarants. The association was assessed money to replace zen garden and replace barbeque grills. Unit owners have not received a copy of the budget or a copy of the reserve study. Commission Williams noted that that in the Condominium Act section 11-109 (2) e. states that If it is less than the 15% approved budget, one must refer to their governing documents.

Mr. Andy – Asked about assisted living facilities in their community. The community does not allow this business, but DPIE has permitted the business. Daria Bailey will follow up with DPIE to determine how no impact businesses are allowed in a community where governing documents express that no businesses are allowed.

Lee Eisemann – requested permission for OCR to release the presentations from the September meeting with our SMEs. Daria Bailey will follow up with the OCR leadership team to determine proper distribution.

Adjournment

A motion to adjourn was made by Commissioner Patricia Fletcher and seconded by Commissioner Robert Nicholson. The meeting was adjourned at 4:43pm.

The Next Meeting

February 24, 2022