GARTELMILL HOMEOWNERS ASSOCIATION, INC.

Board Meeting Minutes

- **Date:** September 15, 2026 | **Time:** 6:30 PM ET | **Location:** Virtual (Google Meet)
- **Meeting Type:** Quarterly Board Meeting (Q3), open to homeowners | **Duration:** Approximately 21 minutes
- **Present:** Elizabeth DiBiagio, President | Erin C., Vice President | Laura W., Treasurer | John A., Member at Large
- **Absent:** Leigh Anne Wagner, Secretary | Kyle M., Member at Large
- **Quorum:** Met (4 of 6 directors present).
- **Also present:** No homeowners attended.

CALL TO ORDER

President Elizabeth DiBiagio called the meeting to order. The meeting link was posted in advance on the community website under Events and Board Updates and on Facebook.

TREASURER'S REPORT (Laura W.)

One homeowner on Watermill Drive paid outstanding late fees in person. Delinquent accounts now stand at 4, down from 6 reported in June. Two carry higher balances, one is approximately two years past due, and one is past due for the current year only. Third notices have already been sent on all remaining accounts. Consistent with board practice, these balances will remain on the account and be recovered at the time of sale. No property sold under the current board has carried a past-due balance at closing.

OLD BUSINESS

Common Area Storage. The owner of the trailer-style smoker stored in the community open space appears to have moved out. An enforcement letter was mailed directing removal by October 31, 2026. If the smoker is not removed by that date, the board will have it removed from the common lot at the homeowner's expense.

Street Tree Replanting. Several homeowners still need to replace street trees in the planting strip. With fall now underway, the board will issue a community reminder to complete replanting this season.

NEW BUSINESS

Fall Dumpster Day. The board agreed to hold a fall dumpster day the week of November 9. The roll-off will be placed on Watermill Court near the vacant former clubhouse lot, at the back of the neighborhood, to limit outside dumping from school traffic near the entrance. The board will obtain quotes over the coming weeks. No objections were raised.

Board Elections (Maryland SB 758). The board continued planning for an independently administered election. John A. has identified a homeowner volunteer willing to serve as election administrator, who has asked for written responsibilities. The board discussed the following process:

- **Nominations:** A call for nominations will be mailed within two weeks. Homeowners may submit nominations by email or through an online form on the community website, including contact information. Nominations are due October 31.
- **Ballots:** Ballots will list each officer position (President, Vice President, Treasurer, Secretary) with all nominated candidates and a write-in line. Ballots will be mailed with the annual dues statements in November to early December, in a single envelope, since a separate mailing would likely reduce participation.
- **Collection and Count:** Dues and ballots will be separated at collection without the board reviewing any ballot. The independent administrator will count votes on a paper tally sheet and sign an attestation confirming the count and that no outside influence occurred. The signed tally will be kept on file and scanned for the record.

John A. will research attestation requirements under Maryland law.

OPEN COMMENTS

No homeowner comments were received.

Next Quarterly Meeting: Wednesday, December 16, 2026, 6:30 PM