

NORBECK CROSSING HOMEOWNERS ASSOCIATION
Board of Directors Meeting – Open Session
May 5, 2026 @ 7:00 p.m.
Held via Phone/Zoom

Attendees	Present (Y/N)
CJ McGinnis, President	Y
Elisabeth Poplacean, Vice President	Y
Mark Kleppinger, Treasurer	Y
Janice Lee, Secretary	N
Timm McCarthy, Director	Y
Saul Vela, Director	N
Community Manager - TMGA	
Emily Wilberg	Y

I. Call to Order: The virtual meeting was called to order at 7:08 p.m.

II. Homeowner Forum

- Pam Kelly – 3911 Doc Berlin, Unit 34
 - New to the community, asked questions about difference between Master HOA and was interested in updates regarding the Parking Committee.
 - Homeowner was informed that the master HOA handles parking lots and common areas, while individual condo associations manage the interior and exterior of the condo buildings.
- Roxanne Trailer, 3910 Doc Berlin, Unit 31
 - Concerned about parking issues and people coming into the community dumping trash.
 - Emily mentioned that TMGA has increased monitoring and cleanups of the corrals, which have seemed to improve.
- Maria, 3910 Doc Berlin, Unit 24
 - Parking and trash concerns as well.
 - Residents with dogs tracking mud through halls and carpet.
 - CJ advised to bring the dog issue up at the Condo Board meeting.
- Correy O' Donnel, 3628 Maven
 - Happy to see benches. Provided comments regarding community yard sale and would like us to consider a similar event.
 - CJ agreed and mentioned that we should consider doing a joint event with Bradfords Landing.
- Garrett, 3910 Unit 42
 - Parking concerns – will discuss during the committee report.
- Alejandro 3911, Unit 16
 - Trash enclosure concerns. Asked for an update.

- Water leak in the parking lot, close to one of the garages. Others stated it has been looked at before and seems like runoff, not a leak. **FOLLOW UP:** TMGA will inspect on a site visit.
- Dee 3911, Unit 42
 - Who is responsible for power-washing the garages?
 - CJ advised to contact the condo board.
- Lynda Von Barg, 3911 Unit 43
 - Handicap spot behind 3911 occupied long term. Asked about county guidelines and regulations in terms of limits on parking.
 - Emily stated that since it is HOA property, county guidelines do not apply and our parking rules do not have a limit for how long a car can remain parked.
 - **FOLLOW UP:** TMGA and the Board will review to see if the rules should be updated.
- Nicole Glover, 3514 Doc Berlin
 - No comments.

III. Management Report

- **Meeting Minutes**
 - **MOTION:** To approve the minutes from the February 3, 2026 meeting. Moved by Mark and seconded by Lis. Vote: unanimous approval.
- **Treasurer's Report/Financial Issues:**
 - Mark reported that people can view the official reports on the portal.
 - Mark reported a total cash balance of \$672k, operating \$173k, investment \$373k, settlement \$126k. YTD budget surplus of about \$35k, but it is expected to shrink. Budget is not at risk. Snow removal bill did not come through until April.
- **Benches - Capital Expense Use of Reserve Funding**
 - Cost of benches and installation is approximately \$33,200.
 - Discussion was held on whether this should be a Reserve Expense (Capital Improvement) or an Operating Budget item.
 - CJ mentioned there will be new quotes from the installer to fix issues with appearance of the footers, which he estimated would be between \$1,500 to \$5,000.
 - **MOTION:** To consider the cost of purchasing and installing the benches not to exceed \$38,000 as a Reserve Expense Item. Moved by Mark and seconded by Timm. Vote: unanimous approval.
- **Committee Reports**
 - **Community Events Committee:**
 - Lis Poplacean proposed hosting another ice cream social event for the final day of school. TMGA has reached out to Bradfords Landing who are willing to contribute 50%. Event to be held at the shared park.
 - **FOLLOW UP:** TMGA needs to arranged fixed payment amount up front.

- Lis also noted the idea of a community yard sale.
 - CJ recommended a trash pickup day.
- **Landscaping Committee:**
 - Ten benches were installed throughout community. Some complaints about the appearance of the footers, so members of the board and Emily met with installer to discuss options. **FOLLOW UP:** Board is waiting on proposals, TMGA to follow up.
- **Architectural Review Committee:**
 - Received two applications for improvements since the previous meeting. One was minor for lighting on the deck, the other was for backyard project for patio and awning.
- **Shared Space Liaison:**
 - Emily reported that the committee met. 2024 bills were received without snow removal charges, and 2025 bills are still pending. Bradford is still getting accustomed to the new management company.
- **Parking Committee:**
 - Garrett reported that the committee held a meeting where many different ideas were discussed, and that they likely need another meeting. The main concern is that everyone should have a spot to come home to, given that there's ample parking spaces.
 - Garrett mentioned that Ky was going to get proposals.
 - Maria also stated they need one more meeting to develop some solutions. Ample parking in the back of condos, but people park in most convenient areas in the front.
 - Mark asked whether we know that people other than Condo owners are parking there. Garrett says yes, including some town homes that have multiple cars.
 - CJ mentioned that the Board can consider taking legal questions to our new legal counsel if potential solutions are provided by the Parking Committee.
- **Voting Items/Reports**
 - **Landscaping Proposal**
 - The Board discussed revised proposals for relandscaping the entrances and the beds at the intersection of Clara Downey Avenue and Doc Berlin Drive. Cost is \$9,428 and \$60/hr. for watering.
 - Mark mentioned this goes over the budget item for landscaping, but we have surplus elsewhere.
 - **MOTION:** To approve the landscaping proposal. Moved by CJ and seconded by Mark. Vote: unanimous approval.
 - **Trash Corral Maintenance**
 - The Board discussed complaints about the condition of the trash corral behind 3750 Clara Downey Avenue, and recent efforts to correct the situation by having TMGA inspect weekly. Discussion

took place regarding several bids provided by Long Fence to make improvements to the corrals.

- Homeowners contributed that people are using the large doors, instead of the small doors. Small doors are not a problem. And that collectors are tough on the doors.
- **FOLLOW UP:** Board decided to table the decision until more information can be gathered, including a walkthrough and consider options before proceeding.
- **Collection of Fees for Delinquent Accounts**
 - The Board motioned to re-affirm an email vote held on Friday, March 27, 2026 on this item, to approve a 'hybrid method' of collections to include two late notices and a courtesy letter before turning overdue accounts over to the collections attorney.
 - **MOTION:** To reaffirm the email vote on delinquent account processing . Moved by Mark and seconded by Lis.
- **Umbrella Insurance – Policy Quote**
 - Current umbrella insurance expires June 20, 2026 and cannot be renewed. Board discussed a policy quote from Spinnaker Insurance Company. Current coverage limit is \$5,000,000 with an annual premium of \$2,049.00. The new quote is \$5,000,000 with annual premium of \$1,194.00.
 - Mark would like to continue discussions with TMGA to better understand before proceeding, especially because the current renewal information was coming in piecemeal. **MOTION:** Appoint an insurance committee composed of the president, vice president, and treasurer to evaluate and approve insurance proposals the subject to ratification of the full board at the next meeting. Moved by Mark, seconded by CJ. Vote: Unanimous Approval.
- **Pending Action Items**
 - Benches – the Board is waiting on proposals for adding finishing touches to the benches to make the footers look more appealing.
 - Reforest Montgomery – work is continuing between Murphys Tin Street and 3825 Doc Berlin Drive, including additional spraying and planting.
 - Snow Contract – HLS was informed that the Board would like to consider expanding some of the snow removal coverage.
 - Stormwater Management Pond Transfers – no updates
- **Committee Issues** - items generally already covered previously
- **General Information Items**
 - Meeting Dates
 - Tuesday, September 1, 2026
 - Tuesday, November 3, 2026

IV. Old Business

V. New Business

VI. Homeowner Forum

VII. Executive Session

- The Board voted to go into Executive Session at 8:25pm to discuss fee waivers and collections. CJ motioned and Timm seconded.
 - Discussion of fee waiver.
 - Discussion of collections progress.
 - Discussion of Board member duties.

VIII. Adjournment

The meeting was adjourned at 9:00 p.m.

The next meeting is currently scheduled for September 1, 2026.