

HWTA Meeting Minutes - January 14, 2026

Attendees (virtual):

- Nate Anderson
- Jordan Cohen
- Natalie Davis
- Kelly Gleason
- Cecille Gumabon
- Alex Levin
- Marc Posner
- Anne Riley
- Jerry Skene
- David Stone
- Anne Tillinghast

- 1) **Reviewed and approved Minutes of prior Board meeting(s)** – Oct 2025 and Dec 2025
 - a. (D. Stone approved and J. Cohen second)
 - b. Minutes have been posted on HWTA website
 - c. Welcome Alex as new president, thank you to Jordan
- 2) **Committee Coordinator reports:** Alex to meet with leadership of each in next to 1-2 months to discuss future plans/vision.
 - a. **Financial** (D. Stone & J. Cohen reviewed updates):
 - i. CD account balance: \$160,616.39
 - ii. Bank account balance of \$7,027.99 as of December 31st.
 - iii. Discussed ongoing efforts to collect outstanding dues from the previous year, noting some incorrect email addresses had been identified.
 - iv. Alex to follow up if 2026 dues request email had been sent, board members noted they had not yet received it.
 - v. David discussed prior Zelle scam incident where approximately \$4,000 was lost, discussed means to improve bill-paying procedures. Agreed to develop a standard operating procedure (SOP) before the next board meeting.
 - b. **Architectural** (K. Gleason provided update on behalf, noted that Migena is taking over but not able to attend today):
 - i. Board recently approved exterior window repair, using vendor familiar with neighborhood, requesting homeowner notifies their neighbors of the planned work.
 - ii. ARC received new application (Charles street/Hill street alley) for basement windows renovations that will require further review due to its unique design.

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Plan to work with homeowner, no contractor selected yet. Application submitted but still under initial review.

c. **Webpage** (J. Skene):

- i. Jerry assisted in maintaining updated email list, added new renters to the email list, waiting for Riley to provide a comprehensive list before updating the January 2026 directory
- ii. Website running well, uploading meeting minutes, updating documents and providing recommendations for contractors, etc.
- iii. Discussed possibility of reintroducing a newsletter, can discuss if we want to bring this back at a future meeting if there is interest.

d. **Facilities** (Nate Anderson):

- i. Reported that the light at the end of Charles & Hill Street alley fixed, no other current lighting issues
- ii. At December meeting, residents noted concerns regarding parking lots, Nate did a walk through, not emergent but we should consider lot resurfacing in next 1-2 years. Will gather contractor bids for the spring or summer, with Nate planning to contact a contractor who previously impressed with their work on Hanover apartment lot. Better deal to do all 3 lots, to consider.
- iii. Discussed a brick wall in need of repair – awaiting contractor estimates to repair (damaged by moving truck backing into it)
- iv. Discussed parking and signage issues at the Hughes Street lot across from Morning Mugs, with Alex offering to ask the owner to post a reminder sign about not parking in the lot across the street
- v. Discussed resident requests for signs in Conway lot asking people to drive slower.

e. **Landscape** (Alex Levin updated):

- i. Biannual/every two/three year significant tree pruning activity ongoing
- ii. Tree maintenance – noted this is Homeowners Association's responsibility. Thanks to Nate and Anne Riley for meeting with contractors/arborists.

f. **Social & Welcoming**

- i. Neighborhood block party in October 2025 was a success!
 1. Plan for future date in September 2026
- ii. Discussed obtaining new resident contact information from realtor or the title company to facilitate welcoming.

3) **Old Business**

- a. Package Drop Boxes approved: Jerry updated the ARC guidelines online
- b. Digitizing community files: waiting on completion by Iron Mountain. Jordan explained that after scanning, physical documents would either be shredded or returned, with a

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small number of historical documents potentially being kept for nominal fee. Can ask Jerry to upload any files of interest to the website. Will continue to discuss where to store the hard-copies once returned.

c. Parking/Towing issues:

- i. Street parking issues handled by 311
- ii. Issue in parking lots, call Auto Barn, have been reliable

4) New Business

- a. Alex confirmed that any ideas for new business agenda items can be emailed to him ahead of the meeting and will be added for discussion
- b. **BG&E work on Hill Street:** underground infrastructure work planned. We need to better understand what the impact might be on our community, and whether there are options to avoid work in the community. Community forum upcoming, will update as more information is available. To be discussed at future meetings.
- c. **Policies and procedures for identifying HOA violations** (architectural, landscape, etc,) and notifying residents of HOA violations: Alex asked for a framework for policy and procedures manual. Anne R noted that these do exist (the Declaration), is on the website, re-amended and restated in 2020. Alex to review and will discuss any issues that arise. Board can decide if they think there's enough detail in terms of the procedures.
- d. **Increasing number of sewer backup problems** (2/2 tree root growth) that are between the property line and the city line. Is an individual property issue. Discussed if it is possible to have community wide insurance policy to cover sewer backup between property line and city main 2/2 tree root growth. Jordan noted that Baltimore city have approved vendor, unclear feasibility of collective insurance options.
 - i. Alex mentioned that Ann would discuss with Ryan about installing a trench to prevent root growth towards houses.
 - ii. Zach Blanchard's Chief of Staff noted to have been really helpful navigating issues.

5) Future meetings – adjusted meeting schedule to every 2 months instead of quarterly

- a. Next Board meeting: March 11th at 7:15
- b. Followed by meetings the 2nd Wednesday of May, July, September, November, December year end meeting

6) Today's Actions/Next Steps:

- a. Alex:
 - i. Confirm status and ensure 2026 dues notifications are sent to all home-owners
 - ii. Follow up with committee member in the next 1-2 months to discuss their roles and visions

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- iii. Review the Declaration and existing procedures for handling violations/variances, and bring recommendations for any needed updates to the board
 - iv. Add BG&E/Hill Street infrastructure update to the agenda for the next meeting and provide any available updates
- b. David & Alex:
 - i. Draft a proposed SOP/form for bill payment authorization to prevent future scams, for review before next meeting
- c. Kelly/Migenna:
 - i. Review and process the new basement window/egress application for the Charles Street property, and possible ad hoc board discussion if needed
- d. Jerry:
 - i. Complete update of email/renter list with information and upload the January 2026 version to Google Docs and update the Gmail list
- e. Nate:
 - i. Call contractors for parking lot resurfacing and obtain bids, including from the contractor who did the Hanover Square lot
 - ii. Follow-up with the contractor regarding the brick wall repair
- f. Jordan:
 - i. Forward to Alex the email template used for new homeowner information requests and for welcoming new residents
 - ii. Updates on digitizing project with Iron Mountain, and notify before any decision is made about returning/shredding physical documents
- g. Kelly to send AI notes to Natalie, Natalie to type up minutes from this meeting and submit to Alex for review