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Prince George's County CCOC - August 2026 Meeting Minutes

Prince George's County Commission on Common Ownership Communities (CCOC)

Monthly Meeting - August 26, 2026 - MEETING MINUTES

Commissioners Roll Call

In Attendance:

Commissioners:

- Nicole Williams - Chair
- Robert Nicholson - Vice Chair
- LaShauna Tillmon - Secretary
- Marvin Holmes
- Rachelle Spencer
- Karen Straughn
- Chrisel Edwards

Commissioners / Members Noted as Absent or Not Present at Roll Call:

No additional commissioner absences were identified

Ex-Officio / Agency Representatives and Guests:

- Sherri Conner - Prince George's County representative providing Planning/DPIE guidance

Staffers Present:

- MaShawn Hall, Unit Chief - Common Ownership Communities Unit
- Afiya Watkins - Common Ownership Communities Unit

Welcome and Introductions

Chair Nicole Williams welcomed attendees to the August 2026 monthly meeting of the Prince George's County Commission on Common Ownership Communities. Roll call was conducted and commissioner attendance was noted. The meeting proceeded with educational programming, agency updates, and public questions relating to common ownership communities.

Adoption of Agenda

The August 2026 meeting agenda was reviewed. No objection to proceeding with the agenda was reflected in the available meeting record.

Office of Community Relations (OCR) Report

Presented by MaShawn Hall

Ms. Hall and CCOC staff continued to provide information regarding services and resources available to homeowners, board members, and residents of common ownership communities.

Attendees were reminded that individual questions and concerns may be submitted to the Common Ownership Communities Unit at coc@co.pg.md.us or by calling (301) 952-4729.

Ms. Hall responded to questions regarding Accessory Dwelling Units (ADUs) and advised that the County Council may hold a session on the matter during the first week of September 2026.

Staff clarified that CCOC meetings are open to the general public, with educational topics designed to support homeowners associations, condominium associations, cooperatives, board members, and residents of common ownership communities.

Ms. Hall also advised that additional staff resources would assist the office in addressing its workload and backlog.

Approval of Minutes

The Commission proceeded with its regular monthly business. Commissioner Tillmon motioned to Table the June 2026 Meeting Minutes. The motion was 2nd by Marvin Homes.

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Unfinished Business

Questions were raised regarding implementation of CB-031-2024 and the status of the County's common ownership community complaint, mediation, and administrative hearing processes.

Residents expressed continued interest in a clear process for addressing complaints involving common ownership communities, including concerns regarding board governance, compliance, dispute resolution, and enforcement.

Ms. Hall advised attendees with specific community concerns to contact the CCOC office directly so staff could gather the necessary information and review the matter individually.

A question was raised regarding the status of commissioner applications and appointments. Ms. Hall advised that applicants who had not received confirmation could contact the office to verify receipt of their applications and stated that there was no established appointment timeline at that time.

New Business

Community Association Budgeting Presentation

Presented by Commissioner LaShauna Tillmon

Commissioner Tillmon provided an educational presentation concerning community association budgeting and financial planning. The presentation generated significant participation from homeowners, board members, and community representatives, with numerous attendees requesting copies of the presentation following the meeting.

The presentation addressed practical considerations involved in preparing and managing association operating budgets, including assessment income, delinquency assumptions, reserve funding, historical expenses, anticipated future costs, and the importance of developing a realistic financial plan for the association.

Discussion emphasized that boards should use actual financial information, current contractual obligations, known upcoming expenses, reserve study recommendations, and reasonable projections rather than simply repeating prior-year budget figures.

Reserve Contributions and Reserve Studies

Attendees asked how reserve study recommendations should be incorporated into an association's annual operating budget. Guidance provided during the meeting recommended using the reserve study's recommended annual contribution, dividing that amount as appropriate for monthly budgeting, and identifying the expense as a reserve contribution within the budget.

The discussion further noted that reserve contributions should be reviewed and updated as projects are completed and as costs, inflation, and reserve study recommendations change.

Delinquencies and Collection Income

A question was raised regarding an appropriate delinquency percentage when preparing an association budget and how that percentage should be determined. General guidance discussed during the meeting characterized delinquency levels below 3% as strong, 3% to 5% as generally manageable, 5% to 10% as requiring closer monitoring, and levels above 10% as potentially creating greater cash-flow and reserve concerns.

The discussion emphasized the importance of using the association's actual collection history and consulting management and association counsel, as appropriate, rather than relying on a generic percentage alone.

A question was also raised regarding late fees and whether associations should rely on late-fee income when preparing the operating budget. The discussion supported conservative budgeting and avoiding dependence on delinquency-related revenue as guaranteed operating income.

Historical Expenses and Future Budgeting

Discussion addressed the importance of reviewing actual historical expenses while also accounting for reasonably anticipated future costs. Snow removal was used as an example: a year with limited snowfall should not automatically result in reducing the following year's snow-removal budget because future conditions may require greater expenditures.

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Homeowner Access to Budget Information

Questions were raised regarding homeowners' rights to receive association budgets and the respective authority of boards and owners concerning budget approval. Attendees were encouraged to review their governing documents and applicable requirements for provisions specific to their association.

Planning, Permitting, and Accessory Dwelling Units

A homeowner asked about the process for adding a community gate and whether Park and Planning or the Department of Permitting, Inspections and Enforcement (DPIE) would be involved.

Guidance provided during the meeting explained that Park and Planning reviews development applications when a specific plan approval is required before permitting, while permits are submitted to and issued by DPIE. Communities were advised that Planning Information Services may assist in determining whether an existing site plan applies or requires amendment.

A separate question concerned Accessory Dwelling Units and whether County guidance remained anticipated for October 2026. Ms. Hall advised that the County Council may hold a session on the issue during the first week of September.

Community Governance and Homeowner Concerns

Several residents raised concerns regarding governance practices within their individual associations, including:

- Lack of annual elections or difficulty achieving quorum;
- Handling of proxies and ballots;
- Lack of financial audits and reserve funding concerns;
- Alleged conflicts involving association leadership;
- Difficulty obtaining responses to homeowner complaints;
- Concerns regarding association counsel;
- Board accountability and fiduciary obligations; and
- The availability of County complaint and enforcement mechanisms.

CCOC staff encouraged residents with community-specific concerns to contact the office directly so the facts and applicable resources could be reviewed on a case-by-case basis.

Parliamentary Procedure and Meeting Governance

Discussion arose concerning how votes should be documented in meeting minutes. An attendee explained that his community identifies members voting against a motion when a vote is divided and records the final vote count. An example was provided in which the names of opposing members are noted followed by the final result, such as “Motion passed 3-2.”

Attendees expressed interest in additional education regarding Robert's Rules of Order, meeting minutes, voting requirements, and parliamentary procedure. Ms. Hall advised that CCOC planned to offer a future educational meeting concerning Robert's Rules of Order and parliamentary procedures.

Community Resources

County Dumpster Program

A resident asked about obtaining a dumpster for a community. Ms. Hall advised that the County provides free dumpsters, generally for a weekend period, through the Department of the Environment. An example was provided in which a dumpster may be delivered on Friday and collected on Monday.

EDvantage Training Program

CCOC staff highlighted Prince George's County's EDvantage Online Training Program, which provides educational resources for board members and residents of common ownership communities. The program was described as supporting stronger community leadership, improved compliance, and informed HOA and condominium operations.

General Public Questions and Comments

Members of the public raised additional questions concerning rental restrictions, condominium rental percentages, FHA and financing-related changes, community voting and election procedures, filing

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complaints with CCOC, commissioner appointments, mediation, board accountability, association attorney conduct, community dumpster services, and access to educational materials and meeting presentations.

CCOC staff repeatedly advised attendees that questions and complaints could be submitted to coc@co.pg.md.us for review.

Numerous attendees complimented Commissioner Tillmon's budgeting presentation and requested copies for use within their own communities. Participants described the presentation as informative and helpful as communities prepared for budget season.

Next Meeting

The Commission will continue its regular monthly meeting schedule. Meeting information and future educational programming will be communicated through the Office of Community Relations and CCOC.

Adjournment

The meeting concluded following public questions, comments, and announcements regarding CCOC educational resources. No additional formal business was reflected in the available meeting chat record.

Signed by:
LaShauna M. Tillmon
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LaShauna M. Tillmon, Secretary

11/4/2026
Date