

# Flints Grove Homeowners Association

## 2019 Annual Meeting

April 30, 2019, 7:00 – 9:00 PM

DuFief Elementary School – MP Room



# Agenda

- Board and Committee Introductions
- Nominations for New Board Members
- Elections – Proxies and Ballot Counting
- FGHOA 2018-19 Accomplishments
- Plans/Proposed Projects for 2019-20
- Financial Review and Proposed Budget
- Committees Reports
- Volunteers for Committees
- Questions & Answers, Discussions
- Announcement of 2019 Board Members

# Board and Committee Member Introductions

- Welcome to Annual Meeting
- Board members Introduction
  - Subhasis Datta, President
  - John McLean, Vice President
  - Paul Witting, Treasurer
  - Vickey Lutwak, At Large Member
- Committee Members Introductions:
  - Maintenance: Vickey Lutwak (Chair), Douglas Clark, Suneet Shukla
  - AECC: Leslie Press (Chair), Alex Veizes, Matt Klein

# Nominations for 2019 Board Members

- 3 Board Positions Open
- Nominations Committee Report on Quorum
- Nominees provide 5 minute Introductions
  
- Nominees:
  1. Xxxx
  2. Yyyy
  3. Zzzz
  4. Aaaa
  5. Bbbb

# MESSAGE FROM 2018 Board Members

# Sample Activities for 2018-19

- Continue to Maintain Community Budget and Financials including Invoices and disbursements
- Continued to Address neighborhood concerns on Maintenance and risks
- Continued to Maintain and Improve Community Landscaping
- Continue to review and approve AECC requests
- Community monument improvements
  - Planned updates to signage
- Storm water pond and Stream Restoration updates and support
- Cell tower updates
- Continued bamboo eradication
- Identified and provide RFP for HOA Management Companies – receiving quotes and proposals

# Proposed Projects for 2019-20

- Review proposals and presentations to select a Property Management Company
- Strive to improve community communication
- Continue community beautification projects
- Upgrade community signs (main entrance, Pebble Hill, Rich Branch)
- Apply seal coating to Rich Branch townhouse parking
- Tot-lot and Basketball Court, Trail Upgrades
- Explore adding benches and improvements along trail including exercise equipment
- Expand Social events and Committee participation
- Create Standard Operating Procedures and better transition documents for tasks, calendar, roles, and hands-off between Board years – store in Google drive

# Financial Review

- Overview of 2018 finances
- Proposed 2019 budget for review and approval
- Financial Review underway with Jim Layton, CPA, CFE, CVA



# Bank Balances

## 2018 Account Balances

Account	Amount
Checking	\$ 73,223
Savings/Reserve	\$ 188,793
Total	\$ 262,016

Balances as of December 31, 2018

# 2019 Projected Assessments

<b>2019 Assessments</b>	
<b>Single Family Homes</b> <b>149 homes x \$300</b>	<b>\$ 44,700</b>
<b>Townhouses</b> <b>56 homes x \$370</b>	<b>\$ 20,720</b>
<b>Total</b>	<b>\$ 65,420</b>

# Assessments / Expenses Summary

## Past Annual Financial Performance 2013 - 2019

	2013	2014	2015	2016	2017	2018	2019 (Projected)
Assessments	\$ 72,458	\$ 69,865	\$ 68,544	\$ 65,420	\$ 65,420	\$ 65,420	\$ 65,420
Operating Expense	\$ 36,163	\$ 37,320	\$ 25,982	\$ 35,426	\$ 44,970	\$ 22,151	\$ 54,200
Reserve Funding	\$ 36,295	\$ 32,545	\$ 42,562	\$ 29,994	\$ 20,450	\$ 43,269	\$ 11,220
Reserve Expense			\$ 39,333		\$ 19,801	\$ 3,800	\$ 7,500

Predicted \$190k expense in 2022 for Rich Branch refurbishment per 2017 reserve study

# 2018 Spending

## The Flints Grove Home Owners Association

### Statement of Revenues, Expenses, and Changes in Fund Balances - Cash Basis

For the year ended December 31, 2018

		Operating Fund	Reserve Fund	Total
Ordinary Income/Expense				
Revenue				
	Assessments	\$ 65,420	\$ -	\$ 65,420
	Interest Payments	\$ -	\$ 1,846	\$ 1,846
	<b>Total Revenue</b>	<b>\$ 65,420</b>	<b>\$ 1,846</b>	<b>\$ 67,266</b>
Expense				
	Website and Internet costs	\$ 180	\$ -	\$ 180
	Community Improvements			
	Landscape Improvements	\$ -	\$ -	\$ -
	Stonework & Signage	\$ -	\$ 3,800	\$ 3,800
	<b>Total Community improvements</b>	<b>\$ -</b>	<b>\$ 3,800</b>	<b>\$ 3,800</b>
	Insurance Expense	\$ 3,269	\$ -	\$ 3,269
	Montgomery County Tax expense	\$ 1,025	\$ -	\$ 1,025
	Office Supplies	\$ 267	\$ -	\$ 332
	Professional Fees	\$ 177	\$ -	\$ 177
	Rent Expense	\$ 265	\$ -	\$ 265
	Repairs and Maintenance			
	Landscaping	\$ 1,218	\$ -	\$ 1,218
	Playground/Tot Lot	\$ -	\$ -	\$ -
	Tree Work	\$ 4,015	\$ -	\$ 4,015
	Repairs and Maintenance - Other	\$ 11,535	\$ -	\$ 11,535
	<b>Total Repairs and Maintenance</b>	<b>\$ 16,768</b>	<b>\$ -</b>	<b>\$ 16,768</b>
	Social Expenses	\$ -	\$ -	\$ -
	Utilities	\$ 200	\$ -	\$ 200
	<b>Total Expense</b>	<b>\$ 22,151</b>	<b>\$ 3,800</b>	<b>\$ 25,951</b>

# 2019 Proposed Budget

## 2019 Proposed Budget

		Operating Funds	Reserve Funds
CPA Review	Review 2018 books	\$ 4,000	\$ -
Bookkeeping	Outsource bookkeeping	\$ 3,500	\$ -
Directory	A to Z worst case	\$ 800	\$ -
Insurance	Average Cost of Insurance	\$ 3,500	\$ -
Landscaping	Expected costs	\$ 12,000	\$ -
Tree Maintenance	Average of 2017 & 2016	\$ 13,000	\$ -
Legal	Advice and Liens as needed	\$ 2,000	\$ -
MC HOA Fees	Recurring fees	\$ 1,500	\$ -
Newsletter	Create 2 newsletters and mailings	\$ 400	\$ -
Postage	Newsletters, Dues, etcetera	\$ 400	\$ -
Tax Prep fees	Tax Returns	\$ 400	\$ -
Rent	Meetings and PO Box	\$ 500	\$ -
Repairs	Potential repair costs	\$ 12,000	\$ -
Social Events	2 to 4 events	\$ 1,000	\$ -
Utilities	Average cost of Utilities	\$ 200	\$ -
Signage	Update entry signs	\$ -	\$ 7,500
	<b>Totals</b>	\$ 55,200	\$ 7,500
	Accounts Receivable	\$ 65,420	
	Added to Reseve Fund	\$ 10,220	

# Current Reserves

- Current Reserve: **\$188,793\***
- Recommended Reserve: **\$227,538\*\***

## Reserve Projects

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Entrance Sign Lighting</li><li>• Asphalt Basketball Court</li><li>• Asphalt Parking</li><li>• Asphalt Walking Path</li><li>• Asphalt Walking Path Drainage</li><li>• Culverts</li><li>• Basketball Backboard Rim and Posts</li><li>• Bench/Table</li><li>• Community Monument Sign/Stone Walls</li></ul> | <ul style="list-style-type: none"><li>• Concrete Curb/Gutter</li><li>• Concrete Sidewalks/Curbing</li><li>• Dog Cleanup Stations</li><li>• Fence, Split Rail</li><li>• Fence Wood (White)</li><li>• Playground</li><li>• Segmental Retaining Wall</li><li>• Storm Drainage Inlets</li><li>• Wood Signs</li><li>• Wood Tie Stairs</li></ul> |
|--|--|

\*As of Dec 31, 2019

\*\*Based on Engineer Report

# Maintenance Committee Reports

Trees- Trails backing up to the following	Fell and blocked the trail – work completed	Dead trees or Dangerous trees	Collecting bids for work
Dehaven	3 trees		
Pebble Hill Lane	7 trees		
Flints Grove Drive	3 trees		
Rich Branch Drive	3 trees		1 more to remove

- Allentuck Landscaping has the Annual Contract for Flints Grove HOA property maintenance
- Feel free to reach out to the Maintenance Committee with any issues or comments

# Maintenance Committee Reports

## Spring clean up

### Pebble Hill Lane

- Pressure washed 2 retaining walls on Pebble Hill Lane, Planning a follow-up wash
- Replace dead plants on Pebble Hill Lane

### Bamboo Eradication

- Planned three treatments – two completed and 3<sup>rd</sup> to be scheduled. Kuhn's Tree Services will be continue the eradication project when the weather is 70 degrees and dry.

### Rich Branch Drive

- Town house Parking lot – Planning a Seal coat to fill cracks and seal parking lot
- We are in the process of collecting bids for the job.
- Trail: Patched a deep hole in asphalt.

### Stream Restoration Update

- Visit [www.montgomerycountymd.gov/water/restoration/flints-grove.html](http://www.montgomerycountymd.gov/water/restoration/flints-grove.html)





# Stream Restoration Updates

## PROJECT FACTS\*

Project Status	Construction
Total Drainage Area:	82 Acres
Total Percent Impervious:	23% (19 Acres)
Total Stream Project Length:	~1,200 ft
Estimated Cost:	\$2,700,000
Monitoring:	Yes
Watershed:	Muddy Branch (Flints Grove Tributary)
Contact:	Miranda Reid
Email:	<a href="mailto:Miranda.Reid@montgomerycountymd.gov">Miranda.Reid@montgomerycountymd.gov</a>
Phone:	(240) 773-0802

\*Information is subject to change



-  Stormwater Pond for Improvements
-  Stream Restoration

**Flints Grove Stream Restoration and Stormwater Pond Project**



# Architectural and Environmental Control Committee (AECC)

Address	App Date	Change	All Approved Date
30 Flints Grove Drive	5/24/2018	Roof	5/25/2018
14417 Rich Branch Drive	6/11/2018	Windows	6/28/2018
11532 Flints Grove Lane	8/19/2018	Roof	8/25/2018
14613 Dehaven Ct.	8/26/2018	Roof	9/18/2018
14509 Antigone Drive	9/18/2018	Sky Lights	10/2/2018
11434 Flints Grove Lane	1/8/2019	Roof	1/18/2019
		Inquiry: Enterance Signs	
		Inquiry: Oak Tree	
		Inquiry: Previous Board Dangerous Tree	
		Inquiry: Broken Mailbox	
14517 Pebble Hill Lane	3/22/2019	Replace Deck	3/26/2019
14608 DeHaven Court	3/19/2019	Solar Roof	3/26/2019
11517 Flints Grove Lane	NA	Front Porch	NA

# Social Committee Activities

- 2018 Halloween Parade
- We need Volunteers for Social Committee
  
- Planned for 2019
  - Summer Ice Cream Social
  - October Halloween Parade
  - December Holiday Celebration
  - Others such as Easter Egg Hunt, Community Barbeque

# List and Purpose of Committees – Call for Volunteers

- **Please consider volunteering for any of the following committees:**
  - **Maintenance Committee:** This committee is responsible all Flints Grove HOA owned properties, maintenance and upgrades and its impacts
  - **Architectural Committee (AECC) :** This committee is responsible for the review & approval of FGHOA Homeowners upgrades as it relates to maintaining the same look and feel of neighborhood and general aesthetics, homeowners responsibilities for maintaining their properties
  - **Social Committee:** Have fun & plan social events for the neighborhood including Ice cream socials, Holiday/Special Events, Halloween parade
  - **Communications/Newsletter/Social Media Committee:** Help with the Flints Grove website, newsletter, and other forms of communication to keep neighborhood informed. We are exploring our own Closed FB page.
  - **Tot-Lot / Basketball Court/Trail upgrades:** This committee will plan enhancements as needed to the Tot-Lot, Basketball Court or the Trail after the Stream restoration project is completed in October, 2019.



# Tot-Lot and Basketball Court, Trail Improvement – Call for Volunteers

- **Tot-Lot / Basketball Court/Trail upgrades:** This committee will plan enhancements as needed to the Tot-Lot, Basketball Court or the Trail after the Stream restoration project is completed in October, 2019.



# Communication Platforms

- Flints Grove HOA website:  
<http://flintsgrovehoa.org/>
- Flints Grove e-mail:  
FlintsGroveHOA@gmail.com
- A-Z Directory (Planned for 2019)
- NextDoor Community Announcements
- FGHOA Newsletter (Plan for Spring and Fall/Winter)
- Plan for a Closed Community Only Flints Grove Facebook Page for Events and Updates