

Flints Grove HOA

Board Meeting Minutes

FEBRUARY 20, 2020 / 7:00 PM / NORTH POTOMAC COMMUNITY CENTER

Attendees

Name	Role	Initials	Attendance
Subbasis Datta	President	SD	Present
Lee Canter	Vice President	LC	Absent
Don Funkhouser	Vice President	DF	Present
Paul Witting	Treasurer	PW	Present
Carmen de Perignat	Board Member	CdP	Present
Evgeny Tsypnyatov	Board Member	ET	Present
Neil Smith	Secretary	NS	Present
Scott Wertlieb	Vista Management (VM)	SW	Present
Adam Ochner	Vista Management (VM)	AO	Present

Agenda

7:00 - 7:05 PM: Meeting Start, Review Agenda

7:05 - 7:40 PM: 2018 Board Member Reports - Secretary and Treasurer

7:40 - 8:30 PM: VMC/Committee Report Outs, Activities, Issues, Action Items

8:30 - 8:50 PM: President's Report Out, Updates and Actions Needed

8:50 - 9:00: Review of Meeting Minutes and Meeting Close-out

Notes

OPENING

- Meeting called to order at 7:06 pm by Subhasis Datta, President.
- With no members of the community present, requests for open agenda items were not heard.

MINUTES REVIEW

- Minutes review and action item update from prior meeting.

TREASURER

- 2020 Homeowner Dues: \$32,600 collected.
 - ~50 homes still outstanding
 - VM will continue collections process, per policy
- 2020 Budget updates presented by PW for review by board.
 - Formatting revision needed and inclusion of 2019 Actuals to be included prior to sharing with Homeowners. PW to share with the board by Feb 29.
- Account Balances as at January 31:
 - \$52,330.68 in the checking account
 - \$241,104.04 in the reserve account
- Financial statements to be presented by Vista Management moving forward.
- Proposals shared from Vista Management regarding the opening of an additional account to stay below FDIC limits.
- New insurance declarations shared with the board by Vista Management. This increases liability insurance from \$1m to \$2m.
- Jim Layton has the 2019 finances for review and we expect them back by March 1.
- Mailout to homeowners needs to be sent 30 days before the meeting - tentative date is April 23rd, awaiting confirmation from Dufief Elementary regarding room booking. Board is aiming for March 10 for homeowner mailout.

VISTA MANAGEMENT

- New lighting for entry signage presented by Vista Management and voted on by the board. See Votes section for further details.
- Two new MuttMitt dispensers have arrived and will be installed at Flints Grove Drive and Rich Branch Drive, by the forest entry.
 - Vista Management to check potential for additional dispenser on the path behind Antigone Dr, leading down to/around the basketball court
- Change of business address: board are proposing to move official address to the office of Ron Bolt as our current attorney. VM will continue to work on this.
- Executing on the signage proposal has been tabled until the spring to ensure adequate quotes are received.
- Bamboo eradication quotes received from Bartlett Tree Experts and Allentuck Landscaping for 4 patches of bamboo across the community. Further research to be carried out by VM to determine the best approach and total costs for eradication.
- Proposal from Allentuck received for pressure washing of mailboxes at the townhouses. Board vote carried out on the proposal - see Votes section below.
- Proposal for fencing to be installed at the Basketball Court presented and reviewed. Vista Management will continue to research options.
- Call for candidates for the FGHOA board discussed.
 - Agenda, 2020 budget, 2019 Financial Review, 2019 Annual Meeting minutes, SOCE document will all form part of the 2020 homeowner mailout.

COMMUNICATIONS

- New website is ready but we need to transfer the domain. PW to send ET the details to be able to transfer ownership and perform the changes.

AECC

- Recent AECC Requests:
 - 14405 Rich Branch - Fence replacement - Under review
 - 11613 Flints Grove Lane - White Vinyl Fence - Under review
 - 1 Rich Branch Court - Screen porch - AECC approved

CLOSING

- Minutes from this meeting were constructed live, in full view of the board. The board reviewed minutes and passed a motion to approve the Minutes - see Votes section for further details.

- Motion to approve the minutes from the previous Board Meeting - see Votes section for further details.
- Meeting adjourned at 9:00pm.

Action Items

1. PW to share final 2020 budget with the board by Feb 29
2. PW to communicate when Jim Layton financial review is complete
3. SD to confirm date of Annual Meeting along with room booking
4. VM to check potential for additional dispenser on the trail behind Antigone Dr
5. VM to work on actioning change of business address
6. VM to check on mailbox quote and execute
7. VM to execute lighting upgrade
8. VM to review bamboo eradication quotes
9. VM to further research fencing at the Basketball Court
10. PW to send ET details for website domain ownership
11. Communications Committee to organize Homeowner Mailout

Votes

Motion	For	Against	Abstain
Motion to move forward with FAB Electric quote for entry signage LED lighting	ALL		
Motion to move the board business address to the office of Ron Bolt	ALL		
Motion to move forward with pressure washing the townhouse mailboxes, so long as the quote received covers all mailboxes	ALL		
Motion to approve these minutes as a true and accurate record of proceedings	ALL		
Motion to approve last month's meeting minutes as a true and accurate record or proceedings	ALL		

Next Meeting

Date: Thursday March 19th, 2020

Time: 7:00-9:00 PM

Location: Nancy Dacek North Potomac Community Center