

**FGHOA Board of Directors Meeting Minutes
July 13, 2017**

Date: July 13, 2017 (Thursday)
 Time: 7:00-9:00 PM
 Location: Travilah Elementary

Attendees:

Board of Directors	Present (P) Absent (A) Teleconference (T)
Charlie Liebetrau, President	P
Bob Canter, Vice-President	P
Steve Kwon, Secretary	P
Paul Witting, Treasurer	A
Steven Slater, Member	P
Alex Veizis, Member	A
Carmen de Perignat, AECC Chair	P
Other HOA Members in attendance	
Lee Canter, Chair, Governing Documents Committee	P
Subhasis Datta, HOA member	P

Agenda:

1. Official Start (5 Minutes)
 - a. Members present
2. Approval of minutes (5 Minutes)
 - a. Motion
3. Reports – Committee Chairs
 - a. Treasurers Report (10 Minutes)
 - b. AECC Report (15 Minutes)
 - i. Color updates
 - ii. AECC requests
 - iii. Community Entrance Signs (updates)
 - c. Maintenance Subcommittee (15 Minutes)
 - i. Rich Branch Repaving
 - ii. Reserved Parking Discussion
 - iii. Allentuck Contract: Updates
 - iv. FGHA for repair and painting of “neighborhood accent fence”
 - d. Communications report (10 Minutes)
 - i. Appointment of Ami Corey to Communication Committee (as Chair)
 - ii. Website updates
 - iii. Newsletter
 - iv. Tree Cutting Reminder (discussion related to maple tree removal)

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- e. Social committee report (5 Minutes)
 - i. Appointments of Marcella Witting and Flor Clark to Social Committee
 - ii. Planned events
- f. Governing Documents (5 Minutes)
 - i. Updates and next steps
- 4. Old Business (5 Minutes)
 - a. Cell towers
- 5. New Business
 - a. Imposition of Fines as enforcement mechanism of our Governing Document (15 minutes)
 - b. Clarity Management Services Contract as a possible bidder for a community manager (25 minutes)
- 6. Open forum (5 Minutes)
 - a. Official Close

Meeting Minutes:

- 1. Official Start (5 Minutes)
 - a. Members present
 - b. Steve Kwon motions to officially start
 - i. Charlie, Carmen, and Bob agree
- 2. Governing Documents (5 Minutes)
 - a. Updates and next steps
 - b. Lee Canter provided status with the latest laws and governing rules and will forward references relevant to the Board and HOA governance; she is continuing to review and research potential updates to HOA governing documents.
 - c. Lee will send the links and references to the Board.
 - d. Board recommending that Lee continues her research and she will reach out to others who want to participate
- 3. Approval of minutes (5 Minutes)
 - a. Motion
 - b. Carmen has May notes that she can provide to Steve Kwon
 - c. **Action:** Three Actions:
 - i. **Action:** Steven Slater will provide Steve Kwon minutes from last meeting
 - ii. **Action:** Carmen will provide Steve Kwon her notes for incorporation
 - iii. **Action:** Steve Kwon to provide both update May minutes, June minutes, and July minutes.
- 4. Reports – Committee Chairs
 - a. Treasurers Report (10 Minutes)
 - i. Paul is not present, no formal updates updates
 - ii. Bob reports that Kuhn’s Tree services were paid

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- iii. Bob and Carmen took a tour of the bamboo treatment areas and noticed improvement
 - 1. Bob and Carmen provided the Boar with their assessment of the HOA areas per their tour.
- iv. Motion to authorize the next two treatments
 - 1. Steve Kwon motions to authorize any follow-up treatment
 - a. All agree
- b. Social committee report (5 Minutes)
 - i. Appointments of Marcella Witting and Flor Clark to Social Committee
 - ii. Charlie motions to Marcella and Flor to the Social Committee
 - 1. No objections all agree
 - iii. Planned events:
 - 1. Ice Cream – End of Summer
 - 2. **Action:** Charlie to request to plan dates
- c. Communications report (10 Minutes)
 - i. Appointment of Ami Corey to Communication Committee (as Chair)
 - 1. Bob motions Ami to Communication Committee
 - 2. Carmen seconds the motions
 - 3. Discussion related to the appoint
 - 4. All motions Ami to the Communication Committee
 - 5. Steve Slater acknowledges the importance to appoint Ami because it's important to have volunteers for the community
 - ii. Website updates
 - iii. Newsletter
 - 1. Review the previous first issue
 - 2. Ice Cream Social
 - 3. What not to plant
 - 4. Subhasis Datta entered during the Newsletter discussion
 - 5. Lee will provide Ami language for Governing Documents help
 - 6. Reminder all structural improvements must be submitted to the AECC and performed by a license contractor
- d. Maintenance Subcommittee (15 Minutes)
 - i. Rich Branch Repaving
 - 1. Bob contacted the county and said that Rich Branch Drive is not on the schedule for this year or next year; county will come out to take a look later
 - 2. **Action:** Steve to talk to the other home owners to see how they feel about the current street parking conditions

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- ii. Reserved Parking Discussion
 - 1. Review of the issue: questions related if there are townhouse assigned parking and the answer is that there are no assigned parking because the HOA governing documents specifically states that there are no assigned parking
 - 2. Letters are prepared and signed by Charlie
 - 3. Mailing expenses are approved
- iii. Allentuck Contract: Charlie needs to sign the Allentuck Contract
 - 1. Carmen and Bob met with Bruce Allentuck in person and the conversation went well
 - 2. Carmen and Bob presented the concerns to Bruce and Bruce was very receptive
 - 3. Agreed to one-year renewable contract
 - 4. He will give a 2018 contract for the Board to improve
 - 5. Allentuck will give us a bid for tree cleanup in the back
 - 6. **Action:** Charlie to sign the contract
- iv. FGHOA for repair and painting of “neighborhood accent fence”
 - 1. Homeowner requesting cost sharing for fence repair
 - 2. Steve Kwon motions that the Board does not reimburse for the upkeep of any fence that is solely on the homeowner’s property; changes and maintenance of the fence must be in compliance with the HOA Governing Documents (see Article V, Section 1(g); Article VIII, Section 1 of the Declaration)
 - a. All in favor with the motion
- e. AECC Report (15 Minutes)
 - i. Carmen reviewed all AECC requests that have been reviewed and approved
 - ii. Carmen requested on behalf of the AECC for guidance related to the fence that was previously approved by the AECC
 - 1. Steven Slater references the HOA governing document that if the homeowner has a problem with the AECC decision, a formal appeal should be made to the AECC before the Board makes any recommendations
 - 2. **Action:** Charlie will provide a respond to the complaints
 - iii. Tree Cutting Reminder
 - 1. Discussed the issue about an issue related to a tree cut down on County property
 - 2. Recommendation was made that the newsletter puts a reminder that the area behind Flints Grove is county property
 - 3. Board recommends the following action:
 - a. Carmen to recommend that homeowner talks to County about the issue

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- b. Also this particular issue is not an HOA issue, this is a Montgomery County issue
 - iv. Fallen tree issue: Tree on HOA property fell onto the homeowner property. Fallen tree straddles both HOA property and homeowner's property.
 - 1. Steven Slater makes the motion that the Board does not remove the fallen tree on the basis that the tree is not visible
 - a. Board votes 3 to 2 to do something
 - i. To do: Bob Canter, Steve Kwon, and Carmen de Perignat
 - ii. NOT to do something: Charlie and Steven Slater
 - b. Carmen motions to remove and chip the tree in place
 - i. Motion is updated to the following: to spend money to clean up the debris on the HOA property. The homeowner has the option join in and pay for removal on their property with this contract if the homeowner responds by a certain time.
 - 1. Vote is 3-2 for the removal.
 - a. To do: Bob Canter, Steve Kwon, and Carmen
 - b. NOT to do something: Charlie and Steven Slater
 - v. Steve Kwon made the motion that the Board hire and arborist to review the health on the homeowner's trees
 - 1. Board agrees
 - 2. **Action:** Carmen to contact an Arborist
 - vi. Community Entrance Signs (updates)
 - vii. Color updates
5. Old Business (5 Minutes)
 - a. Cell towers: No follow-up from the June meeting at the Montgomery County level. No major updates or indication that any plans have been approved.
6. New Business
 - a. Imposition of Fines as enforcement mechanism of our Governing Document (15 minutes)
 - b. Clarity Management Services Contract as a possible bidder for a community manager (25 minutes)
7. Open forum (5 Minutes)
 - a. Official Close

Next meeting:

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Date: August 17, 2017
Time: 7:00-9:00 PM
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