

**FGHOA Board of Directors Meeting Minutes
August 17, 2017**

Date: August 17, 2017 (Thursday)
 Time: 7:00-9:00 PM
 Location: North Potomac Rec Center

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	P
Steven Slater, Member	P
Alex Veizis, Member	A
Carmen de Perignat, AECC Chair	A
No Other HOA Members in attendance	

Agenda:

1. Official Start
 - a. Members present
2. Approval of minutes
 - a. Motion:
3. Reports - Committee Chairs
 - a. Treasurers Report
 - b. AECC Report (Carmen)
 - i. Color updates
 - ii. AECC requests
 - iii. Community Entrance Signs (updates - Howard Margolis email)
 - c. Maintenance Subcommittee
 - i. Rich Branch Repaving
 - ii. Reserved Parking Follow-up (letter was sent, any reactions?)
 - iii. Allentuck Contract: General Updates (Bruce sent a new point of contact to manage our areas)
 - d. Communications report
 - i. Website updates
 - ii. Newsletter
 - e. Social committee report
 - i. Planned events
4. Old Business
 - a. Cell towers
5. New Business
6. Open forum
7. Official Close

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Meeting Minutes:

1. Official Start
 - a. Members present
2. Approval of minutes
 - a. **Action:** Steve to re-send out all minutes for approval
3. Reports - Committee Chairs
 - a. Treasurers Report
 - i. Paid bills: Insurance bill, Allentuck, Potomac Garden Center (PGC)
 - ii. **Action:** Paul to check if Becht Engineering bills are due
 - iii. Bob motions to approve the online Quickbooks (\$15 per month) so that Paul can update the HOA financials
 1. Charlie seconds the motion
 2. No objections
 - iv. **Action:** Paul to create an HOA Quickbooks account
 - v. **Action:** Paul to follow-up delinquent payments
 - b. AECC Report
 - i. Bob provided overall status on behalf of Carmen
 - ii. AECC requests: general approvals of roofs, decks, etc.
 - iii. Color updates: color palettes are going to be updated (same colors) but the presentation will be improved
 - iv. Community Entrance Signs (updates - Howard e-mail)
 1. Bob talked with Howard about the sign approach
 2. Recommend that Howard work with the AECC to get the multiple options and bids—get multiple vendors
 3. Paul reminded the board that the options should be a long-term solution (e.g., 30 years), low maintenance, etc.
 - v. Note: there was some question with Stone work on Pebble Hill
 1. The Pebble Hill stone work does not have two tiers or a finished back side; Board recommends improving the current design
 2. Recommendation: Charlie will talk with Alex to try to improve the Pebble Hill sign. The plan: get design options, quotes, and present options to the AECC.
 - c. Maintenance Subcommittee
 - i. After a tree fell, homeowner is requesting the health and safety of the adjacent trees (next to the tree that fell) be assessed and, if they are dangerous, to be removed.
 1. Bob already talked to tree company to review the health of the tree—waiting for written assessment to be returned to Bob
 2. Bob as already notified the neighbor that an arborist has been contacted to check the health

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3. Once the assessment and quote is provided, Bob will share the assessment to the Board
 4. Board will have action to make a decision
 - ii. Bob sent an email to the County to get an update related to the stream restoration; Bob maintaining communication – County has made a statement that work will start in September. Bob will continue to track the progress.
 - iii. Rich Branch Resealing
 1. Steve to put letters on the doors to get input
 2. General letter is saying that we plan to apply a top coat to the area, if there are any objections, send an email to the HOA board by a certain amount of time
 - iv. Reserved Parking Follow-up
 1. Letter notifications were sent
 2. No response from community
 - v. Landscaping Allentuck Contract: General Updates (Bruce Allentuck sent a new point of contact, Shaun Kirby, to manage our areas)
 1. Bob and Carmen met with Bruce and Shaun and reviewed all common areas requiring maintenance updating and new plantings.
 - d. Communications report
 - i. Website updates
 1. Paul had made some security updates
 2. If there are any designers, we could ask people to get involved
 - ii. Newsletter
 1. Ami ready to get started
 2. **Action:** Charlie will follow-up
 - a. What to plant
 - b. Monument sign
 - c. President welcome letter
 - d. Stream updates
 - e. Social event
 - e. Social committee report
 - i. Planned events: Ice Cream social is still in the works
 - ii. Need signs and set a date – Charlie will track down the sign
4. Old Business
 - a. Cell towers
 - i. Zoning text amendments were offered
 - ii. No other major updates
5. New Business
 - a. Steven working through the by law review
 - b. Steven is interested in adding outdoor exercise equipment to the path

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- c. **Action:** Steve to follow-up with Leslie to see how the Mutt Mitts are improving the area
 - d. **Action:** Charlie to check with Alex to book at the School
 - e. Management company concept
 - i. Recommendation – to create a job description
 - ii. Bob and Carmen to get a job description and share the duties with the board
6. Open forum
- a. Nothing additional discussed
7. Official Close

Next meeting:

Date: September 14, 2017
Time: 7:00-9:00 PM
Location: DuFief Elementary