

**FGHOA Board of Directors Meeting Minutes
September 27, 2017**

Date: September 27, 2017 (Wednesday)
 Time: 7:00-9:00 PM
 Location: North Potomac Rec Center

Attendees:

Name	Present (P) Absent (A) Teleconference (T)
Charlie Liebetrau, President	P
Bob Canter, Vice-President	P
Paul Witting, Treasurer	P
Steve Kwon, Secretary	P
Alex Veizis, Member	P
Steven Slater, Member	P
Carmenn de Perignat, AECC Chair	P
Lee Canter, Governing Docs Chair	A

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. PO Box Request
 - ii. Color updates
 - iii. AECC requests
 - iv. Community Entrance Signs (updates)
 - c. Maintenance Subcommittee
 - i. Rich Branch Resealing (Top coat)
 - ii. Playground Maintenance
 - d. Communications report
 - i. Website updates
 - ii. Newsletter
 1. Tree Cutting Reminder (discussion related to maple tree removal)
 - e. Social committee report
 - i. Planned events
4. Old Business
 - a. Cell towers
 - b. Stream
5. New Business
6. Open forum

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7. Official Close

Meeting Minutes:

1. Official Start
 - a. Members present
2. Approval of minutes
 - a. Recommendation to the Board to provide additional review of the minutes before final approval
 - b. Recommendation for new meeting location (North Potomac Rec Center)
 - i. All 5 votes from those in attendance
 - ii. Charlie, Steve S., Bob, Carmen, and Alex
 - iii. Recommendation to book meetings through January 2018
3. Reports - Committee Chairs
 - a. Treasurers Report
 - i. Paul provided Treasurers Report
 - ii. Discussed the online QuickBooks upgrade
 - iii. Discussed remaining expenses that are still pending payment
 - iv. Still outstanding due from homeowners, recommending to begin lien proceeding
 - v. General discussion about hiring a Community Manager – Can we receive options for a quote based on tasks needed.
 - b. AECC Report (Carmen)
 - i. PO Box Request
 - ii. Color updates
 1. Paint project is delayed because AECC is awaiting feedback from Color Specialist
 - iii. AECC requests
 1. Reviewed 4 approvals
 1. Deck Replacement Approval
 2. Tree Removal Approval
 3. Spa Enclosure – behind house and attached to house
 4. Roof Replacement – Approved today – 9/27/2017
 - iv. -Meeting with Allentuck and PGC one plant died and one is dying. PGC is replacing the dying bushes.
 - v. Allentuck work seems to be meeting community expectations
 - vi. Community Entrance Signs (updates)
 1. Howard sent out his last e-mail: only from one vendor; still waiting for other vendors to submit—Howard will keep us posted
 2. Howard is keeping in mind that longevity and maintenance in design and bids
 - vii. Community Manager

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1. Consider what the requirements would be needed for our community – create a job description
 2. General discussion was made about the current HOA document language related to the enforcement
 3. **Action:** Carmen will reach out to see Eugenia May's recommendation for enforcement
- c. Maintenance Subcommittee
- i. Rich Branch Resealing (Top coat)
 - ii. Playground Maintenance
 1. Recommended maintenance includes cleaning basketball court, mulching, and playground repair
 2. **Action:** Alex will call about the whole park
 3. **Action:** Alex and Paul will check the equipment and determine if we need to go back to the equipment manufacturers
- d. Communications report
- i. Website updates
 - ii. Newsletter
 1. Tree Cutting Reminder (discussion related to maple tree removal)
 2. **Action:** Charlie will reach out to Ami
- e. Social committee report
- i. Ice Cream Social recap
 1. About 50 people (adults and kids)
 2. Very positive feedback from the community
 - ii. Halloween Trick or Treating Parade
 1. Flints Grove Drive as the new location
 2. Recommendation if we can tell the social committee to put flyers on doors
 3. Recommended purchases
 - a. Printed flyers
 - b. Glow sticks or light up bands
 - c. Tons of candy
 - d. Hot chocolate
 - e. Some type adult beverages
 4. October 31 is on Tuesday
 5. Recommended time is 5:00 PM
4. Old Business
- a. Cell towers
 - b. Stream
 - i. Believe project will start in January 2018, weather permitting
 - ii. Not going to happen this calendar year
 - iii. Community requested if there could be another presentation from the County
 - iv. Recommendation to send the previously sent presentation to the community

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5. New Business
 - a. Parking at the townhouse in Pebble Hill (two complaints)
6. Open forum
7. Official Close

Next meeting:

Date: October 12, 2017
Time: 7:00-9:00 PM
Location: Potomac Rec Center