

**FGHOA Board of Directors Meeting Minutes
October 12, 2017**

Date: October 12, 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
Steve Slater, Member	P
Carmen 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. Aid for Pebble Hill Townhome
4. Reports - Committee Chairs
 - a. Treasurers Report
 - b. AECC Report (carmen)
 - i. PO Box Request
 - ii. Color updates
 - iii. AECC requests
 - iv. Community Entrance Signs - Monuments (updates)
 - c. Maintenance Subcommittee
 - i. Rich Branch topcoat
 - ii. Fencing question
 - iii. Peter Zelazowski Landscaping request
 - d. Communications report
 - i. Website updates
 - ii. Newsletter
 - e. Social committee report
 - i. Planned events
5. Old Business
 - a. Cell towers
 - b. Stream
6. New Business
7. Open forum

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8. Official Close

Meeting Minutes:

1. Official Start
 - a. Members present
 - b. Steve Kwon motions to start
 - c. Bob seconds the motion, meeting beginning
2. Approval of minutes
 - a. Motion
 - i. Motion made to review May minutes
 - ii. Bob motions for July minutes approval
 1. Carmen is the second to approve
 - iii. Steve motions to approve August minutes
 1. Carmen is the second to approve the minutes
 - iv. Carmen requests to review the September minutes
3. Aid for Pebble Hill Townhome
 - a. Steve Slater requested to write a letter to those neighborhood responders to help with Fire Station
 - i. Any updates are due back to Steven Slater no later than Sunday night; the final letter will be sent Monday
 - ii. Alex recommends to share the letter with the Fire Department AND the community. Also include a reminder that donations can be made to the fire department (include the Quince Orchard Fire Department).
 - iii. On Monday, Bob and Charlie will finalize and deliver the letter
 - b. Steven Slater and Charlie discussed about the request for donation to the residents of the townhouses
 - i. Both townhouse renters talked with Charlie requesting help
 1. One requested a laptop to help his son take online classes
 2. Other requested leads for a rental in the area
 - ii. Recommendation: Charlie will reach out to both homeowners to coordinate communication to the community
 - c. Board had a general discussion about the Montgomery County rental requirement reminder that was shared on NextDoor
 - i. Alex recommends to send this reminder to the community through an email
4. Reports - Committee Chairs
 - a. Treasurers Report
 - i. Paul provided the updates for the line item and breakout
 - ii. Paul provided his initial analysis of the reserve requirements per Article 6
 - iii. **Action:** Paul will finalize his analysis and share with the Board for approval

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- iv. **Action:** Steve will continue to provide HOA document research related to reserve requirements
- b. AECC Report (Carmen)
 - i. PO Box Request
 - 1. AECC has made the decision not to request a separate HOA Mailbox
 - 2. Carmen is now responsible for the HOA mail; she will deliver any treasurer related mail to Paul
 - ii. Color updates
 - 1. Still being worked – no major updates at this point
 - iii. AECC requests
 - 1. One request – the AECC is still reviewing the request
 - iv. Community Entrance Signs – Monuments (updates)
 - 1. Bob and Alex have been talking with Howard; Howard is getting closer to a final bids and designs
 - 2. Howard is actively working to get sign designs
 - 3. Bob reminded Howard that not only design is important, but life expectancy and total cost is also a factor
 - 4. Alex is continuing to get quotes to update the Pebble Hill stonework
- c. Maintenance Subcommittee
 - i. Rich Branch topcoat – no updates
 - ii. Fencing question
 - 1. Charlie presented the request by homeowner to paint a fence on his property
 - 2. The Board discussed that the fence is on homeowner property and it is the homeowner’s responsibility for upkeep of the fence—per the HOA documents
 - 3. Carmen has a letter that can be used for a response for this homeowner
 - 4. Recommendation to include the requirement for upkeep of the fence
 - iii. Peter Z. Landscaping request to make sure the landscapers also keeps the area near the steps
 - 1. Specific request: landscape company's crew remove (blowing away) leaves from Rich Branch Dr. townhouse community to start removing leaves also from the area between the end unit townhouse (# 14301) and the public path (stairs) which is HOA property
 - 2. Carmen will reach out to Allentuck to include this area
 - 3. Charlie send a response to Peter Z. that the AECC will make a request to the landscaper.
 - iv. Basketball Court maintenance
 - 1. Alex got a quote to improve the Basketball Court area and make general improvements to the playground

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2. Total quote is \$1,977
3. Carmen motions
 - a. Paul seconds the motion
 - b. No objections
4. Alex will work the process with Paul and Charlie to finalize the contract
- d. Communications report
 - i. Website updates
 1. Being worked – no major updates
 - ii. Newsletter
 1. Being worked – no major updates
- e. Social committee report
 - i. Planned event: Halloween Parade.
 - ii. Flints Grove Drive as the new location
 - iii. Recommendation if we can tell the social committee to put flyers on doors
 - iv. Recommended purchases
 1. Printed flyers
 2. Glow sticks or light up bands
 3. Tons of candy
 4. Hot chocolate
 5. Some type adult beverages (coffee, etc.)
 - v. October 31 is on Tuesday
 - f. Recommended time is 5:00 PM
 - g. Charlie will provide communication to community
 - h. Alex will look for signs; otherwise Paul will look for signs
5. Old Business
 - a. Cell towers
 - i. No updates
 - b. Stream
 - i. Bob sent another email to the County—no response
6. New Business
 - a. Interested in management service
7. Open forum
8. Official Close

Next meeting:

Date: November 2017
Time: 7:00-9:00 PM
Location: Potomac Rec Center