



Flints Grove
HOA

Informational Meeting

September 17th, 2020

Note: Informational Meeting Presentation will be recorded & uploaded to FGHOA website





Flints Grove
HOA

Agenda

- Informational Session Presentation will be recorded, attendees will be muted
- Q&A session will not be recorded; notes will be taken and shared without attribution

- **Informational Session (1hr)**

- Introductions
- Highlights/Accomplishments
- Management Company Intro
- Financial Updates
- MC DEP Highlights
- Maintenance Updates
- AECC Highlights/Updates
- Communications Updates
- Social Events/Plans
- What's Next/Plans
- How to communicate with us

- **Q&A Session (30mins)**

Introduction



- Introduction to Board Members
 - Subhasis Datta - President
 - Don Funkhouser - Vice-President
 - Paul Witting - Treasurer
 - Neil Smith - Secretary
 - Carmen de Perignat
 - Eugene Tcipnjatov
 - Mike Wolmetz (Interim, Lee Canter resigned effective July, 2020)
- Introduction to Management Company
 - Vista Management Company - Scott Wertlieb, Esq. , Adam Ocner, VMC Back Office team
- Introduction to Committees
 - AECC: Carmen de Perignat, Robert Woods, Subhasis Datta
 - Other Committees include Maintenance, Social, Communications, Trail
 - Please consider Volunteering for any of the Committees that are open to all

Highlights / Accomplishments



- Hiring of a new Management Company
 - Created RFP, Conducted Due Diligence, Defined HOA vs. Management Company roles
 - Better Management of community - Financial, Maintenance, Admin duties and Advisory support
- Redesigning and rehosting our FGHOA website
 - Redesigned site easier to manage and significantly better/easier to post/communicate updates
- Updating our Statement of Community Expectations (SoCE) and Paint Palette
 - Updated SoCE to better align with expectations
- Streamlining of Financial Reporting and Management
 - Obtaining HOA statements and Resale documents
 - Request from Management company and specified web site
 - Monthly and Annual Financial Statements, Accounting and Reporting

Highlights / Accomplishments



- Conducting Bi-annual and Pre-sale inspections
 - Conducting Flints Grove Area inspections twice a year to align with Statement of Community Expectations and Governing documents; also inspection during sale of home
- Conduct more Electronic communications
 - Created ability for more electronic frequent communications and updates to community
- Maintenance upgrades and activities
 - Significant improvement in ability to perform Maintenance timely, effectively, with cost savings
- Montgomery County Stream Restoration Project and Trail Improvements
 - Significant improvements in community as a result of the MC Stream Restoration Project
 - Follow on engagement with MC DEP to complete repairs, mitigate residual issues
 - Will result in improved look of the trail and community area

Management Company Introduction & Role



- Thank you very much for engaging VMC as your HOA management agent
- Professional management experience of more than 40 years
- Presently, Vista provides full service association management (attorney/accounting support, engineering support, etc.) to 40+ residential associations throughout the Washington DC metropolitan area
- Vista provides full management services to the Flints Grove Community:
 - Financial Management, Administration, Maintenance, Contract Management, AECC Request coordination, twice a year Inspection, Sending Violation Notices, and getting responses, etc.
 - **Financial Management:** Disbursements, HOA Dues receipts, Payment of all recurring bills, tracking all expenses, receipts, reporting monthly at Board meeting, maintenance of accounts, timely payment of vendors, and other such functions
 - **Maintenance tasks:** Managing all key contracts including monitoring, payments, oversight, urgent requests/ trees down, delegated authority,
 - **AECC Support:** Receipt of AECC requests, AECC Violation notices, responses, Inspections, Door hangers, Final Sale inspections
 - **General advisory** on CCOC and HOA best practices; adherence to HOA rules, providing guidance

Management Company Introduction & Role



- We have been working with the HOA Board & Committees towards saving the HOA time and money in several areas of expense utilizing our professional staff (legal staff, competitive utility/insurance costs, capital improvement & general maintenance oversight, etc.)
- Providing your Association with more efficient service (guidance to Board re: By Law interpretation, communication with owners/residents to ensure compliance; prompt management action to Board direction).

2019 Financials



Account Balances as of Dec 31, 2019

| | |
|----------------|-----------|
| Operating Fund | \$59,052 |
| <hr/> | |
| Reserve Fund | \$240,978 |
| Total | \$300,030 |

2017 Reserve study recommended a \$237,988 Reserve fund balance for Jan 1, 2020

Full details on 2019 financials sent in April newsletter

2019 Budget Performance

| | |
|----------|----------|
| Budgeted | \$55,200 |
| Actual | \$34,026 |
| <hr/> | |
| Under by | \$21,174 |

Excludes \$7,500 Signage project brought forward to 2020

Repairs and Tree work were both significantly lower than estimated

2020 Financials to Date (7/31/2020)



Account Balances as of Aug 31, 2020

| | |
|-----------------|-----------|
| Operating Funds | \$60,686 |
| Account A | \$5,334 |
| Account B | \$55,352 |
| Reserve Fund | \$278,257 |
| Account A | \$221,451 |
| Account B | \$56,806 |
| <hr/> | |
| Total | \$338,943 |

2020 Budget Tracking (Operating)



| INCOME | Description | Current (YTD) | Budgeted | Variance |
|--------|-------------|---------------|----------|----------|
| | HOA Fees | \$65,878 | \$65,420 | \$458 |

| EXPENSE | Description | Current (YTD) | Budgeted | Variance |
|---------|--------------------|---------------|----------|-----------|
| | Management Company | \$7,753 | \$14,000 | (\$6,247) |
| | Insurance | \$797 | \$3,800 | (\$3,003) |
| | Landscaping | \$8,226 | \$15,000 | (\$6,774) |
| | Tree Maintenance | \$2,320 | \$8,000 | (\$5,680) |
| | Legal | \$841 | \$2,000 | (\$1,151) |
| | MoCo Fees | \$0 | \$1,500 | (\$1,500) |
| | Office Expenses | \$3,386 | \$2,500 | \$886 |
| | Social Events | \$0 | \$1,000 | (\$1,000) |
| | Repairs | \$683 | \$5,000 | (\$4,317) |

2020 Budget Tracking (Capital Improvements)



| Description | Current (YTD) | Budgeted | Variance |
|------------------------|----------------------|-----------------|-----------------|
| Landscape Improvements | \$0 | \$10,000 | (\$10,000) |
| Signage | \$3,766 | \$7,500 | (\$3,734) |

Reserve Updates



- Uncertainty around repairs covered by Stream Restoration remain
- 2022 Planned expenses
 - Townhouse parking lot paving
 - Trail repair and/or repaving
 - Tot Lot, Basketball Court, and other community upgrades
- Neighborhood Monument project expected to be complete this year with new signs

- Stream restoration project completed last Fall, 2019 left some damages, issues
- Landscaping repair services for addressing damaged or dead new landscaping
 - Site walkthrough conducted by MC DEP - Attended by Board, AECC, VMC, Allentuck members
 - Identification of all issues, downed trees, dead plants, seeding, additional planting/landscaping
 - A final planting warranty inspection was conducted by MC DEP and Landscape Contractor
 - Based on final Inspection/Agreement, MC DEP will address new plantings in the coming month – Schedule TBD (Expiration of warranty on Sep 15, 2020)
- Asphalt repair services for damages caused by the project construction
 - Removing and replacing up to 200 feet of asphalt pathway
 - Filling deep gouges in the path with an asphalt emulsion
 - Apply asphalt sealant to the entire path within the project area
 - Plan for MC DEP Contractor Landscape repairs, next 3-6 weeks – Schedule TBD
 - Sections of Trail will be closed for up to 3 days for repairs
 - Board will announce closing sections of trail on website; email information release

MC DEP Plans/Next Steps



- Excessive Flooding in Basketball Court area and trail
 - The drainage swale alongside the pathway from Dehaven Court is being diverted to the basketball court due to sediment build up near the play area
 - 2-Year rainfall and higher causing frequent flooding in the area
 - DEP offered to have its contractor relocate the drainage swale to ensure stormwater flows safely down the existing swale to the stream and not to the basketball court.
 - To address large debris deposited on the court during high pond levels, DEP proposed solution did not meet our needs and we are continuing to explore ways to mitigate flooding impacts
- Alternatives being explored
 - Board exploring option to raise level of the area by 18-24 inches with asphalt construction
 - Obtaining quotes for construction; request MC DEP to contribute towards cost + reserve funds
- Playground/Tot-Lot
 - MC DEP power washed the playground twice after being closed for more than a year
 - Management company had playground inspected for safety; Board funded mulching of area
 - Board and committee exploring options for improvements

Maintenance Highlights



Maintenance Roles related to VMC

1. Managing all maintenance contracts
2. Obtaining multiple bids and checking references

What is covered under Maintenance:

1. HOA-owned Trees Removal and Maintenance
2. HOA Community-owned Components including:
 - a. Replacement of Entrance Community Sign
 - b. Replacement of Entrance Sign Lighting
 - c. Basketball Court Repairs
 - d. Playground Equipment - Cleaning, Repairs or Replacements including Wooden Tie Border
 - e. Repairs or replacements of Private Property Signs along the Trail
 - f. Repairs or replacements of HOA Split Rail Fences
 - g. Walking Path Asphalt Repairs
 - h. Maintenance of White Wood Fence between Flints Grove Lane and the Trail Entrance
3. HOA Townhouse-Owned Components including:
 - a. Replacement of Pebble Hill and Rich Branch - Community Signs
 - b. Pebble Hill and Rich Branch - Asphalt Parking
 - c. Townhouse concrete sidewalks
 - d. Townhouse segmental Retaining Wall and Stone Wall

Maintenance Updates



What is Covered under Maintenance (Cont.)

4. Landscaping Maintenance and Planting Replacements and Improvements of all Common Areas
5. Townhouse Mailbox cleaning
6. Installation of Pet Waste Disposal Stations including Dispenser Signs and Mutt Mitt replacement bags
7. Organic Pest Control in Playground and along the Berm areas
8. Bamboo Eradication Program

What is Not Covered under Maintenance

1. Builder (Mitchell & Best) Separation White Fences located alongside or within homeowner properties
2. Snow Removal Services
3. Leaf Removal Services
4. HOA Tree branches overhanging, leaning or falling inside homeowner properties
5. Montgomery County Managed Trees in the Right-of-Way section of properties

HOA Maintenance Contracts - VMC with AECC



| | | | |
|--------------------------------|--|-----------|------------|
| 1. Allentuck Landscaping | Maintenance of Common Areas - May 1 - Dec. 31, 2020 | 4/16/2020 | \$8,795.25 |
| 2. Davey Trees | Removal of 2 Dead HOA Sycamore trees | 4/15/2020 | \$2,320.00 |
| 3. Allentuck | Power Wash Townhome mailboxes | 3/5/2020 | \$180.00 |
| 4. Amazon | 2 Additional Mutt Mitt Pet Waste Dispensers | 9/1/2020 | \$171.79 |
| 5. Allentuck | Installation of 2 Pet Waste Dispensers | 2/27/2020 | \$257.00 |
| 6. Build-a-Sign | 3 Mutt Mitt Dispenser Signs | 5/16/2020 | \$278.57 |
| 7. Blades of Green (BOG) | Organic Mosquito Pest Control (7 treatments) | 5/29/2020 | \$1,057.35 |
| 8. FAB | Replacement of Entrance Lights | 3/1/2020 | \$550.00 |
| 9. Allentuck | Repair of Broken HOA Fence | 7/21/2020 | \$448.58 |
| 10. Allentuck | Removal of downed tree in HOA Trail | 4/22/2020 | \$183.00 |
| 11. La Roca Construction | Repair and Painting White HOA Fence | 8/31/2020 | \$2,424.31 |
| 12. Landscape & Drainage Serv. | Permanent Eradication of Bamboo in HOA Areas | 9/3/2020 | \$6,340.00 |
| 13. Signarama | 3 Monument Signs: Flints Grove, Flints Ridge & Flints Wood | 8/12/2020 | \$7,531.14 |

Areas Requiring AECC Approval



Scan and email in **PDF Format** (please do not send forms in Photo format or JPG format as it is difficult to read and print) the completed AECC form to VISTA MANAGEMENT and include the below information as an attachment to the form. Photos illustrating colors, styles or materials should be **scanned** and sent as separate attachments to the form. **Only requests using the 2020 AECC Form will be considered.** Requests made through the Nextdoor platform will not be considered as FGHOA will not monitor social media.

| Areas Requiring AECC Approval | Homeowner Lot, Plat # or Survey provided at Closing. Plat Plan and Scaled Drawings showing design elevations and dimensions | Company or Contractor Name, MHIC License Number, Email Address and Phone Number; Website links or Supplier's Catalog Including Materials used, Height and Exterior Paint Finish Color- if Applicable - using the 2020 Expanded Color Palette | 1. Homeowner Signature 2. Adjacent Neighbor Signature | After AECC Approval Verify with MoCo and Contractor Required Permits |
|--|---|--|--|--|
| Finished Living Space Addition | YES | YES | 1. YES 2. YES | YES |
| Addition or replacement of exterior structures | YES | YES | 1. YES 2. YES | YES |
| Removal of exterior structures | NO | YES | 1. YES 2. YES | NO |
| Siding Replacement | NO | YES | 1. YES 2. YES | Check with MoCo |

Areas Requiring AECC Approval (Cont.)

| Areas Requiring AECC Approval | Homeowner Lot, Plat # or Survey provided at Closing. Plat Plan and Scaled Drawings showing design elevations and dimensions | Company or Contractor Name, MHIC License Number, Email Address and Phone Number; Website links or Supplier's Catalog Including Materials used, Height and Exterior Paint Finish Color - if Applicable - using the 2020 Expanded Color Palette | 1. Homeowner Signature 2. Adjacent Neighbor Signature | After AECC Approval Verify with MoCo and Contractor Required Permits |
|--|---|---|--|--|
| Front Door or Garage Door Replacement | NO | YES | 1. YES 2. YES | NO |
| Exterior Repainting of Front Doors/ Garage Doors, Siding or Trim | NO | YES | 1. YES 2. NO | NO |
| Roof Replacement | NO | YES | 1. YES 2. YES | Check with MoCo |
| Basketball Pole | NO | YES | 1. YES 2. YES | NO |
| Removal of Homeowner Hardwood Trees | NO | YES | 1. YES 2. YES | NO |

AECC Approvals - May 2019 - September 2020



| Additions or Extensions | Replacements | Paint | Trees | TOTALS |
|--------------------------------------|----------------------|---------------|------------------|--------|
| Home Extensions: 2 | Decks : 4 | Front Door: 5 | Tree Removal: 5 | |
| Screened Porch: 1 | Roofs: 10 | Trim: 5 | | |
| Pergolas: 1 | Gutters: 3 | Siding: 1 | | |
| New Fences: 11 | Soffits: 1 | | | |
| Solar Panels: 1 | Front Door: 1 | | | |
| Stone Patio & Pathway: 1 | Garage Door: 3 | | | |
| Retaining Walls: 1 | Siding: 4 | | | |
| | | | | 60 |
| Projects not approved by AECC | | | | |
| | Roof Replacements: 2 | | Tree Removals: 3 | 5 |

AECC Highlights / Updates



- The 2019-2020 Board and AECC Committee worked in tandem on the preparation, editing and final approval of the Statement of Community Expectations (SCEs). The original SCEs in place since 2008 were finally updated in December 2019 and duly Registered in the HOA Document Depository.
- The 2018 Color Palette was further expanded in March 2020 to allow for the use of pre-fabricated door colors when replacing (not re-painting) doors. Based on the existing 18 properties who replaced their doors without AECC approval or vetting, the AECC felt the need to incorporate additional door colors to allow for flexibility in full door replacement.
- In order for the SCEs to be fully consistent with the updates of the 2020 Expanded Color Palette additional work was put in place to incorporate not only the current color palette but also reflect the experience and lessons learned by the present Board. The current updates are based on numerous requests from homeowners to the Committee regarding the need for establishing consistent standards for exterior property maintenance so as to ensure that property values are maintained throughout our community. By having such maintenance standards the AECC's goal is to enhance neighborliness and establish a common look and feel in our neighborhood.
- VISTA Management will continue to conduct their bi-annual (Spring and Fall) exterior maintenance inspections of all homes in our community with the hope that residents will have read and applied the guidelines outlined in the SCEs. The intended goal is to bring properties into compliance and to preserve and enhance the home values. Consistent, uniform and thorough application of the guidelines will help achieve that goal.

Communications Updates



- Website: www.flintsgrovehoa.org
- MailChimp Email Distribution List launched
- Please send any changes in contact details to the Board

Social Events/ Updates

- Ice Cream Social held in July 2019
- Halloween walk hosted in 2019
- 2020 - on hold



What's Next: Short/Mid/Long Term Plans



- **FGHOA Community Survey Planned**
 - Provide important feedback on satisfaction of services and address specific Community needs
- **Improvements in the trail, playground equipment and community spaces**
 - Exploring ways to enhance the Stream Restoration Project Area as a 'Nature Preserve' and create community area for social gatherings and meeting place
 - Explore playground equipment upgrades by submitting grants and available reserve funds
- **Continue to explore Opportunities for improved communications**
 - Newsletters, Emails, Website event updates and posts, sharing documents and Minutes
- **Reviewing our Governing documents**
 - Almost 40 years old; needs to reflect current HOA environment and serve community needs
- **Review our reserve funds for major repair activities**
 - Review Becht Engineering Study for recommended repairs and funds
 - Review how reserve funds are allocated for townhome area repairs and common areas updates
- **Publishing a homeowners' directory**
 - Previous vendor is unable to accommodate HOA requests for directories
 - Exploring alternatives to publishing directory - need community agreement to publish information

Best ways to communicate with us



- Communicating with the Flints Grove HOA being streamlined & improved
 - Transitioning into consistent email addresses from existing variety of email contacts
 - Board email: Board@flintsgrovehoa.org
 - AECC email: AECC@flintsgrovehoa.org
 - Management Company (VMC): Management@flintsgrovehoa.org
 - Website: www.flintsgrovehoa.org (also .com)
- Who to contact for support/services (some examples but check website FAQs)

| Type of service/request | Who to contact | What email address |
|--|--------------------|-------------------------------|
| External changes to homes/trees | Management/AECC | Management@flintsgrovehoa.org |
| Financial Statements/Refi/Home Sales | Management Company | Management@flintsgrovehoa.org |
| Maintenance requests/trees down/urgent | Management Company | Management@flintsgrovehoa.org |
| General questions for HOA/Volunteering | Board | Board@flintsgrovehoa.org |
| General questions-Community Appearance | AECC | AECC@flintsgrovehoa.org |

Questions & Answer Session



- Joining the queue to ask a question:

WEB CONFERENCE: Select icon in the Q&A Menu onscreen

AUDIO ONLY: Dial *6, then press 1 to join the queue, or 2 to cancel

- Homeowner will be unmuted at their turn in the queue so that they may ask their question.