

Flints Grove HOA

Board Meeting Minutes - August 2019

AUGUST 15, 2019 / 7:00 PM / NORTH POTOMAC COMMUNITY CENTER

Attendees

Name	Role	Initials	Attendance
Subhasis Datta	President	SD	Present
Lee Canter	Vice President	LC	Present - arrival 7:50pm
Don Funkhouser	Vice President	DF	Absent
Paul Witting	Treasurer	PW	Present
Carmen de Perignat	Board Member	CdP	Present
Evgeny Tsypnyatov	Board Member	ET	Present
Neil Smith	Secretary	NS	Present

Agenda

- 7:00 - 7:05 PM: Meeting Start, Review Agenda; add Open agenda items
- 7:05 - 7:40 PM: 2018 Board Member Reports:
 - Secretary - Key Action items review
 - President's Updates
 - Flints Grove Stream Restoration Project Updates – Miranda Reid
 - Outstanding CCOC Training; Attorney guidance on Electronic Comm.
 - Management Company RFP, Proposals – Special Board Meeting
 - Treasurer's Financial Updates, Delinquent HOA Dues, HOA Packages
 - Review of HOA Financial Statements
- 7:40 - 8:35 PM: Committees Report Outs, Transition and Action Items:
 - Maintenance Committee updates - contracts in place, activities in-progress

- Addressing Community issues/requests, Knowledge Transfer, Trees & Landscaping Contracts, Flints Grove Community Signage, Outstanding requests/responses, Engineering Company review of trail & trees; Community trees cutting & new planting; Common Fences
 - Architectural Committee updates – AECC requests and approvals
 - Statement of Community Expectations (SOCE) Review/Edits, Approval
 - Addressing homeowners cutting trees, trimming HOA trees overhang
 - Social Committee Updates – Ice Cream Social, Plans for Summer events
 - Communications Committee Updates – Continuing Updates/Actions
 - Approval for Electronic Communications, Redesign of Website status – changes planned, next community updates package mailing
 - Trail and Tot-Lot Committee Updates - Post Stream Restoration activities
 - Committee Planning for improvements, Basketball Court, Tot-Lot
 - MC Stream Restoration responsibilities to fix; Grants for equipment
- **8:35 - 8:40 PM: Board New Business**
 - SOCE CCOC Registration, Flints Grove Package of documents mailout logistics
- **8:40 - 9:00: Review and Approval of Meeting Minutes and Meeting Close-out**

Notes

OPENING

- Meeting called to order at 7:09 pm by Subhasis Datta, President.
- With no members of the community present, requests for open agenda items were not heard.

FLINTS GROVE STREAM RESTORATION

- SD has reached out 3 times with no response; awaiting an update on what aspects the county are addressing and what will be left for the HOA.

CCOC TRAINING

- ET will take CCOC training on Aug 31.
- LC has registered for September.

- DF to confirm training scheduled.

HOMEOWNER COMMUNICATIONS

- Ron Bolt has issued advice on the use of electronic communications for homeowner notifications. Board to review.

MANAGEMENT COMPANY

- 5 companies have been approached to submit a proposal:
 - 2 did not respond
 - 1 proposal received
 - 1 not yet received
 - 1 not interested
- SD proposed a working session for management company proposals to be presented; to be scheduled.

CCOC DATA

- Annual update for the board members is due.
- Annual update for rental properties in the community needs to be updated.
- PW to address data needs and CCOC payment.

TREASURER UPDATE

- Revised cash flow statement for Q2 presented.
- 2 payments made to Allentuck for landscaping this month.
- Delinquent Dues:
 - 14508 Antigone Dr: submitted payment
 - Another payment submitted
 - Outstanding dues will be passed to legal in September
- CdP raised that new homeowners need to be provided with a copy of the Reserve Study prior to purchase, along with other HOA documentation.
- In consultation with the CCOC, it is recommended for the HOA to pursue an addendum to the Reserve Study to take into account the Stormwater Drainage work. Upon project completion, the responsibility for upkeep returns to the HOA so we should be aware of what impact this has on the requirements for Reserve account balance.

MAINTENANCE COMMITTEE

- Drainage problem raised - 14302 Rich Branch Dr: Plumbers advised this is due to the raised water table.
- Substantial silting problem - WSSC need to be contacted.
- Bamboo spreading in areas of Pebble Hill.
- Tree Management:
 - Homeowner trees: Hardwood
 - 14512 Rich Branch Dr - Pin Oak tree
 - 41 Flints Grove Dr - 2 Oak trees
 - 14501 Antigone Drive - Removal of 4 River Birch Trees approved by AECC on July 29, 2019.
- Mutt-Mitts: New stock has arrived. The key needs to be retrieved from Leslie Press in order to replenish the dispensers.
 - Proposal for a new Mutt-Mitt dispenser to be installed at the entry of Rich Branch trail at a cost of \$199 - approved unanimously - see Votes section.
- Landscaping contract update: CdP ran through a list of common areas for inclusion in the new landscaping contract with Allentuck.
 - Watering service was recently added to the contract at \$70/hour, minimum 1 hour. We have some new plants in the community that will need watering so this expense is justified.
- Motion to refresh the bushes at the entrance to the community - see Votes section.

AECC REPORT

- Julie Zheng to be added as a 4th member of the AECC.
- SoCE document has been revised - further information on tree maintenance to be added before approval and submission.
- Fence on Flints Grove Lane discussed as ownership of the fence for upkeep purposes needs to be determined.
- 14616 Dehaven Court: Violation letter approved by the Board sent on August 12, 2019 by certified mail.
- 11609 Flints Grove Lane - white fence requested by Tutu Ademola - approved by AECC but not by Paul Witting. Matter to be discussed by Paul directly with homeowner.
- Homeowner Trees:

- 14501 Antigone Drive - Removal of 4 River Birch Trees approved by AECC on July 29, 2019.

SOCIAL COMMITTEE

- Ice Cream social was held on July 21. It was a hot day, but attendance was strong.

COMMUNICATIONS UPDATE

- Website refresh work continues; ET to update the board on progress during the next month.

TRAIL & TOT-LOT COMMITTEE REPORT

- No report.

CLOSING

- Minutes from this meeting were constructed live, in full view of the board. The board reviewed minutes before a motion was passed to approve the minutes. Motion passed - see Votes section for further details.
- Meeting adjourned at 9:00pm.

Action Items

1. SD to schedule Working Session with management companies for presentation of proposals
2. PW to address CCOC data requests
3. ET to advise on website updates

Votes

Motion	For	Against	Abstain
Motion to approve the purchase of an additional Mutt-Mitt dispenser for Rich Branch trail entry	ALL		
Motion to replace the 3 bushes at the entrance of Flints Grove with 2 larger specimens of Globosa Blue Spruce	CdP, ET, PW, SD	LC	NS
Motion to approve these minutes as a true and accurate record of proceedings	ALL		

Next Meeting

Date: Thursday September 19, 2019

Time: 7:00-9:00 PM

Location: Nancy Dacek North Potomac Community Center