

Flints Grove HOA

Board Meeting Minutes

JULY 2, 2019 / 7:00 PM / NORTH POTOMAC COMMUNITY CENTER

Attendees

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

Agenda

- 7:00 - 7:05 PM: Meeting Start, Review Agenda; add Open agenda items
- 7:05 - 7:45 PM: 2018 Board Member Reports:
 - Secretary or Stand-in Last Meeting Minutes review and approval
 - President's Updates on outstanding or on-going tasks/activities
 - Access and Logistics: Email groups, Website, Google drive accesses
 - CCOC Training, Google Calendar, Mailing out Financial Statements
 - Committee Outreach & Email groups for all, HOA Package Requests
 - Responded to Homeowner Paint Palette and Financial Questions
 - Treasurer's Financial Updates, Upcoming expenses, Delinquent HOA Dues
- 7:45 - 8:35 PM: Committees Report Outs, Transition and Action Items:
 - Maintenance Committee updates - contracts in place, activities in-progress
 - Transfer of files, Trees & Landscaping Contracts, Flints Grove Community Signage, Trees planting, upcoming requests/approvals

- Architectural Committee updates – AECC requests and approvals
 - Addressed Backlog of requests to FlintsAECC@gmail, Email changes
- Social Committee Updates – Plans for Summer events, communications
- Communications Committee Updates – Continuing Updates/Actions
 - Homeowners Addresses/Email updates, Website updates, next Newsletter, community updates, format and forum, AtoZ Directory
- Trail and Tot-Lot Committee Updates - Post Stream Restoration activities
 - Reached out to Chair, committee for moving forward, need planning
- **8:35 - 8:55 PM: Board New Business and Other Items for Discussion**
- **8:55 - 9:00: Meeting Close-out and Clean-up**

Notes

OPENING:

- Meeting called to order by SD at 7:10pm.
- In the absence of homeowner attendees, no open items were added to the agenda; agenda approved.
- May 2019 Organizational meeting minutes and Monthly meeting minutes were presented and approved by the board.
- Discussion on email, document and website access sharing.
- CCOC training update:
 - Board members that have completed their training need to scan certificates and upload to FGHOA Google Drive.
 - DF to sign up and complete training.
- Communications Committee to hold a working session to plan homeowner mailout:
 - Adjusted financials
 - Monthly Meeting schedule
 - Election results
 - Delinquency Report
- SD presented Google Group emails for each committee - invites sent to applicable parties.
 - It is the responsibility of each committee to report out at each monthly board meeting.
- SD discussed there are HOA package requests that are outstanding - PW to look into.

- SD thanked CdP and LC for their assistance in responding to a homeowner request for information. PW was also thanked for responding to homeowner request for financial information.

TREASURER'S REPORT:

- 14 homes are delinquent on 1 or more years; 2 of these homes are delinquent on 2 year's worth of payments.
- PW to share the list of delinquent homes with the board so that board members can hand deliver a letter and/or discuss the outstanding amounts with homeowners.
- Full financial report to be delivered at the next board meeting.
- PW to start planning when the next reserve study should take place.

MAINTENANCE COMMITTEE:

- Resurfacing or resealing of Rich Branch townhome parking needs to be determined by the Committee. DF to take action.
- DF reported that the current contract from Allentuck does not include information on where the common areas, and hence their scope of work, is defined. CdP has discussed the contract with Bruce from Allentuck.
 - Current contract has expired and a new contract was discussed. CdP reiterated to the provider that the current board does not want any contract to continue upon expiration and that a new contract should be signed for the forthcoming 12 month period.
 - DF asked when this was last bid - CdP mentioned that previous boards had not bid out the contract due to Allentuck's performance, pricing and willingness to work with the board and community.
 - DF stated that the new contract will need to define the common areas.
 - DF and CdP to work on the requirements and markup of the new contract
- Maintenance Committee have not been made aware of any other maintenance requests
- Dog Bags are out of stock at the Pebble Hill trail entrance - DF to contact Vickey Lutwak for information.

AECC:

- 53 Flints Grove Dr: roof replacement request approved by the AECC
- 14433 Pebble Hill Ln: fence request approved by the AECC
- 14504 Antigone Dr: fence request approved by the AECC
- 14508 Antigone Dr: miscellaneous items requested - no AECC approval required
- 11613 Flints Grove Lane: resident requested a paint palette and subsequently submitted a fence request - approval was not granted due to fence material being outside of AECC guidelines

- A draft of updates to the Statement of Community Expectations document was presented by CdP - board members asked to review in time for the next meeting

SOCIAL COMMITTEE:

- Ice Cream social proposed for Sunday July 21, 3-5pm at the HOA vacant lot - 11425 Flints Grove Lane

CLOSING:

- Meeting adjourned at 9:03pm

Action Items

1. SD to post minutes to website
2. SD to share Google folder with other board members
3. DF to sign up for CCOC training
4. CdP, SD, NS to upload CCOC training certificates for HOA records
5. SD schedule Comms committee working session
6. NS to facilitate changing of AECC email address
7. PW to address outstanding HOA package requests
8. PW to share list of delinquent homes
9. PW to draft letter to deliver to delinquent homes
10. DF to check on resurfacing/resealing of Rich Branch Townhomes
11. PW to present full financial report out at the next board meeting
12. PW to check when the next reserve study should take place
13. DF, CdP to work on the requirements and mark up of the new landscaping contract
14. SD checking email for any outstanding maintenance requests
15. ALL - board members to review the draft Statement of Community Expectations document
16. DF to contact Vickey Lutwak regarding dog bags for trails
17. SD to check on opening on trail between Antigone and Rich Branch
18. PW to organize signs for Ice Cream social
19. SD add to newsletter and website
20. CdP to prepare 4 paint palette books

Votes

Motion	For	Against	Abstain
Motion to approve the May 2019 Organizational Meeting Minutes	ALL		
Motion to approve the May 2019 Board Meeting Minutes	ALL		

Next Meeting

Date: Thursday July 18, 2019

Time: 7:00-9:00 PM

Location: Nancy Dacek North Potomac Community Center