

# Flints Grove HOA

## Board Meeting Minutes - May 2019

MAY 23, 2019 / 7:00 PM / NORTH POTOMAC COMMUNITY CENTER

### Attendees

Name	Role	Initials	Attendance
Subhasis Datta	President	SD	Present
Lee Canter	Vice President	LC	Present
Don Funkhouser	Vice President	DF	Present
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 - 7:35 PM: 2018 Board Member Reports:
  - Secretary or Stand-in 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, Meeting Logistics, Mailing out Financial Statements
    - Management Company RFP, Proposals - Motion to Explore options
  - Treasurer's Financial Updates, Upcoming expenses, Delinquent HOA Dues
  - Board Member Updates, Questions & Answers
- 7:35 - 8:00 PM: Committees Nominations and Volunteers identified
  - Nominations and Finalization of Volunteers for Various Committees
  - AECC, Maintenance, Social, Communications, Tot-lot Committees
- 8:00 - 8:25 PM: Committees Report Outs, Transition and Action Items:
  - Maintenance updates and contracts in place, activities in-progress

- Transfer of files, Trees & Landscaping Contracts, Flints Grove Community Signage, Trees planting, any upcoming approvals
  - Architectural Committee updates – two new requests for approval
  - Social Committee – Plans for Summer events, communications
  - Communications Committee Planning and Action Items:
    - AtoZ Directory, Homeowners Addresses/Email updates, Website updates, next Newsletter, community updates, format and forum
  - Trail and Tot-Lot Committee - Post Stream Restoration activities
- **8:25 - 8:50 PM: Board New Business and Items for Discussion**
  - **New Business items for consideration:** Management Company proposal reviews, Response to Request for Information, Paint Palette, Board Key Priorities, planned accomplishments, Improved communications, etc.
- **8:50 - 9:00: Meeting Close-out and Clean-up**
- **Board Monthly Meetings Schedule (North Potomac Community Center):**
  - Google Calendar, automated reminders of meetings, Website updates

## Notes

### OPENING:

- Meeting called to order at 7:06 pm by Subhasis Datta, President
- With no members of the community present, requests for open agenda items were not heard

### MINUTES FROM SPECIAL MEETING - MAY 9, 2019

- CdP presented the minutes from the FGHOA Special Meeting for board review
  - Electronic copy of minutes to be shared with NS for further editing and board review.
  - Once completed and approved, the minutes will be posted to the FGHOA website.

### ACCESS & LOGISTICS

- Google Calendar setup for Board Members
  - All meetings have been scheduled by SD for 2019 and posted on the FGHOA website.
  - SD to further populate the board's Google Calendar.
- Access to be provided for current board members to allow for access to FGHOA emails, website and storage repositories
  - CdP asked whether 2017 AECC documents were available on the Google Drive. SD asked that we hold on this until access is provided and CdP can check.

## CCOC TRAINING

- Online training is no longer available; a website link to register for an in-person course will be shared.
- LC raised that this training must be taken within 90-days of being elected to a HOA board so this must be scheduled as a priority by the board members who are required to take the training.

## FINANCIAL STATEMENT MAILOUT

- Amended financial statements need to be mailed out to homeowners.
- Links to meeting minutes from the annual meeting and the briefing.
  - Members of the Board are keen to explore reducing the amount of mailing and move towards electronic communications for homeowners.
  - Motion made to have the Board explore options; see Votes section below.
  - Approach to be discussed at the next meeting.

## MANAGEMENT COMPANY Requests For Proposals (RFP)

- Motion to research management companies in order to determine whether there is benefit; Motion passed - see Votes section below.
- “Desired Tasks to be supported by a Management Company“ document shared with the board by SD on 5/23. Board to review.
- NS asked if there is data available that sizes the level of work that a Management Company will be asked to undertake. This information could be used to make a determination as well as communicate to homeowners.. E.g. Number of outstanding dues, amount of maintenance/upkeep issues, admin load.
  - SD: there is only anecdotal data available.
  - ET raised that the RFP currently does not weight the list of items - this will help us make decisions; the need for the HOA to remain engaged with the community is important.
- DF asked whether current costs for financial review would go away if a Management Company was employed by the HOA.
  - CPA Review of the HOA accounts would not go away if a Management Company is brought in.

## TREASURER UPDATE

- 16 Households with outstanding bills
  - Treasurer is in communication with a subset and is identifying email addresses for other households; emails have proven to be the best way to elicit a response.

- Current state of the homeowner database has been an issue.
- CdP - suggested that we should have a return address that looks more professional for next year's dues letter, so that people do not think that it's junk mail.
- PW will provide further information to the board so that this effort can be assisted.
- Payments being sent for tree work, the financial review and the lawyer's presence at the HOA Annual Meeting.
- A large expense that is upcoming is the Parking Lot work at the Rich Branch townhomes. Once established, the Maintenance Sub-Committee need to check the parking lots to determine whether the work needs to be completed this year and whether the job will require resurfacing, rather than sealing.

### COMMITTEE NOMINATIONS & VOLUNTEERS

- Proposed members presented by SD based on information received from homeowners and Members of the Board.
- Discussion on roles and responsibilities of the AECC vs the Maintenance Sub-Committee. The AECC deals with homeowners property and the Maintenance Sub-Committee deals with HOA property.
- Carmen de Perignat proposed as Chair of the AECC; passed - see Votes section below.
- Don Funkhouser proposed as Chair of the Maintenance Sub-Committee; passed - see Votes section below.
  - There are some outstanding items for the Maintenance Sub-Committee to follow up on with the former committee members.
- Neil Smith proposed as Chair of the Social & Events Committee; passed - see Votes section below.
  - The community needs a summer social event this year.
- Subhasis Datta proposed as Chair of the Communications & Social Media Committee; passed - see Votes section below.
- Ami Corey proposed as Chair of the Tot-Lot/Trail Upgrades Planning Committee; passed pending acceptance of the position.
  - PW has been made aware that the tot-lot playground equipment is not up to grade and should be looked into.
  - Maintenance Sub-Committee should investigate also.
  - There may be a need to review Liability Insurance.
- Chairs of each committee to reach out to volunteers to form their committees.

## COMMITTEE REPORT OUTS, TRANSITION & ACTION ITEMS

- AECC email address needs to be amended to the new committee members.
- AECC will obtain all files from former committee.
- AECC has two current requests; one fence, one roof.
- Social Committee - NS to report back in June.
- Maintenance Committee to transition items from former committee.

## BOARD NEW BUSINESS

- Key priorities for this year's board:
  - Management Company research.
  - Communication methods to homeowners.
  - Board communications.
- Paint Palette: A homeowner has requested information from the board regarding the steps taken to approve a new paint palette. SD, CdP and LC to work together on the response
- A homeowner has requested historical documentation from the board. Some of the items have been responded to and provided to the homeowner. Other items are in progress.

## CLOSING:

- Meeting adjourned at 8:58pm.

## Action Items

1. CdP to share electronic copy of the minutes for the Special Meeting.
  - a. Board members to review and edit/consolidate.
  - b. NS to edit minutes, receive board approval and publish on the FGHOA Website.
2. PW to set up mail forwarding for all current Board Members so that they receive emails sent to the FGHOA Email account.
3. PW to provide access to Google Drive and FGHOA Website.
4. SD to populate FGHOA Google Calendar with future meeting dates.
5. SD to share link to Eventbrite site for board members to arrange their CCOC training.
6. Board members to schedule and take their CCOC training before July 29, 2019.
7. SD to send two sets of meeting minutes from the Annual Meeting to NS
  - a. NS to consolidate and post to the FGHOA Website
8. SD to share the Powerpoint deck from the Annual Meeting
  - a. NS to post on the FGHOA Website

9. PW to advise on next steps for mailing of amended Financial Statement mailout.
10. Board Members to review “Desired Tasks to be supported by a Management Company” .
11. PW to share document with outstanding dues households so that the board may help chase outstanding amounts.
12. NS & PW to amend AECC email address.
13. SD to share electronic version of the volunteer document with all board members.
14. Maintenance Sub-Committee to inspect parking lots at Rich Branch Townhomes.
15. Social Committee to report back on plans for Summer Social at the next meeting.
16. SD, CdP and LC to work on responses to homeowner request for paint palette approval information.
17. PW and SD to continue work on providing documentation, per homeowner’s request.
18. SD to share homeowner databases with NS so that updating work can begin.

## Votes

Motion	For	Against	Abstain
The board to explore offering electronic mail as an option for homeowner communication and notifications	ALL		
The board to research the use of a Management Company to assist with HOA administration	SD, LC, CdP, PW, NS, ET	DF	
Carmen de Perignat proposed as Chair of the AECC Committee	ALL		
Don Funkhouser proposed as Chair of the Maintenance Sub-Committee	ALL		
Neil Smith proposed as Chair of the Social & Events Committee	ALL		
Subhasis Datta proposed as Chair of the Communications & Social Media Committee	ALL		
Ami Corey proposed as Chair of the Tot-Lot & Trail Upgrades Planning Committee	ALL		

## Next Meeting

Date: Tuesday July 2, 2019

Time: 7:00-9:00 PM

Location: Nancy Dacek North Potomac Community Center