

Flints Grove HOA

Organizational Meeting Minutes - May 2019

MAY 9, 2019 / 7:00 PM / NORTH POTOMAC COMMUNITY CENTER

Attendees

Name	Board Year	Initials	Attendance
Subhasis Datta	2018-19 Board Member	SD	Present
Lee Canter	2019 Board Member	LC	Present
Don Funkhouser	2019 Board Member	DF	Present
Paul Witting	2018-19 Board Member	PW	Present
Carmen de Perignat	2019 Board Member	CdP	Present
Evgeny Tsypnyatov	2019 Board Member	ET	Present
Neil Smith	2019 Board Member	NS	Present
Vicky Lutwak	2018 Board Member	VL	Present
John McLean	2018 Board Member	JM	Present

Agenda

- **7:00 - 7:05 PM: Meeting Start, Review proposed Agenda; add agenda items**
- **7:05 - 7:40 PM: 2018 Board Report out for Transition items and continued tasks for consideration by new Board:**
 - President's comments on outstanding or ongoing tasks/activities
 - Financial Updates & Annual Meeting Minutes publication by email or mail
 - Post Stream Restoration activities including Trail and Tot-Lot, others
 - Treasurer Monthly Financial Updates: Updated Financial Statements and Reviews & Publication, HOA Dues reminders, Upcoming budget expenses
- **7:40 - 8:10 PM: Committees Report Outs, Transition and in-progress tasks and Action Items:**
 - Maintenance updates and contracts in place, activities in-progress

- Flints Grove Community Signage, Trees planting, any upcoming approvals
- Communications Committee Report Out and Action Items:
- A-to-Z Directory, Homeowners Addresses/Email updates, Website updates, next Newsletter, need for frequent community updates, format and forum
- **8:10 - 8:50 PM: 2019 Board Officers, Roles, Nomination and Voting**
 - Review Board Member roles, nominate and vote, Transition
 - Access and Logistics: Email groups, Website, Google drive accesses
 - Nominations and Volunteers for Various Committees
 - Outreach and identifying Committee members and their Charter
 - New Business items for consideration: Management Company proposal reviews, Communications, Ongoing Board items of note, Maintenance and AECC items of interest, Board Key Priorities, interests, planned accomplishments, upcoming Maintenance, Bylaws updates, etc.
- **8:50 - 9:00PM: Meeting Close-out and Clean-up**
- Board Monthly Meetings Schedule (North Potomac Community Center):
 - Proposed FGHOA Monthly Meetings, 3rd Thursdays of the month??
 - Plan to reserve Community Center for 3 months+, Google Calendar, Agenda, reminders 1 week ahead of meeting, Minutes, Website updates
- Board and Committee Materials to be shared: Meeting Agenda, relevant documents to share or links/copies sent by email, projection of some materials, if feasible

Notes

OPENING

The Meeting was called to order at 7:05 p.m.

Handouts were provided by Subhasis Datta as follows:

1. Relevant ByLaws for Officers of the Board, their Elections by the Board and their Roles (Article VI of the FGHOA Bylaws)
2. Draft Specifications of Desired Tasks to be supported by a Management Company.

MEETING REQUIREMENT

- Subhasis Datta indicated that this Special Organizational Meeting was held as a requirement within 10 days of the Annual Meeting.

2018 HOA AECC AND LANDSCAPING DOCUMENTS

- Carmen de Perignat indicated the need to secure all documents regarding the AECC and the Landscaping Contracts with Allentuck and Potomac Gardens Center.

2018 HOA BOARD MINUTES

- Regarding the 2018 Board Minutes, Subhasis Datta said he has 6 handwritten notes and minutes.

2019 ANNUAL MEETING MINUTES

- For the 2019 Annual Meeting, (April 30, 2019), Rita Postal took the notes. Review as a Board that these minutes are accurate for approval at the next Annual Meeting in 2020.

2018 FINANCIAL REPORTS – EMAIL NOTIFICATIONS TO HOA COMMUNITY

- Paul Witting indicated that the Financial Reports are being updated to make certain corrections.
- Updated reports will need to be provided to Homeowners, in accordance with the bylaws.
 - Subhasis Datta said there were 3 options to provide these financials to Homeowners:
 1. FGHOA website
 2. Email to Homeowners and on the website
 3. Hard copy mailout
 - Lee Canter said prior approval from each Homeowner to waive notice and accept electronic notice is important, as we don't want to be in a position where we are not following the bylaws.
 - Board to discuss at the next meeting - our counsel, Ron Bolt, needs to know that we (Mailing or Website Notice) do not have a decision of website mailing.

TAXES UPDATE

- Subbasis Datta indicated that the HOA taxes for 2018 have been filed.

HOMEOWNER DUES

- Initial compliance was ~75%.
- A recently issued second notice rose compliance to ~90%.
- Paul Witting will continue to chase outstanding dues.
- This Board's goal is 100% compliance.

Board Transition Items

MONUMENT SIGN EXPENSE

- \$7,500 for all monument signs (about \$2,500 for each).
- Need for resealing or resurfacing of Rich Branch Townhouses to be determined.
 - Item to be discussed at the next Board meeting.

MANAGEMENT COMPANY

- This option was discussed by the previous Board.

STREAM RESTORATION

- This project is scheduled to be completed on October 19, 2019.
- Miranda Read is the Project Manager – Watershed Planner.
- Tot-Lot Committee will be formed to oversee transition and explore possibilities for benches and other amenities.

PAINT PALETTE

- Actions to be addressed by the 2019 Board.
- Determine process with which a previous Board followed the palette selection.

TREE AND MAINTENANCE MATTERS

- The trees are very large and expensive to remove.
- Retaining wall on Pebble Hill – mold was power-washed by Allentuck
- Evgeny Tsypnyatov questioned whether HOA removes tree stumps. There is a tree in Antigone Drive which is not on private land.
- Identify and plant new trees – there are 15 to 20 approved trees that can be found on the Montgomery County website.
- Bamboo eradication – a 3rd treatment was scheduled after a very long hiatus. It will take many more treatments to completely remove Bamboo. Weather conditions need to be favorable in order to apply treatment.

COMMUNICATIONS COMMITTEE

- Communications from the FGHOA Board need improving.
- A to Z Directory – there are discrepancies between County and HOA information. There are 10–15 new homeowners' addresses.
- We must improve our website and our newsletter production.

HOMEOWNER REQUEST FOR INFORMATION

- Subhasis Datta indicated that a homeowner has made a request for financials and other documents and minutes. He indicated the need to start the process for collecting such documents to provide to the homeowner.

Votes for 2019 Board Roles

President: Subhasis Datta nominated and seconded for President of the Board. Voted unanimously in favor.

Treasurer: Paul Witting nominated and seconded to continue as Treasurer. Voted unanimously in favor.

Vice President: Don Funkhouser and Lee Canter nominated and seconded for Vice-Presidents. Both were voted unanimously in favor..

Secretary: Neil Smith nominated and seconded as Secretary. Voted unanimously in favor.

Meeting adjourned at 9:00pm

Next Meeting

Date: Thursday May 23rd, 2019

Time: 7:00-9:00 PM

Location: Nancy Dacek North Potomac Community Center