

Flints Grove HOA

Board Meeting Minutes - September 2019

SEPTEMBER 19, 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	Present
Neil Smith	Secretary	NS	Present

Agenda

- 7:00 - 7:05 PM: Meeting Start, Review Agenda; add Open agenda items
- 7:05 - 7:25 PM: 2019 Board Member Reports:
 - Secretary - Key Action items review
 - Treasurer's Financial Updates, Delinquent HOA Dues, HOA Packages
 - Review of HOA Financial Statements, Board Member Questions & Answers
- 7:25 - 8:35 PM: Committees Report Outs, On-going Activities and Action Items:
 - Maintenance Committee updates
 - Architectural Committee updates
 - Statement of Community Expectations (SOCE) Review/Edits, Approval
 - Social Committee Updates
 - Communications Committee Updates
 - Trail and Tot-Lot Committee Updates

- **8:35 - 8:50 PM: Board Items of Interest, Action Items and discussions**
 - President's Updates on outstanding or on-going tasks/activities
 - Management Company Proposal Updates – Plans for review, meeting
- **8:50 - 9:00: Review of Meeting Minutes, Action Items, and Meeting Close-out**

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.

SECRETARY

- Email forwarding still needs to be completed. ET to work through challenges with PW.
- CCOC training: remaining board members are scheduled for Oct 7.
- CdP has not received the certificate from CCOC for upload and will contact their office to chase.

TREASURER

- Balance and expenses sent to board members in preparation for the meeting. PW to prepare forecast for FY2019 for board review.
- Outstanding dues:
 - All multiple year debts have been paid.
 - 7 homes are still outstanding and owe a single year's dues.
 - Legal counsel has returned various options for escalation which the board discussed and prepared motions on.
 - Motion to send General Demand letters from outside counsel to outstanding dues owing homes (7 homes) on/after September 25 - see Votes section for further details.
 - Second motion to instruct legal counsel to follow up with a Notice to create a lien letter to any homeowners that are still outstanding on October 25 - see Votes section for further details.
 - Board discussed the process for future year's escalation to ensure that we reach full compliance earlier in the year - NS to outline dates for 2020 billing cycle.

MAINTENANCE COMMITTEE

- Kuhns tree service have been contacted regarding Bamboo eradication on Pebble Hill. They have not responded. DF & CdP to research another tree service for bamboo.
- 14616 DeHaven Court violation letter regarding yard clean-up and tree stump removal - CdP to review and issue letter thanking the homeowner for remediating if applicable.
- CdP presented the 2019 Allentuck Landscaping contract for Treasurer signature. PW signed.
- CdP presented 2019 landscaping enhancements proposals from Allentuck Landscaping. DF to obtain a second bid. Board to review at the next board meeting.
- Montgomery County contacted regarding repair of a pothole on Dehaven.
- Limbs cut down from trees around STOP sign on Pebble Hill.
- Silt issue in the drainage culverts at the end of Pebble Hill. SD to send DF pictures for further investigation.
- Parking lots - DF has assessed and has deemed that no work is currently needed.
- Stormwater restoration project handover - SD met with Montgomery County and will prepare a list for the department head on HOA letterhead. The County will then come and review this list with all board members.
- Mutt mitts - key to the dispensers has been retrieved.
- SOCE - tree policy will need to be revised to adequately inform homeowners of obligations.
- Nuisance complaint received regarding a vehicle parked on the street - response from Maintenance Committee to the homeowner required. CdP to issue response.

AECC REPORT

- 14406 Pebble Hill Dr - paint request; homeowner is reviewing the color palette.
- 14501 Antigone Dr - Siding and Trim replacement; pending, but AECC will approve.
- 6 Rich Branch Ct - exterior patio remodel - owner wants to install flagstone walkway; approved 9/14.
- 41 Flints Grove Dr - oak tree removal; arborist confirmed tree was not healthy; AECC approved.
- 14532 Antigone Dr - removal of dead tree; AECC approved.

SOCIAL COMMITTEE

- Considering handover process is still in flight, a trail opening social will not be held.
- Preparations for Halloween will commence soon.

COMMUNICATIONS UPDATE

- New website - ET presented the new design and asked for Board assistance regarding the population of content. NS to set up documents in Google Drive for board to populate.

PRESIDENT'S UPDATE

- SD shared information regarding management company proposals. Board members to review before a working session to further discuss.

CLOSING

- Minutes from this meeting were constructed live, in full view of the board. The board reviewed the 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 - Send information to Ron Bolt regarding board decision to issue General Notices to homeowners that owe dues.
2. NS - Outline dates for next 2020 billing cycle for presentation at the next board meeting.
3. PW - Prepare FY2019 forecast for review.
4. DF/CdP - research another tree company for bamboo treatments.
5. DF - obtain a second quote for landscaping enhancements and send to board members.
6. ALL - review landscaping enhancement proposals for vote at the next board meeting.
7. ALL - review management company email sent by SD.
8. NS - set up website population documents on board Google Drive.
9. ALL - board to populate content for website inclusion on Google Drive.
10. NS - document outstanding items to send to Montgomery County for Stormwater restoration handover.
11. CdP - Issue response to nuisance complaint to homeowner.

Votes

Motion	For	Against	Abstain
Motion to send General Demand letters from outside counsel to outstanding dues owing homes (7 homes) on/after September 25	SD PW CdP NS DF		ET
Motion to inform outside counsel to send a Notice of intent to create a lien to any homeowner that is still outstanding on October 25	ALL		
Motion to approve these minutes as a true and accurate record of proceedings	ALL		

Next Meeting

Date: Thursday October 17th

Time: 7:00-9:00 PM

Location: Nancy Dacek North Potomac Community Center