

**Fountain Hills Community Association**  
**Board of Directors Meeting**  
**July 6, 2017**

The Board of Directors of Fountain Hills Community Association held a Board of Directors Meeting at the Germantown Regional Services Center on Thursday, July 6, 2017 at 7:30 p.m.

**Board Members Present:**

Harry Matchett, President  
Sherry Lee, Vice President  
Hari Donthi, Treasurer  
Frank Walsh, Secretary  
Robert Love, Director  
JoAnn Windsor, Director

**Also Present:**

Terry Cromwell, IKO Management  
Ruth Ann Allen, Recording Secretary

**A. CALL TO ORDER**

The July Board of Directors Meeting was called to order by Harry Matchett at 7:30 p.m.

**B. HOMEOWNER FORUM**

1. Nikki Miller, 18725 Harmony Woods Lane, stated that she had submitted an architectural application for the installation of fencing to the back of the yard. Ms. Miller noted that the application was denied as her fence did not match the “weathered wood” of her neighbors.

It was also noted that the application only provided two (2) neighbor signatures instead of the four (4) signatures of the neighbors most affected by the view as required.

Robert Love noted that the denial of the application should have stated that the fence should be “pressure treated lumber” as this will have the weathered look of the neighbor’s fence in a few years’ time.

Robert Love, as Chair of the ARC, will investigate this matter.

2. Hari Donthi, Board Member, noted that residents have mentioned to him that trees are growing onto their decks. It was noted that residents should be directed to contact IKO Management on this matter.

Both Robert Love and Harry Matchett, Board Members, also noted that other residents have commented that large tree branches are hanging over decks and roofs from Association trees. It was also noted that the larger tree cover has taken out the grass, which is causing erosion.

3. Robert Love, Board Member, noted that the townhome cluster mailboxes need to be cleaned. Mr. Love noted that this matter had been raised before, but Management has not followed through.

**C. MINUTES**

1. June 1, 2017 Board of Directors Meeting Minutes

**MOTION:** (Harry Matchett/Sherry Lee) Approve the June 1, 2017 Board of Directors Meeting Minutes with the inclusion of edits by Harry Matchett and Frank Walsh.

**Vote:** Motion Passed – 5 ayes/0 nays/1 abstention (Donthi)

**D. OFFICER REPORTS**

1. Frank Walsh, Board Secretary, noted that receiving the Management Report the night before the Board Meeting is not acceptable. This does not give him and the other Board Members enough time to review the report. Harry Matchett will talk with Management regarding this issue.

2. Special Meeting Report by Frank Walsh

In accordance with Section 11B-111 of the Maryland Homeowners Association Act, a Special Meeting was made for the purpose of discussing the violation received from Montgomery County regarding the tot lot on Lake Geneva and all the other tot lots. On Monday, June 26, 2017, a notification of date, time, location and purpose of the Special Meeting was posted on the Fountain Hills Community Association website.

On Thursday, June 29, 2017, a Special Meeting was held at the Community Pool located at 18700 Club Plaza Drive, Germantown, MD. The meeting was called to order at 7:37 p.m.

**Board Members Present:**

Frank Walsh  
Sherry Lee  
Hari Donthi  
JoAnn Windsor  
Robert Love

**Also Present:**

Julie Hoffman, IKO Management,  
One homeowner

A discussion was held regarding the Lake Geneva tot lot, the violation letter, and all the other tot lots. Proposals for tot lot work were presented and discussed.

**MOTION:** (Sherry Lee/JoAnn Windsor) Approve the bid from Brighton Dam for \$11,000.00 for tot lot timbers, \$6,250.00 for erosion work and \$34,240.00 for nine (9) inch ground cover for a total of \$51,490.00.

**The Motion was rescinded**

**MOTION:** (Sherry Lee/Robert Love) Approve the proposal from Brighton Dam for tot lot surfacing of nine (9) inches at all tot lots in the amount of \$39,125.00 for ground cover, \$6,250.00 for erosion control at Lake Geneva tot lot, and \$11,000.00 for new timber for all tot lots for a total of \$56,465.00. How to pay for this project to be determined later.

**Vote:** Motion Passed - Unanimous

**E. COMMITTEE REPORTS**

1. Social Committee

It was noted that there was a large attendance for the 4<sup>th</sup> of July Pool Party, and RSV Pools went above and beyond cleaning, managing the front desk, and keeping kids in control. Frank Walsh noted that fliers were not put up at the Condominium to notify residents of the Pool Party. However, there was nothing posted stating that the pool was closing early that day.

2. Architectural Review Committee (ARC)

Robert Love noted that three (3) Applications for Architectural Change were received and approved for tree removal, a patio, and window replacement. There are currently one (1) application pending for a fence. Mr. Love noted that IKO received communication from a homeowner regarding a proposed rock garden in a townhome front yard; however, Management told the homeowner that the application would probably not be approved, but the application could still be submitted. Mr. Love noted that any ARC Application received without four (4) neighbors' signatures should be sent directly back to the homeowner by Management.

**F. UNFINISHED BUSINESS**

1. Tot Lot Surfacing

**MOTION:** (Harry Matchett/Sherry Lee) Have further discussion on the contract from Brighton Dam for the scope of work for tot lot surfacing from the Special Meeting.

**Vote:** Motion Passed – 4 ayes/2 nays (Love, Walsh)/0 abstentions

Harry Matchett noted that he had done some research on the amount of wood carpet that should be placed in a tot lot and could not find any standard rules. Mr. Matchett noted that the level of nine (9) inches of wood carpet is not necessary and it is a much higher cost. Mr. Matchett also noted that he had measured the mulch at a local park that was recently had wood carpet put down and it measured 3 to 3 1/2 inches deep.

**Amend:** (Harry Matchett/Sherry Lee) Modify the contract with Brighton Dam to have the tot lot surfacing be comparable to the Liberty Mill Park play area which was recently completed to a depth of three (3) to three and a half (3 ½) inches.

It was noted that the FHCA tot lot surfaces should not be compared to other tot lots. Frank Walsh noted that the Board had a Special Meeting and voted on the tot lot surfacing already, and there was a contract in place. Robert Love noted that there have been two (2) injury reports and a violation letter sent regarding the Lake Geneva tot lot.

**Harry Matchett withdrew his motion.**

**MOTION:** (Harry Matchett/Sherry Lee) Modify the contract from Brighton Dam to alter the tot lot ground cover from a nine (9) inch depth to a five (5) inch depth in the amount of \$29,045.00 as previously proposed.

**Vote:** Motion Passed – 4 ayes/2 nays (Love, Walsh)/0 abstentions

**MOTION:** (Harry Matchett/Sherry Lee) The cost of the border timbers for the lot lots to come from reserves as reflected in the Reserve Study and the wood carpet and erosion repairs to come from operating funds as per the reserve study.

**Vote:** Motion Passed – Unanimous

2. PEPCO Sales Tax Refund

Management is currently compiling information from bills, cancelled checks and/or check stubs to determine the amount of sales tax that FHCA paid PEPCO since August of 2015.

3. Revised Draft 2016 Audit

**MOTION:** (Harry Matchett/Sherry Lee) Approve the draft FY2016 audit contingent on the inclusion of the motion related to the allowance for doubtful accounts that was approved at the June 1, 2017 Board of Directors Meeting, Item F4, on doubtful assessments.

**Vote:** Motion Passed – 5 ayes/1 nay (Walsh)/0 abstentions

**G. NEW BUSINESS**

1. Towing Contract

Sherry Lee provided the Board with three (3) proposals for a new towing contractor for FHCA.

<b>Contractor</b>	<b>Cost to Install new towing signage</b>
Custom Towing	\$8,061.00
Loft Towing	\$2,875.00
CCS Towing & Transport	No cost – will replace current signs when damaged

Sherry Lee noted that G&G Towing is no longer in business and is now called CCS Towing & Transport. The new owners are the daughter and son-in-law of the former G&G Towing owner. CCS Towing owns the towing signs from G&G Towing and will update the existing towing signage with stickers to comply with State and County Laws but will not replace any of the current signs. Signs will only be replaced as needed, and there will never be a cost of Fountain Hills Community Association. The contract is for two (2) years.

**MOTION:** (Sherry Lee/Hari Donthi) Accept the towing agreement with CCS Towing at no cost for Fountain Hills Community Association.

**Vote:** Motion Passed – 5 ayes/1 nay (Walsh)/0 abstentions

2. Entrance Sign Repair

Management provided the Board with proposals from Gardener’s General Contractor and Milestone General Contractors, Inc. for repair to the entrance sign at the corner of Dawson Farm Road and Great Seneca Highway. The cost of Gardener’s proposal is \$3,445.00. The proposal also included the cost of repairs to three (3) entrance signs, if done at the same time, at the cost of \$3,370.00 per sign. The cost of the proposal from Milestone is \$1,485.00. It was noted that the contractor must use Pressure-treated Plywood.

**MOTION:** (Harry Matchett/Sherry Lee) Accept the proposal from Milestone General Contractors, Inc. of June 23, 2017 for repairs to the entrance sign at the corner of Dawson Farm Road and Great Seneca Highway in the amount from \$1,485.00 to be paid from reserves, as specified in the reserve study.

It was noted that a one (1) year warranty should be added to the contract.

**Amend:** (Harry Matchett/Sherry Lee) Add to the proposal, as per discussion, the inclusion of a one (1) year warranty.

Hari Donthi inquired why the repair was not done earlier as it is under the spending limit of IKO Management.

**Vote:** Motion Passed – Unanimous

3. Reimbursement for July Pool Party

Management received a request from Siu Poon, Social Committee, for reimbursement of \$84.60 for supplies for the 4<sup>th</sup> of July pool party.

**MOTION:** (Frank Walsh/Sherry Lee) Approve \$84.60 for reimbursement to Sui Poon of pool party supplies.

**Vote:** Motion Passed – Unanimous

4. Reimbursement for Costs for Pool Supplies

Harry Matchett noted that he had purchased two (2) hoses for use by RSV Pools on the pool deck, adhesive sealant and a circuit breaker for the pool house for a total of \$64.40.

**MOTION:** (Harry Matchett/Hari Donthi) Reimburse Harry Matchett \$46.62 for two (2) 100-foot hoses for use at the pool, \$7.41 for adhesive sealant and \$10.37 for circuit breaker replaced at the pool house for a total of \$64.40.

Frank Walsh noted that Harry Matchett was neither an insured electrician nor did he have Board approval to replace the circuit breaker at the pool house. Harry Matchett noted that he had shut off the main circuit breaker for the replacement.

**Vote:** Motion Passed – 5 ayes/1 nay (Walsh)/0 abstentions

Robert Love noted that he had purchased a new clock and chain and clasp for the pool as a contribution to the pool and is not asking to be reimbursed.

5. Management Spending Limit

Management provided the Board with the contract information on management's spending allowance of \$2,000.00 for maintenance and repair items. It was noted that the spending authority is for necessary general repairs and does not apply to emergency situations. Robert Love stated that he would like to increase the spending authority of management to \$5,000.00.

**MOTION:** (Robert Love) Increase the current spending authority of IKO Management from \$2,000.00 to \$5,000.00 subject to the conditions of the Management Contract.

**Motion died as there was no second.**

It was noted that any monies to come from the Reserve Fund need Board approval. The Board discussed whether the \$2,000.00 spending authority is per item or has a time limit associated with it. Harry Matchett will clarify the matter with Management.

6. Landscape Items

Board members noted that tree trimming and trimming of bushes has not been done in the community. The entrances are overgrown with weeds, have not been mulched, and there are no new flowers. It was noted that mulching was completed in other areas of the community. The spring flowers should have been planted in May but were not planted. Brighton Dam asked

if they should still plant the flowers or wait until Fall. If Brighton Dam does not plant the Spring flowers, then the Association should receive a credit for lack of flowers per the contract.

It was noted that the landscaping on Autumn Mist Circle looked good, but the mulch has washed away and erosion has occurred from the rain. The Board suggested that reviewing the landscaping contract from Brighton Dam to determine if they are following the contract.

It was also noted that there have been no plantings installed in Parcel Y; this area also has not been mulched or weeded, but the mowing has been done.

7. Weed Control Proposal

A proposal was received from Brighton Dam to treat the Harmony Woods stormwater management pond for Japanese Knotweed in the amount of \$2,375.00.

It was noted that the treatment of the Japanese Knotweed would be done in June to mid-July.

**MOTION:** (Jo Ann Windsor/Robert Love) Accept the proposal from Brighton Dam to treat the Harmony Woods Lane stormwater management pond for Knotweed with two (2) applications in the amount of \$2,375.00.

**Vote:** Motion Passed - (5 ayes/1 nay (Matchett)/0 abstentions.

**H. ADJOURNMENT**

**MOTION:** (Harry Matchett/Sherry Lee) Adjourn the Board of Directors Meeting at 9:29 p.m.

**Vote:** Motion Passed - Unanimous