

Corrected as approved on January 5, 2017

**Fountain Hills Community Association
Board of Directors Meeting
December 1, 2016**

The Board of Directors of Fountain Hills Community Association held a Board of Directors at the Upcounty Services Center on Thursday, November 1, 2016 at 7:30 p.m.

Board Members Present:

Tom Brennan
Hari Donthi
Sherry Lee
Robert Love
Harry Matchett
Frank Walsh
Joann Windsor

Also Present:

Julie Hoffman, Community Manager
Ruth Ann Allen, Recording Secretary

Homeowners Present:

Meme Yenefenta and Endalkachew Belachew, 18736 Harmony Woods Lane

A. CALL TO ORDER

The December Board of Directors Meeting was called to order by Tom Brennan, Acting President, at 7:32 p.m.

B. MINUTES

1. October 6, 2016 Board of Directors Meeting Minutes

The Board requested that Management check on the Association's documents on which items are covered under reserve expenses; especially in connection with maintenance of the stormwater ponds.

MOTION: (Tom Brennan/Hari Donthi) Accept the October 6, 2016 Board of Directors Meeting Minutes as edited.

Vote: Motion Passed – 6 ayes/0 nays/1 abstention (Walsh)

C. ELECTION OF BOARD OFFICER POSITIONS

1. President

MOTION: (Sherry Lee/Robert Love) Nominate Tom Brennan for President.

Vote: Motion Passed – 5 ayes/0 nays/2 abstentions (Matchett/Walsh)

2. Vice President

MOTION: (Tom Brennan/Hari Donthi) Nominate Sherry Lee for Vice President

Vote: Motion Passed – 6 ayes/0 nays/1 abstention (Walsh)

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3. Treasurer

MOTION: (Tom Brennan/Sherry Lee) Nominate Harry Matchett as Treasurer

Mr. Matchett declined the nomination.

MOTION: (Robert Love/Sherry Lee) Nominate Hari Donthi as Treasurer.

Vote: Motion Passed – 5 ayes/0 nays/2 abstention (Donthi, Walsh)

4. Secretary

MOTION: (Tom Brennan/Hari Donthi) Nominate Frank Walsh as Secretary.

Vote: Motion Passed – 6 ayes/0 nays/1 abstention (Walsh)

D. HOMEOWNER HEARING

A Hearing was held by request of the homeowner at 18736 Harmony Woods Lane regarding the Board's decision not to reimburse towing fees and to provide two (2) parking passes at no charge.

Ms. Yenefenta stated that their two (2) cars were towed on June 25th due to a balance due on the account. Ms. Yenefenta noted that the monthly dues were being paid each month but the amount paid was incorrect and was less than the current monthly assessment. Ms. Yenefenta noted that she had not received any correspondence regarding the overdue balance or that she was paying the wrong amount until June. On June 22nd, Ms. Yenefenta sent a check for the balance, but not enough time was allowed for the payment to clear before the cars were towed.

Ms. Yenefenta also noted that she had only received one (1) guest parking pass from the previous owner and did not realize that she should have received two (2) additional parking passes for parking in reserved parking. She was told by Management that the cost to replace parking passes is \$100.00 each.

The Board will discuss Ms. Yenefenta's request in Executive Session, and she will be notified within ten (10) days following the Board's decision.

E. REAPPOINTMENT OF COMMITTEES

1. Architectural Review Committee (ARC)

The Architectural Review Committee is required to have at least three (3) members, with the total being an odd number of members. The ARC currently has three (3) members. Robert Love noted that he will ask the other ARC members if they will continue serving on the ARC.

MOTION: (Tom Brennan/Sherry Lee) Keep Robert Love as ARC Chairman with the current homeowners continuing as members.

Vote: Motion Passed – 6 ayes/1 nays (Walsh)/0 abstention

2. Enforcement Committee

MOTION: (Joann Windsor/Hari Donthi) Nominate Harry Matchett as Chair of the Enforcement Committee with same members as last year.

Amend: (Harry Matchett/Sherry Lee) Keep the following homeowners as members of the Enforcement Committee: Sherry Lee, Joann Windsor, Steve Muse, Jackie Arnold, and Danial Magid.

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Tom Brennan suggested that the Enforcement Committee be divided into two (2) committees, an Enforcement Committee and a Covenant Committee. The Covenant Committee would specifically look at maintenance of homes and property in the community. Mr. Brennan noted that the covenants have not been enforced in the community over the last year and there should be more focus on this. The Enforcement Committee noted that more attention will be made to the covenants in 2017.

Vote: Motion Passed – 5 ayes/2 nays (Brennan/Walsh)/0 abstentions

It was also noted that IKO does offer a Covenant Inspection of the community. The Board requested that Management provide the cost of this service.

3. Pool Committee

MOTION: (Tom Brennan/Harry Matchett) Keep the following homeowners as members of the Pool Committee: Tom Brennan, Harry Matchett, Sherry Lee, Frank Walsh.

Vote: Motion Passed – 6 ayes/0 nays/1 abstention (Walsh)

4. Landscape Committee

As there is currently no active Landscape Committee, the Board of Directors acts as the Landscape Committee.

5. Social Committee

MOTION: (Tom Brennan/Hari Donthi) Reappoint Social Committee with Siu Poon as Chair and Nick Mahabir as member.

Vote: Motion Passed – 5 ayes/0 nays/2 abstentions (Brennan/Walsh)

6. Webmaster

MOTION: (Tom Brennan/Sherry Lee) Approve Rick Morris as webmaster for the FHCA website.

Vote: Motion Passed 0 6 ayes/1 nay (Walsh)/0 abstentions

F. CONTRACT REVIEW/APPROVAL

Per the Association's documents, contracts from vendors for FHCA are renewed on a yearly basis.

1. IKO Management

IKO's contract was signed on January 8, 2016 and the contract start date was February 6, 2016.

The Board reviewed IKO's contract. It was noted that the contract does not include providing the Management Packet that is mailed to Board members every month; this is under Schedule A as a reimbursable expense. The cost from IKO to send the Management Packet to Board members is \$7.00 per Board member per month for a yearly expense of \$588.00. The Board members discussed whether to keep the delivery of the hard copies of the Management Report or to have them sent via email. Hari Donthi, Frank Walsh, and Joann Windsor requested that hard copies continue to be sent to them through the mail. The other Board members will receive their Board Packets by PDF.

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MOTION: (Tom Brennan/Robert Love) Keep IKO Community Management as the management company for Fountain Hills Community Association for 2017.

Vote: Motion Passed – 6 ayes/1 nay (Walsh)/0 abstentions

2. Snow Clearing/Landscape Contract

Management provided the Board with snow clearing/landscape maintenance proposals from Bethke Landscaping, Potomac Garden Center, and Brighton Dam Landscaping (Option 1 and Option 2). It was noted that Brighton Dam Landscaping did the work on the stormwater management ponds and did a great job.

Management also noted that due to the distance of Brighton Dam Landscaping from FHCA, there is no extra charge from Brighton Dam for staging snow equipment in the community before an expected snow storm.

MOTION: (Robert Love/Joann Windsor) Select Brighton Dam Landscaping as landscape maintenance and snow removal contractor for 2017.

Amend: (Robert Love/Joann Windsor) Select Option 2 for landscape contract with Brighton Dam Landscaping.

Robert Love withdrew his motion.

It was noted that Option 2 only includes two (2) leaf pickups and usually there are three (3). Management will check with Brighton Dam for the addition of the third leaf removal. Also, the installation of annual flowers is not included in the main contract.

MOTION: (Robert Love/Tom Brennan) Award the landscape contract to Brighton Dam Landscaping, contingent on IKO asking Brighton dam that they add annuals at no charge, if not then let Management approve, adding up to \$6,700.00 to the contract for the annual installation of annual plant under miscellaneous add-ons, and select Option 2.

Amend: (Robert Love/Tom Brennan) Also approve the snow clearing contract with Brighton Dam.

Vote: Motion Passed – 4 ayes/2 nays (Matchett/Walsh)/1 abstention (Lee)

3. Fountain Contract/Pool Contract

The Board agreed to hold off on approving the Fountain Contract and Pool Management Contract at this time.

G. NEW BUSINESS

1. On-site Manager

Tom Brennan suggested that the Board look into having an on-site management from IKO for a certain number of hours from the end of May until after Labor Day. It was noted that this would be a way for IKO to serve the residents of FHCA directly and to monitor the pool and landscaping contractors over the summer. Management will provide the Board with a price list for this service.

H. EXECUTIVE SESSION

MOTION: (Tom Brennan/Sherry Lee) Adjourn the regular Board of Directors Meeting and move into Executive Session at 9:30 p.m.

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Vote: Motion Passed – 6 ayes/0 nays/1 abstention (Walsh)

I. RESULTS OF THE EXECUTIVE SESSION

The Board took action on a request from 18736 Harmony Woods Lane for reimbursement of towing charges and providing two (2) parking permits at no cost.