

Fountain Hills Community Association

Board of Directors Meeting

March 3, 2016

**Corrected as approved on April 7, 2016**

## **Fountain Hills Community Association Board of Directors Meeting March 3, 2016**

The Board of Directors of Fountain Hills Community Association (FHCA) held a Board of Directors Meeting at the Upcounty Regional Services Center on Thursday, March 3, 2016 at 7:30 p.m.

### **Board Members Present:**

Tom Brennan, President  
Nick Mahabir, Vice President  
Harry Matchett, Treasurer  
Frank Walsh, Secretary  
Sherry Lee, Director  
Siu Poon, Director  
Hari Donthi, Director

### **Also Present:**

Laura Etchison, Community Manager  
Ruth Ann Allen, Recording Secretary

### **Homeowners Present:**

Cheryl Lohman, 18805 Lake Placid Lane  
Carrie Hoffman, 18819 Porterfield Way  
Jeff Green, 13431 Rising Sun Lane  
JoAnn Windsor, 18933 Fountain Hills Drive  
Robert Love, 18723 Autumn Mist Drive  
David Holtzman, 18715 Sparkling Water Drive, Unit 102  
Manjit Kaur, 18625 Autumn Mist Drive  
Christopher Summers, 18943 Fountain Hills Drive  
JoAnna Vedaa, 18926 Fountain Hills Drive

### **A. CALL TO ORDER**

The March Board of Directors Meeting was called to order by Tom Brennan at 7:30 p.m.

### **B. MARCH 3, 2016 AGENDA**

**MOTION:** (Tom Brennan/Siu Poon) Approve the agenda of the March 3, 2016 Board of Directors Meeting.

**Vote:** Motion Passed - Unanimous

### **C. HOMEOWNER FORUM**

1. David Holtzman, Board President of Fountain Hills Condominium (FHC), noted that people are loitering, using drugs, and selling drugs on the common area behind

the Condominium on Sparkling Water Drive and up to the single family homes of FHCA. Mr. Holtzman stated that enforcement should begin on those selling drugs. Mr. Holtzman also noted that he would like to organize a clean-up effort of that area between FHC and FHCA. Mr. Holtzman will notify Tom Brennan of the date.

Mr. Holtzman, 18715 Sparkling Water Drive, Unit 102, noted that there is a discrepancy in the coupon books regarding the late fee and the date that the late fee is posted.

2. Jeff Green, 13431 Rising Sun Lane, noted that the Board of Directors Meeting Minutes have not been placed on the website since December.

Mr. Green suggested that documents that are referenced in the minutes also be placed on the website.

Mr. Green also noted that there is a considerable amount of dog waste near his home and requested some enforcement for residents who are not cleaning up after their pets.

3. Chris Summers, 18943 Fountain Hills Drive, noted that the pet waste stations should not have been removed.

Mr. Summers also expressed concern about the financial instability of the Association and asked the Board if there were plans to eliminate the outstanding debt.

4. JoAnn Windsor, 18933 Fountain Hills Drive, inquired what is to be done about the trees and leaves on Cornelius Court. Ms. Windsor noted that the Association should be proactive and ask homeowners to look at the trees on their property and to prune them this spring.

5. Manjit Kaur, 18625 Autumn Mist Drive, noted that the Landscape Committee had submitted a proposal for tree pruning last year but nothing has been done. Ms. Kaur noted that there are two (2) dead trees behind her home and there has been no response in addressing this issue.

Ms. Kaur also noted that there has been erosion onto her property from the common area and requested that she be reimbursed for taking care of this matter herself. Ms. Kaur stated that she has sent emails concerning this issue but has received no response.

6. Cheryl Lohman, 18805 Lake Placid Lane, is concerned about the loss of property values due to poor landscaping. She also thanked the ARC for approving her application for stairs to her back yard.

7. JoAnna Vedaa, 18926 Fountain Hills Drive, noted that there is a large amount of pet waste on Fountain Hills Drive and Noble Oak Drive.

8. Robert Love, 18723 Autumn Mist Drive, noted that homeowners themselves should also be involved in helping to keep up the community. Mr. Love also

recommended that the Association keep active and open communication with homeowners. Mr. Love suggested closing the pool for one (1) summer and using the savings on trees, landscaping, and parking lots.

9. Siu Poon, Board Member, noted that she has not noticed an excessive amount of dog waste in the community. Ms. Poon suggested that residents make a record of where it is and try to determine who is not cleaning up after their pets.

#### **D. MINUTES**

##### **1. January 7, 2016 Board of Directors Meeting Minutes**

**MOTION:** (Siu Poon/Frank Walsh) Table the approval of the January 7, 2016 Board of Directors Meeting Minutes.

**Vote:** Motion Passed: 6 ayes/0 nays/1 abstention (Mahabir)

##### **2. February 4, 2016 Board of Directors Meeting Minutes**

**MOTION:** (Frank Walsh/Siu Poon) Approve the February 4, 2016 Board of Directors Meeting Minutes with modifications by Frank Walsh and Harry Matchett.

**Vote:** Motion Passed - Unanimous

#### **E. OFFICER REPORTS**

1. Nick Mahabir, Board Member, made a motion regarding prevention for flooding on Cornelius Court.

**MOTION:** (Nick Mahabir/Siu Poon) Suggest that all homeowners whose lot abuts Cornelius Court form into an ad hoc neighborhood committee to do the following:

- a. Discuss, implement and execute the trimming of all trees on their lot
- b. Discuss, implement, and execute the raking of all leave on said lots
- c. Bag and place for disposal of said leaves in an appropriate manner
- d. Observe, monitor and report on the performance of the drain at the lowest level on Cornelius Court
- e. Report to the Board through Siu Poon, the single family representative on the Board
- f. This committee will come to a natural end at the election of a new Board of Directors

Mr. Mahabir noted that if this plan solves the issue than it is done, or it can be looked at again.

Frank Walsh suggested that the motion include the landscape company checking the drain when on the property. It was noted that this is a separate issue to take up with the landscape contractor.

The Board requested that Management contact Alexis Gerard as a representative for homeowners in this area, send notification to homeowners affected by this matter and post the notification on the website.

**Vote:** Motion Passed - Unanimous

2. Tom Brennan, Board President, noted that there was an accident on Liberty

Mill Road on February 22, 2016 that destroyed a large section of fencing belonging to Fountain Hills, and he is willing to contact the Principal and PTA of Germantown Elementary School about having the speed limit changed or the school zone extended on Liberty Mill Road and Dawson Farm Road. Mr. Brennan hopes that this will provide a united front in contacting the County on this matter.

**MOTION:** (Siu Poon/Sherry Lee) Have Tom Brennan contact the principal and the PTA of Germantown Elementary School regarding the speed limit and extending the school zone of Liberty Mill Road and Dawson Farm Road, but Board approval is required before any letters go out.

**Vote:** Motion Passed - Unanimous

## **F. COMMUNITY MANAGER REOIRT**

Laura Etchison, Community Manager, noted that IKO has finally received all the information from TMGA, including their financial statements for FHCA. Ms. Etchison stated that she will provide a more detailed financial report at the next Board Meeting.

Ms. Etchison stated that she will be working on the budget for FHCA.

Ms. Etchison will work on improving communication with homeowners and requested that homeowners bear with her during this time of transition.

## **G. COMMITTEE REPORTS**

### **1. Architectural Review Committee (ARC)**

Robert Love, Chair, noted that no ARC Applications were pending. Mr. Love noted that he had met with Management before the meeting in regard to the ARC. Mr. Love also stated that the ARC approved Cheryl Lohman's application for stairs to her backyard.

### **2. Enforcement Committee**

Sherry Lee, stated that seven (7) vehicles were towed last month.

Ms. Lee also noted that many shopping carts are abandoned in the community and requested that residents be on the lookout for carts and for who might be leaving them, and to report this information to Management.

Ms. Lee noted that the trash on Rushing Water Way is getting better and the Police are patrolling that area more often.

Ms. Lee also suggested that the Association hold a clean-up day for the community. It was noted that in the past few residents have shown up to help clean-up. It was suggested that other groups associated with churches or service organizations be asked to help.

### **3. Social Committee**

Siu Poon report that a yard sale will be held on April 2, 2016 from 8:00 a.m. until 1:00 p.m. Residents who wish to participate should sign up on the website.

## **H. ACTION/DISCUSSION ITEMS**

### **1. Grounds Maintenance Contract**

Management noted that due to the Termination Clause in the HOA's contract with Dunlevy, it was not possible to bid out the grounds maintenance contract. Management provided the Board with a revised contract from D&A Dunlevy for grounds maintenance with a reduced price for the basic service of \$149,200.00. Management noted that the additional services of turf chemicals for \$9,985.00 and pest management for \$3,600.00 should be included in the contract. The current price for annuals for FHCA is \$9,985.00. This is a final cost of \$171,385.00.

The Board requested that Management clarify whether turg aeration and over seeding was included with Dunlevy's contract and the cost of watering and suggested the watering to not exceed \$7,500.00 for the summer.

**MOTION:** (Hari Donti/Siu Poon) Authorize IKO to negotiate the Grounds Maintenance Contract with D&A Dunlevy to not exceed a total amount of \$170,000.00 and a cap for watering of plants of \$7,500.00.

**MOTION:** (Hari Donti/Siu Poon) Rescind the motion.

**Vote:** Motion Passed - Unanimous

**MOTION:** (Frank Walsh/Siu Poon) Approve the Grounds Maintenance Contract with D&A Dunlevy with a cost not to exceed \$170,000.00 plus a cap to water plantings of \$7,500.00.

**Vote:** Motion Passed - 5 ayes/2 nays (Matchett/Brennan)/0 abstentions

## **2. Pool Management and Repairs**

Management provided the Board with a pool management proposal from High Sierra Pools in the amount of \$52,000.00 and Community Pool Service in the amount of \$60,700.00. The Board discussed both contracts, potential repairs to the pool, Community Pool lifeguard issues, and backwash issues.

**MOTION:** (Nick Mahabir/Frank Walsh) Approve the Pool Management Contract with Community Pool Service at a price not to exceed \$60,800.00 and authorize IKO to negotiate a lower price.

**Vote:** Motion Passed - 3 ayes/2 nays (Lee, Matchett)/2 abstentions (Poon/Brennan)

The Board requested that Management find other bids for pool repairs and to determine what items need to be repaired to pass inspection.

**MOTION:** (Hari Donti/Siu Poon) Have Management get a second opinion from High Sierra Pools on pool repairs at no cost.

**Vote:** Motion Passed - 5 ayes/2 nays (Matchett/Lee/0 abstentions

## **3. Fountain Repairs**

Management suggested that the Board look at other contracts for repair of the fountains. The Board agreed.

## **4. Monthly Assessment Coupons**

It was noted that there was a discrepancy in the coupon booklet for the monthly assessment payments in the late fees and the date the late fee is charged. Previously the late fee was listed as \$5.00 with a late charge date of the 15<sup>th</sup> of the month. The corresponding information in the coupon booklet is \$15.00 and the 30<sup>th</sup> of the month.

Management suggested that the Board review the collection policy. Management will place this item on the agenda for the April Board Meeting. Since it is close to the end of the fiscal year, it is not worth reprinting the coupon booklet at this time.

**5. Recording Secretary Contract**

Management provided the Board with the Recording Secretary Contract for their approval.

**MOTION:** (Siu Poon/Frank Walsh) Approve the Recording Secretary contract in the amount of \$140.00 per meeting.

**Vote:** Motion Passed - 6 ayes/1 nays (Matchett)/0 abstentions

**6. Working Session**

Management suggested that the Board may want to have a working session to deal with items that they have not been able to cover during the regular Board Meetings. Management would need to notify the community if a working session is scheduled.

**7. Pool Pass Replacement Fees and Pool Passes**

Harry Matchett requested that Management look into who received the benefit of the fees collected for pool pass replacement last summer.

Frank Walsh inquired what the Association was going to do for pool passes this season: electronic or paper.

**8. Refund of Taxes from Pepco**

It was noted that taxes were paid to Pepco that did not need to be paid and the Association will receive some money back from Pepco.

**9. Snow Removal**

Management noted that, to date, the cost of snow removal for 2016 is approximately \$78,500.00. Frank Walsh suggested comparing this invoice to the 2010 snow removal costs, for comparison, as there was similar snow event in 2012

**I. ADJOURNMENT**

**MOTION:** (Siu Poon/Hari Donthi) Adjourn the Board of Directors Meeting at 10:00 p.m.

**Vote:** Motion Passed - Unanimous