

Fountain Hills Community Association, Inc.
Regular Meeting Minutes
October 2, 2008

The Board of Directors of Fountain Hills Community Association, Inc. met at the UpCounty Regional Services Center, Germantown, Maryland on October 2, 2008 at 7:30 p.m. for a regular meeting.

Present:

Mr. Tom McDowell, President
Ms. Siu Poon, Vice President
Mr. David Holtzman, Treasurer
Ms. Alice Kalamar, Director
Ms. Sue Adamkiewicz, Director
Ms. Shirley Fair, Director

Absent:

Frank Walsh, Secretary

Others Present:

Mr. Stephon Collins, Vanguard Management
Ms. Erin Barry, Recording Secretary
Mr. Blake Dunlevy, D & A Dunlevy Landscapers, Inc.
Mr. Jay Wickerham, D & A Dunlevy Landscapers, Inc.

J. CALL TO ORDER

Mr. Tom McDowell called the meeting to order at 7:32 p.m. with a quorum present.

II. HOMEOWNER FORUM

- A resident asked about the towing company. He mentioned that he called them several times but was told that they no longer work for the Fountain Hills Community. He said that he called Management twice and didn't receive a returned call. Management apologized for because he didn't get the message, but encouraged the resident if issues arise after hours, he can call Vanguard as there is a Manager available 24 hours a day. A Board member said that the confusion could be due to the fact that the condominiums have another towing company. The Board asked the resident to email them and Management details regarding the specifics of his concerns with the towing company, including the dates, issues and phone number he called.
- A resident brought up concerns about an HOC home causing disturbances.
- A resident wanted to know the procedure for bringing up concerns about a tree in the common area that is brushing up against her home. Management asked her to take a picture and email it to him so he can address it.
- A resident brought up concerns about the pine trees on Rising Sun Lane and Tivoli Fountain Court.

Action: Since representatives were present from D & A Dunlevy, they agreed to check into the pine trees on Rising Sun Lane and Tivoli Fountain Court.

III. MINUTES OF MEETING

The Board reviewed the minutes of the September 4, 2008 Minutes

Motion: To approve the minutes of September 4, 2008, with the changes added by Mr. Walsh and corrected by Ms. Poon.

Holtzman/Poon

Vote: Unanimous

IV. REPORTS OF OFFICERS OR DIRECTORS

47 There were no reports of the Officers at this time.

48 **V. COMMITTEE REPORTS**

49 **A. Social Committee**

50 The Board noted that the new fire station will be opening in January 2009 and suggested the
51 Board welcome them to the neighborhood by purchasing a lunch platter for fire hall.

52 The Social Committee is planning the Board Member's appreciation dinner. They proposed
53 having it at Ruby Tuesdays on either, Wednesday November 5, 2008 or Wednesday
54 November 12, 2008. Ms. Poon requested the Board respond by email to the proposed dates
55 as well as share any other dates or restaurant suggestions they have for the committee to
56 consider.

57 **B. Pool Committee**

58 There was nothing to report.

59 **C. Web Committee**

60 There was nothing to report.

61 **D. Fountain Hills Condominium**

62 The Fountain Hills Condominium reported they approved their snow-clearing contract.
63 They are having problems with their fire alarms but are working it out. They will be having
64 their first attempt for their Annual meeting at their Dec 2008 meeting and their second
65 attempt at their January 2009 meeting.

66 **E. Architectural Review Committee**

67 It was reported that the committee met last Tuesday. They received three applications,
68 which were approved.

69 **V1. MANAGEMENT REPORT**

70 **A. Dunlevy Monument Landscaping Proposal**

71 Mr. Dunlevy and Mr. Wickerham gave an overview of the community. Mr. Dunlevy
72 brought copies of several proposals. He shared the proposal Dunlevy is about to start
73 around the fountains at Great Seneca Highway and Clopper Highway. The Board discussed
74 that they were concerned about using black-eyed susan's, as they are not drought tolerant.
75 Mr. Dunlevy revised the proposal by removing the black-eyed susans and including a
76 variety of shrubs, knockout roses and abeillas. Mr. Dunlevy presented several other
77 proposals for the community to the Board for consideration.

78 Motion: To accept the revised proposal for the work around the monument, using knockout roses
79 and abeila, for the cost of \$1515.00.

80 Holtzman/Adamkiewicz

81 Vote: Unanimous

82 Mr. Wickerham, the commercial maintenance manager from Dunlevy, shared that they had
83 finished the lawn care fertilization, had one more tree and shrub pruning and the mulching
84 around the village sections left to do from the 2008 contract.

85 The Board asked if there were any issues due to the boarders with Brickman, what days
86 they mow and if he had observed trash accumulating on property lines.

87 Mr. Wickerham reported that the boarders were well defined. He said Dunlevy cuts based
88 on intervals; spring is 8-9 day interval and summer is 10-11 day interval and that they use a
89 4-inch cut rate. He noted they hadn't noticed any excess trash accumulation and that they
90 always check the perimeters before they mowed.

91 Action: Mr. Dunlevy will email to Management, a brief sketch including color pictures of the
92 proposal for the fountain, as well as the other proposals he brought.

B. Winkler Pool Repair Proposal

94 The Board tabled the pool repairs until they could do a visual inspection in the spring.

95 Action: Management will check the dollar amounts of the repairs against the capital schedule.

C. Surveillance Equipment

97 Management had a company come out and look at the possibilities for monitoring the area
98 and researched the cost of installing a fence. He brought a proposal for the surveillance
99 equipment. A Board member noted that a surveillance camera will not prevent the action
100 from taking place but a physical barrier, like a fence, might.

101 Action: Management will email the Board information of the cost for both surveillance equipment
102 and the installation of a fence before the next Board meeting for review. He will
103 schedule a representative for the surveillance equipment for a 10-minute presentation at
104 the next Board meeting.

D. Collection Matter

106 The Board noted, in the case of unpaid assessments for 18815 Sparkling Water Drive, the
107 property has gone into chapter 7 bankruptcy.

108 Motion: To write off the balance of \$262.95 of unpaid assessments from 18815 Sparkling Water
109 Drive as uncollectible bad debt.

110 Holtzman/Poon Vote: Unanimous

111 Action: Management will ask accounting department clarification on the account of 18815
112 Sparkling Water #F.

E. Reserve Balances

114 The Board discussed their reserve accounts and being proactive by opening up new reserve
115 account whenever an existing account balance gets to \$80,000.00.

116 Action: Management will review all accounts against the hundred thousand dollar threshold policy
117 and send a list to the Board for review.

V11. UNFINISHED BUSINESS

A. Violations.

120 The Board discussed trashcans being left out and tree stumps that needed to be removed.

121 Action: Management will send out violation letters.

B. Stored Vehicle

123 The Board discussed the issued of a stored vehicle with a cover over it on Champion Way
124 and a vehicle with expired tags on Hamlet Square.

125 Action: Management will place a notice on the covered vehicle on Champion Way.

126 Action: Management will send a final letter to the resident on Hamlet Square and copy it to the
127 owner of the property in VA, informing them that the tenant must obtain tags for the
128 vehicle or the Association will have it towed it at the owner's expense in forty days
129 from the date of the letter. Mr. Collins will update the Board on this situation at the
130 November meeting.

131 V111. NEW BUSINESS

132 There was no new business at this time.

133 1X. ADJOURNMENT

134 There being no additional business the Board meeting adjourned at 9:03 p.m.

135 Motion: To adjourn the meeting at 9:03 p.m.

136 Poon/McDowell Vote: Unanimous

137

138

139

Respectfully Submitted,

141 Erin Barry, Recording Secretary

142

Fountain Hills Community Association, Inc.
Motion List
October 2, 2008

147 Motion: To approve the minutes of September 4, 2008, with the changes added by Mr. Walsh and
148 corrected by Ms. Poon.

149 Holtzman/Poon Vote: Unanimous

150 Motion: To accept the revised proposal for the work around the monument, using knockout roses
151 and abeila, for the cost of \$1515.00.

152 Holtzman/Adamkiewicz Vote: Unanimous

153 Motion: To write off the balance of \$262.95 of unpaid assessments from 18815 Sparkling Water
154 Drive as uncollectible bad debt.

155 Holtzman/Poon Vote: Unanimous

156 Motion: To adjourn the meeting at 9:03 p.m.

157 Poon/McDowell Vote: Unanimous

158

159

160

161

162

163

164

165

166

167

168

169

170

272

172

173

174 Fountain Hills Community Association, Inc.

175 Action List
176 October 2, 2008
177

178 Action: Since representatives were present from D & A Dunlevy, they agreed to check into the
179 pine tress on Rising Sun Lane and Tivoli Fountain Court.

180 Action: Mr. Dunlevy will email to Management, a brief sketch including color pictures of the
181 proposal for the fountain, as well as the other proposals he brought.

182 Action: Management will check the dollar amounts of the repairs against the capital schedule.

183 Action: Management will email the Board information of the cost for both surveillance equipment
184 and the installation of a fence before the next Board meeting for review. He will
185 schedule a representative for the surveillance equipment for a 10-minute presentation at
186 the next Board meeting.

187 Action: Management will ask accounting department clarification on the account of 18815
188 Sparkling Water #F.

189 Action: Management will review all accounts against the hundred thousand dollar threshold policy
190 and send a list to the Board for review.

191 Action: Management will send out violation letters.

192 Action: Management will place a notice on the covered vehicle on Champion Way.

193 Action: Management will send a final letter to the resident on Hamlet Square and copy it to the
194 owner of the property in VA, informing them that the tenant must obtain tags for the
195 vehicle or the Association will have it towed at the owner's expense in forty days
196 from the date of the letter. Mr. Collins will update the Board on this situation at the
197 November meeting

198

199

200

201

202

203

204

205

206

207

208

209

210

Residents in Attendance

211

Nick Mahabir

212

213

214

215

216

217

218

219

220

221

222

223

224

225

226

227

228

229

230