

**Fountain Hills Community Association
Board of Directors Meeting
August 3, 2017**

The Board of Directors of Fountain Hills Community Association held a Board of Directors at the Germantown Regional Services Center on Thursday, August 3, 2017 at 7:30 pm

Board Members Present:

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

Also Present:

Julie Hoffmann, IKO Management
Ashley Ciriago, Recording Secretary

A. CALL TO ORDER

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

B. HOMEOWNER FORUM

1. Stacy from Cornerstone Montgomery.
2. Harry Matchett stated the landscaping company damaged the front screen of his home. Also, discussion took place about e-mail sent to the Board of Directors about overgrown trees throughout the community.
3. Frank Walsh stated all winter flowers were not removed before summer flowers were planted. Main areas to look at Fountain Club Dr and Dawson / Great Seneca.
4. Hari Donti requested the Board of Directors to waive the late fee charged to his account. The Board of Directors advised the homeowner to send an e-mail requesting the late fee to be waived. Hari Donti stated the sidewalks throughout the community have many trip hazards and must be addressed.
5. A homeowner at 18945 Fountain Hills Drive thanked the Board for addressing the need for more flowers at the single family entrance. He stated he called IKO to report a truck had damaged the flowers on the entrance median and received a call back from Julie the same day.

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C. MINUTES

1. July 6, 2017 Board of Directors Meeting Minutes

Harry Matchett stated the approval of the July 6, 2017 minutes should be tabled to the next meeting due to formatting issues with Special meeting information.

MOTION: (Robert Love) Approve the July 6, 2017 Board of Directors Meeting Minutes as presented. No second.

MOTION: (Harry Matchett) Table the approval of the July 6, 2017 Board of Directors Meeting Minutes until September Board of Directors Meeting. Sherry Lee seconded the motion.

Vote: Motion Passed – 3 ayes/1 nay (Love)/1 abstentions (Walsh)

D. OFFICER REPORTS

1. Harry Matchett stated Tot lot repairs totaling \$29K was not budgeted for in the new year, therefore the Association will be running in a deficit. Mr. Matchett stated on the May 1st – 31st cash disbursement, there is \$336.28 to Potomac Place Condo. Ms. Hoffman noted this was an accounting error and has been corrected. Mr. Matchett stated on June 1, 2017 a payment of \$140.00 was made to IKO for the May 2017 Board Meeting Minutes.

Action Item: Ms. Hoffman will look into the payment made to IKO and have any needed corrections made and then report back to the Board of Directors.

Mr. Matchett stated on page 17 of the management report payments were made to Brighten Dam (\$3637, \$2192, and \$627.50) for snow removal. Mr. Matchett noted that it was his understanding that all snow removal invoices were paid.

Action Item: Ms. Hoffman will look into the payments made for snow removal and report back to the Board of Directors.

Mr. Matchett noted reserve pay backs are not taking place as the Board of Directors requested.

Action Item: Ms. Hoffman will look into the reserve paybacks and report back to the Board of Directors.

E. COMMITTEE REPORTS

1. Social Committee

No report

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 two (2) outstanding applications for a rock garden and fencing. Mr. Love noted that any ARC Applications received without four (4) neighbors' signatures should be sent directly back to the homeowner by Management.

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Discussion took place regarding the ARC Committee holding monthly meetings to approve applications. Robert Love stated that voting via e-mail was approved by the Board of Directors during a previous meeting. Harry Matchett said the state law requires the committee to meet, and the meeting must be posted so homeowners can attend.

Robert Love stated he is resigning from the ARC committee.

JoAnn Windsor volunteered to join the ARC committee.

Motion: Harry Matchett nominated JoAnn Windsor to the ARC committee. Sherry Lee seconded the motion.

Vote: Unanimous

3. Enforcement

Sherry Lee stated all Towing signs throughout community have been changed. The Association is actively towing. Sherry Lee requested reimbursement for two things purchased (\$5.99 for batteries for the safe at the pool and \$7.29 for sharpie to cover graffiti on Autumn Mist)

Motion: Harry Matchett motioned to approved reimbursing Sherry Lee \$7.73 for sharpie and \$6.35 for batteries. (\$14.08 total.) Hari Donthi seconded the motion.

Vote: 5 ayes / 0 nay / 1 abstention (Walsh)

F. UNFINISHED BUSINESS

1. Tot Lot Project

Julie Hoffmann stated the tot lot on Tivoli will be finished on August 4, 2017. Next tot lot will start on August 4, 2017. Julie Hoffmann added she will speak with the contractor to get a target completion date.

2. Asphalt & Concrete Projects

MOTION: Harry Matchett motioned to table discussion of the asphalt and concrete projects. Sherry Lee seconded the motion.

Discussion took place about asphalt and concrete project throughout the community.

VOTE: 6 ayes / 0 nay / 0 abstention

3. Pepco Sales Tax Refund

Julie Hoffmann stated she continues to work on the project, and the project refund will be a few hundred dollars when completed. Julie Hoffmann explained the process to the Board.

Discussion took place about the process required and the cost from IKO.

Action Item: The minutes for the Feb or March Board meeting will be reviewed.

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Frank Walsh stated the Pepco Sales Tax process should stop since the board was never made aware that IKO was charging for this process.

Further discussion took place about the process for submitting the refund request. Julie Hoffmann stated the fee being billed by IKO at this time will not be charged to the Association.

4. Community Pools Refund

Julie Hoffmann stated she has contacted Community Pools via e-mail and phone. However the refund has not been received at this time. Further discussion took place about the AED machine and pending refund to the Association.

Robert Love stated he does not understand why the Board of Directors spends a lot time discussing small refunds to the Association instead of focusing on delinquent owner that total more than \$100k owed to the Association.

Action Item: Julie Hoffmann will contact Community Pools to requesting the refund for the Association.

5. Landscape Issues

Harry Matchett stated the window screen on his home was damaged by the landscaping company and they have not picked up the screen for repair.

Discussion took place about the delay with planting flowers. Harry Matchett questioned why the flowers were planted late in the season and why the planting is an additional cost to the Association. Julie Hoffmann provided the Board of Directors with a copy of the December 2016 Board Meeting Minutes that state the motion approving the work as an additional service.

The motion from the December 2016 Board Meeting states:

MOTION: (Robert Love / Tom Brennan) Award the landscape contract to Brighton Dam Landscaping, contingent on IKO asking Brighton Damn 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 plants under miscellaneous add-ons, and select option 2.

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

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

Action Item: Julie Hoffmann will send JoAnn the current landscaping contract

Harry Matchett requested the following information from Brighton Dam: When will tree work, bush pruning, and leaf removal take place.

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Action Item: Julie Hoffmann will contact Brighton Dam to request a time line for the items listed above and report to the Board.

Julie Hoffmann stated the landscapers are having an ongoing issue with homeowner gates not being left unlocked. Brighton Dam is willing to have stickers/post card made to post on the homes they are unable to access. Discussion continued about how to handle the problem. Board of Directors agrees to let Brighton Dam and Julie Hoffmann come up with the best solution.

G. NEW BUSINESS

1. Meeting Update – July 28 Meeting at IKO's Office

Harry Matchett requested to skip this topic.

2. Landscaping – Tree Pruning

Harry Matchett stated the focus should be on areas where trees are impacting homes, not general areas. Julie Hoffmann stated the bids have been provided, an inspection was conducted today, and the townhouse area (end units) will need tree pruning first.

Action Item: Harry requested the IKO conduct an inspection of the entire community to determine which areas need to be addressed first.

3. Exterminator Proposals

Harry Matchett stated one proposal is for \$13k and another for \$24k annually, however, only one homeowner has been complaining about the rat issue. Frank Walsh stated this impacts the entire community. Sherry Lee explained to the Board of Directors that 19 rats have been caught. Harry Matchett stated rats are coming from the storm drains within the community.

Action Item: Julie Hoffmann will send any and all complaints to the Board for their review. Harry Matchett requested that Julie Hoffmann contact the county to inspect the storm pond areas throughout the community.

4. Fire Damage Repair At Village Fountain Entrance – Brighton Dam

Julie Hoffmann reported that Brighton Dam has dug up all roots, mulched the area, and nothing has been planted in this area.

Action Item: Harry Matchett requested that Julie Hoffmann send the Board the costs of the work completed already.

Discussion took place about plantings in this area. Frank Walsh stated this area should be left alone until fall.

MOTION: Frank Walsh motioned to leave the area as is and discuss plantings in the fall. Sherry Lee seconded the motion.

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VOTE: 4 ayes / 2 nays, Matchett, Love / 0 abstention

5. Harry Matchett requested an update on the audit. Julie Hoffmann stated that the signed proposal has been located and sent over to the auditor.

H. ADJOURNMENT

MOTION: (Harry Matchett) Adjourn the Board of Directors Meeting at 9:30 p.m. Sherry Lee seconded the motion

Vote: 5 ayes / 0 nay / 1 abstention