

**Fountain Hills Community Association**  
**Board of Directors Meeting**  
**March 7, 2019**

The Board of Directors of Fountain Hills Community Association held a Board of Directors Meeting at the Upcounty Regional Services Center on Thursday, March 7, 2019 at 7:30 p.m.

**Board Members Present:**

Harry Matchett, President  
JoAnn Windsor, Treasurer  
Frank Walsh, Secretary  
Wenhai Liu, Director  
Kevin Miller, Director  
Bob Fabiszak, Director

**Also Present:**

Ralph Caudle, Community Manager  
Richard Allen, Recording Secretary

**Board Members Absent:**

Sherry Lee, Vice President

**A. CALL TO ORDER**

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

**B. HOMEOWNERS FORUM**

1. Wenhai Liu stated that there is an issue with dog poop in the area of his house. He has had three complaints but doesn't know whose dog is responsible. It was noted that homeowners should report this to animal control. The Board also discussed that some communities require all dog owners to provide a DNA test for their dogs; this test is done at the homeowner's expense.
2. Frank Walsh asked whether the poles installed around the community were installed at the snow removal contractor's expense. Board President Matchett noted that this would be discussed later in the meeting. Mr. Walsh also noted that there are lights out at the pool house.
3. JoAnn Windsor noted that in the past annuals were planted in the front and back sections of the single family home fountain. Currently there are perennials planted all around the fountain and when they finish blooming in the spring, there is no color all summer and fall. It was noted that the landscaper does work near the original townhouse model and that area should be maintained by the homeowner. It was suggested that the landscaper be asked to plant those flowers in the front and back sections of the single family fountain.
4. Harry Matchett noted that during the spring there are many new residents moving in and arranging for service from Verizon or Comcast and these two companies are not burying the wires in a timely manner.

Fountain Hills Community Association  
Board of Directors Meeting  
March 7, 2019

5. Management asked about the different types of street signs installed in the community. The Board noted that most of the County streets have the green and white signs that are seen throughout the county and most of the community-owned streets have the beige and white signs with pictures of fountains on them. However, there are some County streets with the beige signs and some community-owned streets with the green signs. It was stated that the signs were likely all installed by the developer. It was noted that some of the signs are very faded and that if the faded signs are on County streets, then the County should be informed so they can replace them.

**C. MINUTES**

1. February 7, 2019 Board of Directors Meeting Minutes

**MOTION:** (Harry Matchett/JoAnn Windsor) Approve the February 7, 2019 Board of Directors meeting minutes as edited by Harry Matchett and Bob Fabiszak.

**Vote:** Motion Passed – unanimous

**D. MANAGEMENT REPORT**

1. Stakes for Delineating Areas for Plowing

Harry Matchett and Management met with the snow removal company to discuss the placement of the stakes, noting that this was in the contract to be done at the snow removal company's expense. Within a day of this meeting, the stakes had been placed.

**E. UNFINISHED BUSINESS**

1. Monument Sign Repairs

Management noted that he is waiting on one additional bid for repairs to the community sign at Fountain Club Drive and Great Seneca Highway. The two bids received to date are quite different from each other and from the original. The original was a wooden box with a stone façade. BrightView is proposing to install cinderblock with a stone façade, while Stoneworks by Santos is proposing to install stone on a concrete footing. Management explained that the work will be arranged by the Association, with concurrence and payment by the insurance company.

**MOTION:** (Harry Matchett/Bob Fabiszak) Defer any action on repair of the damaged sign until receipt of third (3<sup>rd</sup>) bid, clarification from Stoneworks by Santos on their proposed work, and Management solicits a fourth (4<sup>th</sup>) bid from Milestone.

**Vote:** Motion Passed – unanimous

2. Pool House Roof Repairs

Management reported that he has received bids from S&K Roofing and Windward Exteriors and is waiting on one additional bid. He noted that S&K Roofing has done several projects for the Association and that he has more than 25 years of experience working with Windward. He noted that S&K performed a thorough inspection and reported that the issue was normal wear and tear.

The Board noted their concern that repairs in one area of the roof may not address the water incursions occurring in two areas of the building.

Fountain Hills Community Association  
Board of Directors Meeting  
March 7, 2019

**MOTION:** (Harry Matchett/Kevin Miller) Approve the bid from S&K Roofing to replace the cupola roof and reinstall the railings, contingent on verifying that the water damage in both areas, under the cupola roof and in the men's bathroom, originate from a single source, with the funds to come from the Reserves.

**Vote:** Motion Passed – unanimous

3. Snow Removal Invoice

Management and Harry Matchett met with Tim and Bridget from BrightView to discuss the invoices for snow removal, which seemed excessive. BrightView offered to reduce the amount charged for the chemicals by one-half ( $\frac{1}{2}$ ); The Board decided to keep watching the invoices and continue negotiating on the price for snow removal.

**F. OFFICERS REPORTS**

1. President

Harry Matchett noted that we had received the draft Tax Return for the year ended June 2017. This tax return has the Association paying approximately \$1,200.00 in taxes. He asked whether the accountant had considered all filing options to ensure the Association was paying the minimum amount in taxes. Bob Fabiszak asked if the Association had incurred a late filing penalty; Mr. Matchett noted that there is no fine incurred as the Association had overpaid their taxes. Management noted that the tax accountant normally identifies the lowest cost method for filing and only provides the Association with forms filled out reflecting this minimizing approach. It was noted that JoAnn Windsor could sign that Tax Return as Treasurer.

Mr. Matchett noted that the issues related to different methods for filing taxes for the Association had been discussed at a prior Board meeting and he stated that he would forward his notes from this prior meeting to the Board.

**G. NEW BUSINESS**

1. Draft FY2020 Budget

Management noted that the Draft FY2020 Budget had been prepared and he needed approval from the Board to send it to the homeowners. It was noted that there are areas where the numbers don't exactly add up; Management noted that this is where numbers were typed in rather than formulas, but the overall totals are correct. The Board noted that some lines showed significant increases or decreases. Management noted that the budgeted numbers are based on the Association's expenses in these areas over the past year; he also noted that there was a significant increase in water rates during the past year.

Harry Matchett noted that the FY2020 Budget must be approved at the May Board meeting.

**MOTION:** (Harry Matchett/JoAnn Windsor) Send the draft FY2020 budget to homeowners, subject to the corrections discussed.

Fountain Hills Community Association  
Board of Directors Meeting  
March 7, 2019

**Discussion:** Frank Walsh requested that the cost for trash removal be moved from the general budget to the supplemental budgets for the areas of the Association that benefit from the trash removal. Harry Matchett noted that the Association's governing documents specify exactly what can be included in the supplemental budgets and that trash removal is not included in this listing.

Harry Matchett noted Mr. Walsh raises this issue every year during the budget process and it is known that the covenants do not allow for the cost of trash to be moved from the General Assessment. Mr. Matchett stated he would follow up via email with the Board and Management providing the specific provisions of the Covenants requiring the cost of trash removal to be paid from the General Assessments.

**Vote:** Motion Passed – unanimous

Harry Matchett noted that last year the draft budget was password-protected on the website and a postcard was sent to homeowners informing them where the budget can be found and how to access it, saving the Association significant printing and mailing funds and suggested that this be done for the FY2020 budget. The postcard included an option for homeowners to request management provide a copy of the draft budget in the event they cannot access it on the website. Mr. Matchett said this process worked great last year. Management noted that IKO can do blast emails with this information.

**MOTION:** (Harry Matchett/Kevin Miller) Notify the community of the draft FY2020 budget via a postcard with a web address to a password protected file with the budget.

**Vote:** Motion Passed – unanimous

**H. ADJOURNMENT OF THE BOARD TO EXECUTIVE SESSION**

**MOTION:** (Harry Matchett/JoAnn Windsor) Adjourn the Board of Directors Meeting to Executive Session at 9:05 p.m.

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

**I. RESULTS OF THE EXECUTIVE SESSION**

The Board discussed options for recovering funds from homeowners with significant overdue balances on their accounts.

**J. ADJOURNMENT OF EXECUTIVE SESSION**

**MOTION:** (Harry Matchett/JoAnn Windsor) Adjourn the Executive Session at 9:30 p.m.

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