

**Fountain Hills Community Association**  
**Board of Directors Meeting**  
**April 4, 2024**

The Board of Directors of Fountain Hills Community Association held a Virtual Board of Directors Meeting on Thursday, April 4, 2024 at 7:30 p.m.

**Board Members Present:**

Patrick Broderick

Jeff Chai

Jeff Green

Carlos Mata

Clay Vaughan

Frank Walsh

**Management Present:**

Marcy Grove, Community Administration Manager

**Board Members Absent:**

Grant Izmirlian

**I. CALL TO ORDER**

The Board of Directors Meeting was called to order by Jeff Chai at 7:32 p.m. with a quorum of six Directors present.

**II. PREVIOUS MEETING MINUTES**

The Board of Directors had received draft minutes of the March 7, 2024 Board of Directors meeting. **Jeff Chai made a motion to approve the meeting minutes as presented. Pat Broderick seconded the motion which carried six to zero with no abstentions.**

**III. OFFICER REPORTS**

**Treasurer's Report:** Jeff Green reported the audit engagement letter has arrived and some funds had been transferred to the appropriate budget allocations.

**IV. COMMITTEE REPORTS**

**Architectural Committee:** The Committee reviewed and approved two applications.

**Landscape Committee:** The Committee met and selected the spring floral plantings. Jeff Chai inquired whether tree maintenance needs were under review, specifically on the rear of the Porterfield Way homes where deteriorating trees had damaged unit owner property. This conservation area requires permission from Montgomery County to perform pruning. Laura Etchison reported two spring walkthroughs were planned with the Committee: with an arborist for tree work and with Level Green for plantings. Jeff Green requested tree removals be evaluated along with replanting.

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**Enforcement Committee:** The Committee responded to four complaints. Comprehensive replacement of all towing signs is under consideration. David Holtzman stated this signage should only be for private lots and streets and expensed to the Townhome and Village budgets.

**Pool Committee:** Laura Etchison reported the renovation is approximately seventy percent complete and a punch list walkthrough should be scheduled in about two weeks. Bathroom stalls and counters remain to be installed. Regarding the two supply doors without windows as were original, Laura Etchison is checking with Montgomery County for any requirements which they may have. Jeff Green reported the new lighting is an improvement. A paint swatch has been left at the pool house for color selections;

**V.OLD BUSINESS**

**A. Pool House Renovation**

Laura Etchison reported the renovation is approximately seventy percent complete and a punch list walkthrough should be scheduled in about two weeks. Bathroom stalls and counters remain to be installed. Regarding the two supply doors without windows as were original, Laura Etchison is checking with Montgomery County for any requirements which they may have. Jeff Green reported the new lighting is an improvement. A paint swatch has been left at the pool house for color selections; Frank Walsh and Jeff Green will review; management was directed to check with Hann & Hann for any other color selections. Discussion of an opening day was held.

**B. Bohler Engineering Update**

Bohler Engineering has submitted the application to Parks & Planning and the agency has requested a letter of authorization from the Board of Directors. A fee of \$3,000 is required for the design review. **Jeff Chai presented a motion to approve the \$3,000 fee; Frank Walsh seconded the motion which carried six to zero with no abstentions.** Management will draft the letter for Board signature; Jeff Green requests to review a copy of the application prior to submission.

**C. Monument Signs**

The deposit was sent March 25 and the installer anticipates a mid-April mobilization. Carlos Mata recommended the trees at the Fountain Club Drive sign be elevated to prevent corrosive damage. Clay Vaughan noted all ground shrubs should also be pruned at the sign locations. Management will inspect all signs areas and notify the landscaper; Jeff Green noted spring floral plantings should be scheduled after sign installation.

**D. Snow Removal Invoices**

Laura Etchison thanked the Directors who attended the Level Green meeting to review the invoices totaling \$103,000. The meeting considered the contractor's performance, removal methods and equipment as well as the removal which occurred in unauthorized areas. Level Green presented an offer to reduce the total to \$55,000. The Directors discussed revising the snow RFP to specify equipment and chemical volume during snow events and seeking future contracts not dependent on time and material rates. Future separate landscape and snow removal providers may be solicited. Level Green's performance Upon thorough evaluation, **Jeff Green motioned to approve payment not to exceed \$55,000 with a requirement management request the final amount be \$50,000. Clay Vaughan seconded the motion which passed six to zero with no abstentions.**

#### **E. Pet Stations**

Installation is anticipated April 5 for the station at the Autumn Mist tot lot and across from 18711 Sparkling Water Drive. An old post will be removed, if there is no footer at no charge, otherwise for \$125.

### **VI. NEW BUSINESS**

#### **A. 2025 Operating Budget**

A draft budget totaling \$849,065.76 had been presented for review along with a budget narrative. Jeff Green recommended the narrative be shared with homeowners to aid in clarifying the \$6.36 per address per month increase which will sustain insurance, pool expenses and the reserve schedule. Laura Etchison noted the Miscellaneous Admin charges might also be broken down to provide a thorough detail of Schedule A items but Jeff Green stated this would not be necessary. Both Jeff Green and Laura Etchison said this budget correctly re-aligns community expenses. Management recommended some unrestricted equity might be allocated to a snow removal contingency fund but the Directors preferred to retain the liquid funds. The thirty-day review timeline was considered; the scheduled Board meetings fall just under the required period for review. After discussion, the Board resolved to hold a Special Meeting May 6 at 7:30 p.m. for budget review with final approval on June 6 at the regular Board meeting. Frank Walsh inquired about the pool internet increase; Laura Etchison noted this had not been properly budgeted in past years. The Board considered seeking an alternative provider. Frank Walsh asked whether the Townes of Chestnut Oaks road maintenance allocation was accurate; this figure is true. **Jeff Chai made a motion to approved the draft 2025 operating budget of \$849,065.76 to homeowners for review and commentary by May 6. Clay Vaughan seconded the motion which was approved six to zero with no abstentions.** Management will send a full mailing including the new pool registrations instructions.

#### **B. Audit & Tax Engagement 2024 - 2025**

A two-year engagement at a cost of \$6,050 per year for audit and tax filing had been presented by Goldklang. **Jeff Chai presented a motion to accept Goldklang's proposal for 2024 and 2025 services. Jeff Green seconded the motion which carried six to zero with no abstentions.**

### **VII. HOMEOWNER FORUM**

Jeff Green inquired about scheduling drinking fountain installation at the pool with Peddicord Plumbing and the commencement of the new Fountain Craft fountain service contract. Laura Etchison noted the fountain service would begin in ten days and is coordinating with Power Systems Electric for the lighting install; she will reach out to Peddicord.

Clay Vaughan would like to meet with the new fountain servicer regarding landscaping at the utility sheds. He asked about the street light diffuser; Laura Etchison will check with Power Systems Electric.

Patrick Broderick had been approached to publicize kindergarten registration at the Germantown Elementary School with a flyer. The Directors assented to distribution of the flyer along with posting on [www.FountainHillsCommunity.com](http://www.FountainHillsCommunity.com) and Facebook.

Frank Walsh noted the light diffuser had yet to be installed but has observed Power Systems Electric working in the area. He asked about the new doors without windows at the pool. Jeff Chai stated

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that while the doors differed from the original installation, the Board had approved the contract. Laura Etchison will check on any Montgomery County requirements for windows in these doors. Carlos Mata reported litter issues and broken glass from liquor bottles. Management had sent a work order for removal. Jeff Chai suggested a Community Clean Up Day; Jeff Green stated litter patrol service had not been in place previously and the issue resulted from loiterers. Frank Walsh recommended asking for courtesy police patrols to deter loitering. Clay Vaughan support seeking volunteers for this task; Jeff Chai agreed with soliciting volunteers for a Social Committee and following through with a community volunteer day.

**IX. ADJOURNMENT**

**Jeff Chai made a motion to adjourn the meeting at 9:40 p.m. Clay Vaughan second the motion and all six Directors were in favor.**

Respectfully Submitted,

*Marcy Grove*

**Fountain Hills Community Association**  
**Architectural Review Committee Meeting Minutes**  
**Wednesday, April 17, 2024 – 7PM**

The Architectural Review Committee (ARC) of Fountain Hills Community Association held their April meeting via teleconference on Wednesday, April 17, 2024.

Members present:

Siu Poon, Chair  
Biao “David” Ruan  
JoAnn Windsor

Meeting was called to order at 7:02PM.

There were two ARC applications presented and the dispositions were as follow (For/Against/Abstain):

- 1) 13205 Scarlet Mist Way (Abraham) – Porch Replacement. Approved as submitted. (3/0/0)
- 2) 19014 Noble Oak Drive (Crabtree) – Deck Replacement. Approved as submitted. (3/0/0)

Next ARC meeting will be held on Wednesday, May 15, 2024. Meeting method will be determined at a later date.

Meeting adjourned at 7:09PM.