

Corrected as approved on July 7, 2016

**Fountain Hills Community Association  
Special Meeting/Work Session  
June 2, 2016**

The Board of Directors of Fountain Hills Community Association held a Special Meeting at the UpCounty Regional Services Center on Thursday, June 2, 2016 at 7:30 p.m.

**Board Members Present:**

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

**Also Present:**

Laura Etchison, Community Manager  
Ruth Ann Allen, Recording Secretary  
Linda Wildman, IKO Management

**A. CALL TO ORDER**

The Work Session was called to order by Tom Brennan at 7:30 p.m.

**B. CLOSED MEETING**

**MOTION:** (Tom Brennan/Sherry Lee) Move into Closed Meeting at 7:30 p.m.

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

**C. REPORT OF THE CLOSED MEETING**

According to Section 11B-111 of the Maryland Homeowners Association Act, the Board held a Closed Meeting for review of the Management Agreement with IKO Property Management. No motions were made, nor votes taken.

**D. WORKING SESSION**

**MOTION:** (Tom Brennan/Siu Poon) Adjourn the Closed Meeting and move into the Working Session at 8:32 p.m.

**Vote:** Motion Passed - Unanimous

Several homeowners were present but homeowner comments were not received, as this meeting was a working session for the Board of Directors and Management.

1. Action/Task List

Management provided the Board with an action item/task list spreadsheet which provides the Board with information on the task, disposition, completion date and persons responsible for having the task completed. Management and the Board reviewed the chart.

The Board suggested that the items be numbered and that once items are completed they be greyed out.

Management noted that proposals have been received for fountain service and Maintenance that will be discussed as the June 8<sup>th</sup> Board Meeting.

Management also noted that a tree assessment should be done of all the common areas in the community. The tree work can be done over phases and the Board can consider increase the tree maintenance line item in the budget.

It was noted that FHCA is second on the list for receiving ground cover for the tot lot. Management will check if it is acceptable in Montgomery County to use the wood chips from woodchipsdelivered.com.

Management will work on providing the Board with snow removal contracts for the 2016/2017 snow season.

The Board specifically discussed towing of vehicles for non-payment of assessments for the townhomes. It was noted that the By-laws permit such action when combined with a 24 hour tow warning notice.

The Board also talked about water from the pool draining onto Fountain Hills Condominium property and discussed possible courses of action to determine the underlying problem. It was noted that Management has no comprehensive documentation of prior research into this problem and wants it on the record that they suggest we should invest in having the drains inspected by camera. It was suggested that the company who built the pool be contacted for help and to get a copy of the blueprints. It was also requested that Community Pool Service be asked to come to the July 7<sup>th</sup> Board of Directors Meeting to discuss the pool.

Management noted that the Reserve Study needs to be updated and will be looking into proposals for having it done next year.

Management noted that the discussion of the collection policy is on the agenda for June 8<sup>th</sup> Board of Directors Meeting.

The Board discussed the work on the fountains by Knoble. The Board requested that Management invite Knoble to attend a future Board meeting. Harry Matchett will lead the discussion with Knoble about the fountain repair and Frank Walsh will lead the discussion about the concrete step repairs.

The Board discussed sealcoating of the townhome parking lots and looking into bids as the cost of oil is low at this time.

## 2. Calendar

Management provided the Board with a calendar which includes items that should be addressed each month.

## 3. Discussion

### a. *“Yard Sale” Sign*

It was noted that there is a sign for a yard sale in the middle of the flower bed that should be removed.

*b. Meeting Signs*

It was discussed whether to have Board meeting notification signs placed in the community for Board Meetings. It was noted that this would require someone to be responsible for putting them up, taking them down, and storing them.

*c. Email to Management*

Nick Mahabir handed out to Board members a copy of an email he wrote to Management concerning operations of the community.

*d. Pool Pass Application*

It was requested that the pool pass application be changed to eliminate the request for email addresses and dates of birth. Management will arrange for this change.

The “Notice of Pool Hours” posted at the pool house needs to be updated. The Board also discussed phone and internet service at the pool.

**E. ADJOURNMENT**

**MOTION:** (Siu Poon/Hari Donthi) Adjourn the Working Session at 9:35 p.m.

**Vote:** Motion Passed - 6 ayes/1 nay (Brennan)/0 abstentions