

**Approved as Corrected - 3/1/2012**

**Fountain Hills Community Association  
Board of Directors Meeting  
February 2, 2012**

The Board of Directors of Fountain Hills Community Association held a Board of Directors Meeting at the UpCounty Center on Thursday, February 2, 2012 at 7:30 p.m.

**Board Members Present:**

Phil Suter, President  
Nicolm Mahabir, Vice President  
Danial Magid, Treasurer  
Frank Walsh, Secretary  
Siu Poon, Director  
Tom Brennan, Director  
Sue Adamkiewicz, Director

**Also Present:**

Stephon Collins, Community Manager  
Craig Wilson, Vanguard Management  
Ruth Ann Allen, Recording Secretary

**Committee Members Present:**

Harry Matchet, Enforcement Committee Chair

**Homeowner Present:**

Steven Muse, 18804 Porterfield Way

**Condominium Representative:**

David Holtzman, Board President, Fountain Hills Condominium

**A. CALL TO ORDER**

The February 2012 Board of Directors Meeting was called to order by Phil Suter at 7:30 p.m.

**B. REPORTS OF OFFICERS AND DIRECTORS**

1. Resident Comments

Phil Suter stated that resident comments that pertained to violations had been passed onto the Enforcement Committee for action. In Addition, Mr. Suter received the following comments:

*a. Handicap Spaces on Rising Sun*

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It was noted by several residents in the 13000 block of Rising Sun Lane that there are two (2) unused handicap spaces. The residents inquired if these handicap spaces could be blocked out and used as regular parking spaces.

**MOTION:** (Phil Suter/Danial Magid) Block out the handicap spaces on the 13000 block of Rising Sun Lane.

**Vote:** Motion Passed - 5 ayes/1 nay (Brennan)/0 abstentions

The handicap spaces can be put back in if the need arises.

*b. Stored Vehicles in Parking Spaces*

It was also noted by residents and the Board that parking spaces are being used for vehicle storage. Management stated that a parking policy had been drafted a few years ago, following the terms of the covenants of the community, but the policy was never approved. Management will send the Board the draft parking policy for their review for the next Board meeting

*c. Dog Waste Stations*

It was noted that several dog waste stations are overflowing and residents are not cleaning up after their dogs. The Board suggested that a flier reminding residents to clean up after their dogs be placed on the web site and included in the newsletter and/or sent out with an upcoming mailing.

*d. Tree Trimming*

It was noted that there are still trees in the common areas of the community that have not been trimmed back.

*e. County Sidewalks and Trees*

It was noted that sidewalks in the areas with single family homes need work. These are County sidewalks and Management has notified the County. Management reported that the County will be trimming trees, but the branches may be left on common areas for 24-48 hours until the process is completed.

*f. Parking Space Numbers and Stripes*

A number of residents have reported that the numbers and stripes of the parking spaces on Rushing Water Way have faded. Management stated that the numbering and striping will be done in March or April.

*g. New Sidewalk*

Phil Suter investigated the area at Little Star Lane and Rising Sun Lane that lack sidewalks, and recommended that a new sidewalk should be installed in that area to eliminate a safety hazard. Management will solicit bids for putting in a

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sidewalk on either side of the street and both sides of the street.

2. Board Contact Information

Management will update the contact information for the Board to reflect the Board members.

3. Street Lights in Community

It was requested that Board members look at the lighting situation in their neighborhoods to determine if additional streetlights are needed. As part of this investigation, the Board members should look to see if tree limbs are obscuring the existing lights.

**C. MINUTES**

1. January 5, 2012 Board of Directors Meeting Minutes

**MOTION:** (Phil Suter/Tom Brennan) Accept the January 5, 2012 Board of Director Meeting Minutes as amended by Phil Suter and Frank Walsh.

**Vote:** Motion Passed - Unanimous

**D. COMMITTEE REPORTS**

1. Social Committee

The Social Committee will be working to choose a date for the annual community picnic.

2. Enforcement Committee

Harry Matchett stated that, as part of a walk-through, the Enforcement Committee identified several architectural guidelines that needed clarification. Mr. Matchett requested the color palette for houses in the community; Management will forward it to the committee. The Board asked the Architectural Review Committee to review the architectural rules and suggest changes. Mr. Matchett also requested clarification on the colors of house numbers and fixtures. Mr. Suter stated that according to the ARC guidelines, any exterior alteration must have ARC approval and any exterior alteration must be in accordance with the original design of the community.

Mr. Matchett mentioned that many of the violations are improperly stored trash cans and recycling bins. The Board discussed placing orange stickers on the containers that are not removed stating that they need to be removed in twenty-four (24) hours of the written date or the Association will remove them.

Mr. Muse stated that the idea of the triplicate form for the Enforcement Committee was so that the violation form could be sent directly to the homeowner. If the Enforcement Committee is to do this, they need envelopes and stamps. Management

stated that the Enforcement Committee does not have the names of the people to address the envelopes and if the home is rented, there would be a different address for the homeowner, therefore, it makes better sense for Management to send out the violation notices as they have all that information. The Board also agreed that all violations should

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go through Management. Management stated they can typically send out violations between three to four (3-4) business days.

Phil Suter distributed a "Guidance for Enforcement Inspections" document that provides guidelines for the enforcement inspections in the community. The Board discussed possible corrections to the document. The Board agreed that the Enforcement Committee should not inspect the Condominium property, as the Condominium has its own active enforcement.

**MOTION:** (Phil Suter/Siu Poon) Approve the "Guidelines on Enforcement Inspections" as a stand alone document as edited.

**Vote:** Motion Passed - Unanimous

#### **E. HOMEOWNERS OPEN FORUM**

1. David Holtzman, as condominium owner and Board President of the Fountain Hills Condominium, stated that the Condominium shares in the concern of traffic safety in the community. Mr. Holtzman inquired if the Board would be interested in distributing a safe driving flyer that is published by the Montgomery County "Drive Safe!" program. The flyer can be reprinted and handed out to the community. Danial Magid stated that he would be willing to hand out fliers in the community, once in the Spring and then in the Fall. Steven Muse also agreed to help with handing out the fliers. Mr. Holtzman will forward the information about the program to the HOA Board.

Phil Suter mentioned to Mr. Holtzman that the HOA has been working on adding more stop signs and painting stop lines in the community.

2. Harry Matchett, 13220 Lake Geneva Way, stated that Item D4 of the October 6, 2011 Board of Director Meeting Minutes contained incorrect information. Mr. Matchett stated that the minutes incorrectly stated that the trees were County trees, when they are common area trees. In addition, the minutes mention that the County was in the neighborhood, when it should have read the Landscaping Company was in the neighborhood. Mr. Matchett also inquired why there had been such a delay in posting of the Board of Director Meeting Minutes on the website. Management stated that the delay was due to Management and the webmaster.

**MOTION:** (Phil Suter/Siu Poon) Include into the minutes that the statement from Mr.

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Matchett mentioned in Item D4 of the October 4, 2011 Board of Director Meeting Minutes was referring to common area trees, no County trees.

**Vote:** Motion Passed - 6 ayes/0 nays/1 abstention (Brennan)

3. Steven Muse, 18804 Porterfield Way, inquired if the storm water management ponds had been turned over to the County. Management explained that once the work has been completed on the last pond, all the ponds in the community will be turned over to the County.

Mr. Muse inquired about a tree that had been tagged with orange spray paint. Management stated that this tree had been marked by the County and should mean that the County will remove it.

## **F. MANAGEMENT REPORT**

### **1. Pool Pass Application Packet**

Starting this coming pool season, there will be two separate pool pass applications: one (1) for previous applicants/permanent residents and one (1) for new applicants/tenants. The Board agreed to send homeowners an information letter concerning the pool pass application process that would refer them to the applications on the website.

The Board requested that Management ask legal counsel if the draft budget could also be placed on the website.

Management will draft a one (1) page notice for pool pass applications on the website, and for the draft budget if placement on the website is approved by legal counsel, for the Board to review, and Phil Suter will work on setting up the website for the pool pass applications.

### **2. Speed Control Devices**

Management asked O'Leary Asphalt to provide pricing for painting of stop lines and installation of ten (10) additional stop signs. The cost for the "STOP" signs with post (including installation) and twenty-nine (29) stop lines would be \$2,700.00. The cost to replace the one (1) worn speed hump would be \$1,150.00. Management stated if the Board agrees to move forward with this action, Management will obtain additional bids.

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The Community's insurance company will be in the community on February 16<sup>th</sup> to do the loss control. The Board agreed to wait on a decision until the loss control is performed. The Board also requested that Management check with the County about installing stop signs at all intersections of the community that meet with County streets.

3. Grounds Maintenance Contract

On January 14, 2012, members of the Board of Directors interviewed three landscaping companies: McFall & Berry Landscapes, Valley Crest Landscape Maintenance, and Complete Landscaping. The Board requested that Valley Crest provide cost saving adjustments to their proposal which Management supplied to the Board.

The Board discussed the outcome of the interviews and the proposals submitted by these three (3) landscaping companies.

**MOTION:** (Phil Suter/Siu Poon) Accept the proposal from Valley Crest Landscape Maintenance for grounds Maintenance for a three (3) year contract with a yearly cost of \$125,081.00.

**Vote:** Motion Passed - Unanimous

4. Collection Matters

*a. 18705 Sparkling Water Drive, Unit T2*

**MOTION:** (Phil Suter/Tom Brennan) Ratify the email vote by the Board concerning 18705 Sparkling Water Drive, Unite T2, for a payment plan of four (4) payments of \$1,200.00 to settle the account.

**Vote:** Motion Passed - Unanimous

*b. 13514 Champions Way*

**MOTION:** (Phil Suter/Siu Poon) Ratify the email vote for settlement from 13514 Champions Way of five (5) payments of \$971.10 to settle the balance with a vote of 5 ayes/2 nays (Walsh/Brennan)/0 abstentions.

**Vote:** Motion Passed - Unanimous

*c. 18743 Harmony Woods Lane*

**MOTION:** (Phil Suter/Tom Brennan) Ratify the email vote to reject the payment

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plan of \$100.00 extra per month for 18743 Harmony Woods Lane of 0 ayes/5  
nays/2 abstentions (Adamkiewicz/Brennan).

**Vote:** Motion Passed - Unanimous

5. 2012 Draft Budget

Management requested that the Board review the FY2013 draft operating budget for the March meeting and email any questions to Management.

6. Draft Audit

Management provided the Board with the draft audit for and requested that the Board review the draft audit for the March Board Meeting.

7. Management Contract

Management provided the Board with a copy of the management contract with Vanguard Management Associations, Inc. for their review.

**G. UNFINISHED BUSINESS**

1. 13533 Hamlet Square Court

Management reported that the house at 13533 Hamlet Square Court will be going up for auction.

2. Appointment of Committee Members

*a. Enforcement Committee*

**MOTION:** (Phil Suter/Siu Poon) Reappoint Steven Muse and appoint Vernard McBeth to the Enforcement Committee.

**Vote:** Motion Passed - Unanimous

*b. Architectural Review Committee*

**MOTION:** (Phil Suter/Siu Poon) Reappoint Maggie Suter as Chair of the Architectural Review Committee and Daryl McFadden and Marco Mazzarino as members; appoint Rajat Sengalia and Tom Brennan as new members.

**Vote:** Motion Passed - Unanimous

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Management stated that the Architectural Review Committee is the only committee that must have at least three (3) members.

*c. Social Committee*

**MOTION:** (Phil Suter/Tom Brennan) Appoint Nicolm Mahabir and Siu Poon as co-chairs of the Social Committee with Sue Adamkiewicz as member.

**Vote:** Motion Passed - Unanimous

*d. Landscape Committee*

**MOTION:** (Phil Suter/Siu Poon) Appoint the Board of Directors as the Ad hoc Landscaping Committee.'

**Vote:** Motion Passed - Unanimous

3. Security for the Community

Nicolm Mahabir noted that the report discussing security in the community will be complete in a couple of weeks and, at that time, the report will be circulated to the Board members.

**H. NEW BUSINESS**

1. Review of Management Contract

Tom Brennan stated that since the Board has recently reviewed various contracts including the grounds maintenance contract and the pool contract, the Board should also review the management contract with Vanguard Management, and, possibly open up the management contract for additional bids. Mr. Brennan stated that the Board should discuss whether the current management company or another contractor could take the community forward to the next level.

The Board discussed the performance of the present management company.

Craig Wilson, Vanguard Management, stated that they are open for dialogue with the Board to strengthen their relationship and expectations.

2. Dog Waste Stations Contract

**MOTION:** (Phil Suter/Danial Magid) Renew the contract from DC Metro Pet Services,



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LLC for the maintenance of the dog waste stations at a cost of \$50.00 per visit, once a week, from January-March and December, and \$45.00 a visit, twice a week, from April-November.

**Vote:** Motion Passed - Unanimous

**I. ADJOURNMENT**

**MOTION:** (Phil Suter/Siu Poon) Adjourn the Board of Directors Meeting at 9:50 p.m.

**Vote:** Motion Passed - Unanimous