

Approved as edited on March 1, 2018

**Fountain Hills Community Association**  
**Board of Directors Meeting**  
**February 1, 2018**

The Board of Directors of Fountain Hills Community Association held a Board of Directors Meeting at the Upcounty Regional Services Center on Thursday, February 1, 2018 at 7:30 p.m.

**Board Members Present:**

Harry Matchett, President  
Sherry Lee, Vice President  
JoAnn Windsor, Treasurer  
Frank Walsh, Secretary  
Chris Summers, Director  
Nikole Aguilera, Director

**Also Present:**

Julie Hoffmann, Community Manager  
Ruth Ann Allen, Recording Secretary

**Homeowners Present:**

Robert Love, 18723 Autumn Mist Drive  
Irene Tadesse, 18707 Harmony Woods Lane  
Barbara Peressini, 18935 Fountain Hills Drive  
Stacy Teig, 13436 Fountain Club Drive, Cornerstone Montgomery

**A. CALL TO ORDER**

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

**B. HOMEOWNERS FORUM**

1. Irene Tadesse, 18707 Harmony Woods Lane, noted that there is trash left outside on weekends and holidays, there is a lot of noise coming from the upstairs unit, and the smell of smoking is permeating her unit. Harry Matchett noted that these are items that would be dealt with by Chambers Management, management company for those condominiums.
2. Barbara Peressini, 18935 Fountain Hills Drive thanked Board members for their service on the Board of Directors.
3. Robert Love, 18723 Autumn Mist Drive, noted several items that need attention in the community:
  - a. The monument entrance signs, except for the one at Dawson Farm and Great Seneca Highway, are dirty and falling apart
  - b. The mailboxes look terrible
  - c. The tot lot on Harmony Woods Lane looks good, but the area is covered with trash
  - d. The pavement needs resealing
  - e. Fountain maintenance needs to be addressed
  - f. Repair of the pool fence

4. Stacey Teig, Program Supervisor for Cornerstone Montgomery, was present to check in with the Board regarding the group homes located within the community. These group homes allow the residents to live work and integrate successfully into the community. Sherry Lee noted that one of the residents on Hamlett Square has been asking residents for cigarettes and has been smoking out front of the unit. Otherwise, there are no other issues.
5. Frank Walsh noted that there has been no treatment for the last three (3) or four (4) winter events and inquired what will happen going forward. Barbara Peressini noted that money should not be spent on small snow events.

#### C. MINUTES

1. January 4, 2018 Board of Directors Meeting Minutes

**MOTION:** (Harry Matchett/Sherry Lee) Accept the January 4, 2018 Board of Directors Meeting Minutes with edits by Harry Matchett, Frank Walsh, and JoAnn Windsor.

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

#### D. PRESIDENT COMMENTS

Harry Matchett stated that he has received comments from residents regarding dog waste and dogs running loose in the tennis courts at the Fountain Hills Local Park next to the condominium. He requested that Management contact the County or Park and Planning to report this issue and he asked Frank Walsh to bring this item up at the Fountain Hills Condominium Board Meeting.

Mr. Matchett noted that there are exposed cables from Comcast and Verizon in the community. Management noted that it is hard to get either of these companies to come out to fix these issues.

Mr. Matchett noted that he received complaints regarding the Board meeting agendas not being timely posted before the meetings. Going forward, Mr. Matchett and Management agreed that Management will have a draft agenda delivered to Mr. Matchett on the Friday before the Board Meeting.

Mr. Matchett noted that he did not receive a response to all the questions he had raised regarding financials in October 2017 and followed up with an email. Mr. Matchett also noted that the accounts that were requested to be eliminated have not been done. Management noted that she had contacted IKO's CFO who stated that removing those accounts does not give an accurate accounting to auditors. Mr. Matchett stated he contacted the Association's auditor, Jennifer Murray of Goldklang Group, and Ms. Murray was in agreement that the Association had not historically used the aforementioned accounts in its books and records. It was also noted these accounts were not included in the Board approved FY2018 budget.

Mr. Matchett also inquired why the reserve interest in the financial statement was so high. Management will check on these matters.

Mr. Matchett outlined the following FY2019 budget timeline:

1. Management will have the draft budget available for the March Board Meeting, which will be approved to distribute to homeowners for comment at the April Board Meeting.
2. The Board will review homeowner comments and discuss the draft budget at the April Board Meeting.

3. The Board will review homeowner comments on the draft budget, discuss and potentially revise the draft budget and vote on the final budget at the May Board Meeting.

#### E. COMMITTEE REPORTS

1. Architectural Review Committee (ARC)

There were no architectural applications received for the January 2018 ARC meeting and a meeting was not held. It was requested that the ARC provide meeting minutes to be attached to the Board Meeting Minutes.

2. Enforcement Committee

Nikole Aguilera noted her interest in joining the Enforcement Committee.

**MOTION:** (Harry Matchett/Sherry Lee) Nominate Nikole Aguilera as a member of the Enforcement Committee.

**Vote:** Motion Passed – Unanimous

#### F. MANGEMENT REPORT

1. Landscape Maintenance Contract

The Board reviewed the proposals received for landscape maintenance for 2018. It was noted that the installation of fall annuals should be at the Board's discretion as there is no reason to pull out flowers that are still blooming nicely in the fall. Also, the Board discussed whether a fall mulching was needed and, if so, whether it should only be done in highly visible areas. It was also noted that some mulch may be blown away when the leaf blowing is done.

The Board discussed approving one of either the Brightview or the D&A Dunlevy landscape maintenance proposal. It was noted that D&A Dunlevy did not follow through with maintenance of the storm water areas with their previous contract.

The Board discussed whether a third (3<sup>rd</sup>) leaf removal in the fall would be needed.

**MOTION:** (Harry Matchett/Sherry Lee) Approve Option 1 with Brightview, as outlined in their proposal, with modification of fall mulching and fall flower planting at the Board's discretion.

**Vote:** Motion Passed – 4 ayes/2 nays (Lee, Walsh)/0 abstentions

2. 2019 Budget Timeline

- March 1<sup>st</sup> - the draft budget will be provided to the Board by Management and approved to distribute to homeowners.
- April 5<sup>th</sup> – the Board will receive comments from homeowners on the draft budget
- May 3<sup>rd</sup> – final approval of the 2019 budget

3. Snow Removal on Fountain Hills Drive and Porterfield Way Horseshoes

Harry Matchett noted that on March 15, 2017, Management received an email from a homeowner residing on the Porterfield Way horseshoe that the horseshoe areas were the responsibility of the HOA. Management informed the homeowner these horseshoe loops are Montgomery County maintained. The April 3, 2017 Management Report indicated that the horseshoes were Montgomery County maintained.

Homeowner George Photinakis attended the October 5, 2017 Board Meeting and stated that the HOA always maintained the horseshoes. At that meeting, Harry Matchett stated that the Association would revisit this matter and requested that Management check the original documents for information on this matter. Management was unable to locate any related documents in the Association's permanent document files. Mr. Matchett contacted a business associate who was able to research the Maryland and Montgomery County records and obtain a copy of the Supplementary Declaration of Covenant – Village Property, from October 15, 1999 which is an easement agreement that the Association is responsible for the maintenance of the horseshoes on Fountain Hills Drive and Porterfield Way, which includes snow plowing. Mr. Matchett requested that Management contact the affected homeowners and provide them a copy of the easement agreement. The snow plowing of these horseshoes will be added to the snow clearing contract.

4. Single-family Fountain

Management provided the Board with information on previous proposals for repairs/replacements to the single-family homes fountain, noting that some contractors would not repair the fountains. Harry Matchett noted that he thought another proposal was provided in October for repairs to this fountain, but the Board did not make a decision at that time as within two (2) weeks the fountains were to be turned off for the winter. Management will check on this proposal.

The Board requested that Management obtain multiple bids for repair/replacement of the single-family fountain. It was noted that the one (1) hole in the fountain may be too large to repair.

Chris Summers noted that the single-family fountain was not turned on over the summer and inquired if the Association paid for maintenance services for a fountain that was never turned on. Mr. Summers also noted that maintenance of the fountains has been delayed too long.

The Board discussed whether the fountains are included as a Reserve item. It was noted that maintenance of the fountains is probably not a reserve item, but the replacement of the fountains may be. Management will double check on this matter.

**Nikole Aguilar left at 9:08 p.m.**

5. Pool Management Contract

Management provided the Board with the Pool Management Contract for 2018 from RSV Pools. The Board requested that Management send out RFPs for the pool management contract to Continental Pools, High Sierra Pools, and Community Pools.

6. Pool Jet Pump Motor Proposal

Management provided the Board with a proposal from RSV Pools for replacement of the jets pump motor in the amount of \$685.00. It was noted that these jets are located at the bench seat in the pool and is not required to be fixed by the County. It was noted that this is a nice feature of the pool. The Board agreed not to take action on this proposal at this time and requested that Management look at previous costs for pump replacement.

**G. ADJOURNMENT OF BOARD MEETING TO EXECUTIVE SESSION**

**MOTION:** (Sherry Lee/Frank Walsh) Adjourn the Board of Directors Meeting into Executive Session at 9:26 p.m.

**Vote:** Motion Passed – 4 ayes/1 nay (Matchett)/0 abstentions

**H. RESULTS OF THE EXECUTIVE SESSION**

The Board took action on a collection matter.

**I. ADJOURNMENT OF THE EXECUTIVE SESSION**

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

**Vote:** Motion Passed - Unanimous