

**Minutes of the April 21, 2005 Meeting of the  
Board of Directors of the Norbeck Hills Homeowner Association**

Board Members Present: Avrom Wofsey, Vice President  
Ellsworth Romer (Treasurer)  
Karen VanDuser (Secretary)

Others Present: Ravi Parkhie, Agent for the Association,  
The Management Group Associates, Inc.  
Seven (7) Homeowners (see attached sign-in sheet)

The meeting was called to order by Av Wofsey, Vice President, at 7:06 PM

**1. OPENING REMARKS**

Karen VanDuser reported that a contract had been approved for the rebuilding of the Peterson home but that permit still need be approved through the County. She stated that the process of approving permits could take up to two months but, as soon as they are approved building could start. She reported that the contract called for the house to be completed in 120 days. She stated that she anticipated that the three homeowners may not return to community until September.

Av Wofsey and Karen VanDuser reported on the Accomplishments of the Board since the last Homeowner Association meeting in March.

1. This report included that the Board had received and answered four e-mails from homeowners which had been delivered using the NHHOA Website Feedback feature. These e-mail dealt with a variety of issues from towing policy, colors approved for townhomes trim and shutters, party walls, and ownership of trees and sidewalks on MacDuff Avenue and Hines Road.

2. Pool Membership Registration letters had been sent to all households and outside members. It was emphasized that registration forms needed to be submitted by all who wished to use the pool this year, because we were updating our homeowner data.
3. An interim Lawn Service contract had been issued to H&H on a per cut basis. This was done to allow ample time for submission and bid review by the Board of these submissions to establish the long term lawn service contract. Bids are due in on May 10.
4. The Board and the Management Group have been working to finalize Statements of Work (SOW) to address the Safety Issues identified in the Reserve Study Addendum. The issues address patching of asphalt, repairing of curbs and sidewalks, and some other trip and electrical repairs. Additionally, the Board and Management Group have developed specifications and an SOW for the stripping and stenciling of the townhome parking lots. It is anticipated this work will be conducted in August or September after the asphalt and concrete repairs have been completed. It was noted that some special coordination will be necessary on Longview Lane, since the homes destroyed or damaged by the fire will be in the rebuild stage at this point, and various vehicles and dumpsters may be onsite at that time. Av Wofsey reported that the sidewalk/path leading to Cashell Elementary School was agreed to be repaired by the County and he will be reminding them of the repair now that the weather is better.
5. The Board had defined and the Management Group has delivered specific Technical Direction to the Pool Contractor for this years operation of the pool. This direction included the need to have the rubber pants available, what steps to take to address loitering at the pool parking lot, etc.
6. The Board has also posted the Minutes of the NHHOA Board meetings conducted in November 2004, and January and February 2005 on the Norbeck Hills Website. The Board will post each month's approved minutes on the Website. Av suggested that we might want to post a sign at the Bulletin Board near the pool to remind persons of the Website address. **Action Item 58: Develop Notice to be posted at the Bulletin Board near the pool which directs the Homeowners to the Norbeck Hills Website for information (www.norbeckhills.org).** During the discussion of this, it was noted that the Bulletin Board had been vandalized and required repair. **Action Item 59: Ravi Parkhie to obtain bids for repair of the Bulletin Board.**

## 2. HOMEOWNER FORUM

1. A Cannes Lane homeowner asked about the large recycle bins which are being distributed by the County and why she had not received one. It was explained that these recycle containers were being provided to single-family homes but that the County would honor requests from townhomes on a case by case basis. The information on the County Recycle website indicated that they would be provided to end unit townhomes, upon request. The homeowner was directed to the Montgomery County website for further information.
2. Another Cannes Lane homeowner brought up the fact that homeowners are leaving propane tanks on the decks of their homes. She referenced the recent fire as an emphasis for the Board to provide information regarding grilling and propane tanks to homeowners. The Board informed the homeowner that she could call the County Fire Marshall regarding these items and Board would direct the Newsletter Committee to run an article on the county requirements regarding grilling and concerns about propane in the next Newsletter. **Action Item 60: Newsletter Committee directed to develop and publish an article defining County guidance regarding grilling and the use and storage of propane.**
3. The same Cannes Lane homeowner reported that residents are still placing trash out in plastic bags and being placed out early. The homeowner was encourage to call in incidents when she sees them to the Management Group. The Board described the process which was used to address these problems when reported. The process is that when notified, if sufficient time before trash pickup is available (over 24 hours), the Management Group will get our contractor to come out and pickup the trash and the homeowner will be charged for the pickup. **Action Item 61: Newsletter Committee to run an article again on trash policy. Action Item 62: The Board will pursue with Attorney what can be done when trash is being placed out in plastic and what can be done regarding the County trespass law which would allow us to enter on to property to correct the problems.**
4. Another Cannes Lane homeowner reported that there appears to be some suspicious activity which involved frequent visitors during the day and at night at her immediate next door neighbor. She further stated that the homeowner is parked on the line rather than in the space. The Board informed her that the police were interested in this address and, if she would provide her address and phone number, they would call her. The Board also reminded the homeowner that she could call the tow company regarding the parking behavior of the neighbor, since it violated the parking guidance of the

community. She asked that the tow letter with tow truck company phone number and the id number for her spaces be resent to her. Another Cannes land neighbor at the meeting also asked that her tow letter be provided, as well. The homeowner who has observed the suspicious activity was encouraged to call the County regarding what she had observed to get other County support for addressing this problem. The homeowner runs a daycare and the Family Services Department would be a good ally in bringing pressure on the County to address this problem, particularly since children are being cared for in her home. **Action Item 63: Ravi Parkhie to send to each of these two Cannes Lane homeowners a copy of their Tow Letters again.**

5. A homeowner on Sandy Knoll brought up a property near her that was in disrepair and that the back deck appeared to be unstable. **Action Item 64: A walk through will be scheduled to take a look at this property soon.**
6. A homeowner on Cannes Lane reported that a homeowner at 17465 MacDuff was leaving trash cans in the front of the home continuously. She also reported that a homeowner on Hines Court was tying his dogs to an Association Tree. She raised concerns about the use of the common grounds in front of their home being used as a doggy bathroom and dogs being off of leashes, but did say that the homeowners are practicing proper pooper scooping. Karen VanDuser explained the County did not have a “leash law”, what they have is “a dog at large law”. Under County law, it is permissible for a dog owner to have their dog off leash, if they have verbal control over the dog and are present. The Board did have a discussion regarding the tying of dogs to Association trees and requested that a letter be sent to the homeowner to explain that this is not permitted. **Action Item 65: Ravi Parkhie to send letter to 1 Hines Court homeowner informing the homeowner that his dogs should not be tied to Association trees.**
7. A resident of Cannes Lane reported specific addresses who are in violation of the trash policy. He provided the addresses to the Board. He also stated that some cans are being placed out without lids. **Action Item 66: Ravi Parkhie is to write trash violation letters to 4508 (cans on porch), 4510 (not using cans), and 4516 (not removing trash can after trash pickup).**
8. Karen VanDuser reported that adults were in the woods having paint ball fights. Av Wofsey and Ellsworth Romer stated that the police should be called whenever this is seen since the paint on the trees is vandalism and the safety of others who may be walking in the woods could be jeopardized by these activities. **Action Item 67: Newsletter article should be**

**written to discuss vandalism and safety issues raised and that paint ball is not allowed on the common property and wooded areas.**

9. A homeowner asked what was the allowable age for children to be left unsupervised and who should be called when concerned about child safety. The Board recommended that the County be contacted, specifically Child Protective Services. The general phone number for the County (240) 777-1000, the non-emergency number for the Montgomery County Police 240-279-8000, and the website address for Montgomery County ([www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)) were provided. The Board encouraged Homeowners to call the County for services.

### **3. REVIEW OF PRIOR MEETING MINUTES**

Karen VanDuser stated that the minutes had been circulated to the Board for review and comment via e-mail prior to the meeting. As a result, she proposed a motion that the Minutes of the March 17 meeting be approved as written. Av Wofsey seconded the motion. The minutes were approved unanimously by those Board members present.

## 4. REPORTS FROM COMMITTEES

### a. Architectural and Environmental Control Committee

Ellsworth Romer reported that the only one request for Architectural Change had been submitted since the last Board Meeting. This request was submitted by a homeowner at 17625 Longview Lane, who requested new vinyl siding and shutters changing colors from blue and cream to tan (mocha cream) and burgundy (dark raspberry). Mr. Romer recommended by motion the approval of this change request, as these colors were within the Architectural color palette. Av Wofsey seconded this motion. The Board Members present unanimously approved the motion.

Ellsworth Romer reported that a homeowner, who was present at the meeting, had requested a waiver to place a new fence at the same location as her old fence had been. This would have placed the fence onto the common property by 6". The fact that the old fence was not on her property line had come to light during the recent survey for the new fence placement. Mr. Romer explained that a review of the Declaration of the Norbeck Hills HOA reflected that the Board could not grant such a waiver, since this would permit exclusive use of common property and/or a transfer of homeowner association owned property. Mr. Romer reported, since other fences in this row of townhomes potentially extend over their property line, the Board will be pursuing with the Attorney what is the preferred approach to take in letter to other townhome owners in her row. The letters could ask the homeowners 1) to move the fence back to the property boundary the next time they are doing repairs, when they have the fence replaced, but definitely prior to sale of the home, or 2) to move it back to the property line immediately. **(Action Item 68: Bring up (two drafts of letters) when meeting with the Attorney.)**

Mr. Romer stated, since 4406 Cannes Lane has not provided the AECC with requested survey and permit information required, that this Architectural Change Application which had been received prior to this month, be disapproved. He framed this a motion to disapprove the request. Karen VanDuser seconded this motion. The Board voted unanimously to return to this homeowner a notification of rejection. Further, the Board requested that this home be turned over to County Code Enforcement to examine the retaining wall and fence that had been constructed by the homeowner without AECC approval. **(Action Item 69: Ellsworth to provide rejected AECC Application to Ravi Parkhie so that he could transmit the rejection to the homeowner. Action Item: Ravi Parkhie to request County Code Enforcement review of the retaining wall and fence.)**

### b. Treasurer's Report

Ellsworth Romer, Treasurer, presented a detailed report on the debt carryover, spending to date, and plans for the remainder of the year. He reported that the debt carried over was significantly greater than the \$30K anticipated in the 2005 budget. The total debt carried over was \$84,663.64. Currently, the remaining 2004 debt to be paid is \$17,695.78. Mr. Romer's report provided information what has been spent to date, how costs will be controlled, and what will be accomplished in terms of non-routine maintenance this year. (See Attachment 1 for full report)

**c. Fire Victims Fund**

Karen VanDuser reported that the Fire Victims Account has taken into to date \$2940.00. Of this amount, checks have been written to provide support to the three victims leaving a current balance of \$912.00. Ms. VanDuser emphasized that there is a list of items needed by the homeowners posted on the Norbeck Hills website which can be contributed in lieu of cash. She explained that any items donated, that the fire victims could not use, would be sold at a yard sale and the cash resulting from the sale would then be given to the victims. She encouraged everyone to look around their homes for items to donate.

She reported all three families are anxious to return to the neighborhood and be back in their homes. The current status, as known to the Board, was reported which is that a contract has been signed by the Peterson's which calls for them to have a completely rebuilt house 120 days after permits have been issued. The current forecast is approximately September, but the actual date is unknown.

**OLD BUSINESS**

**a. Review of Action Items assigned to the Board of Directors**

The Board discussed whether they wanted to develop guidelines for grilling in townhome front yards and auto repairs. They determined that draft guidelines should be developed. Karen VanDuser was assigned the responsibility of developing this draft and circulating it to the other Board Members for review prior to the next Board Meeting (**Action Item 34**).

**b. Review of Action Items assigned to the Management Group Associates**

1. The Board, after some discussion, determined that in addition to the Incident Report, which was available to report Accidents/Injuries at the Pool, they would like to have guidelines developed that address reporting injuries, property damage, etc. The drafting of these guidelines was assigned to the Property Management Company. **(Action Item 33 update: Ravi Parkhie should develop a draft guideline for reporting injuries, property damage, etc. and submit this draft to the Board for review).**
2. Included in the Management Report for April (page 79) was a draft of the additional requirements and instructions to the Pool Contractor. The Board reviewed these and determined that they would like to see this list of instructions and requirements made an Addendum to the contract. They also wished to have added the reporting of suspensions, along with the start and end dates of these suspensions, and the name and address of the suspended party, should be made a part of the Addendum. **(Action Item 27 is being folded into Action Item 52. Therefore, Action Item 27 is closed.)**
3. The Board of Directors had instructed the Management Group to contact the trash contractor to remind them of the various public trash cans located in the community. The April Management Report (page 75) reflected that a Fax Memo had been sent which provided the location of some of these public trash cans. The Board discussed whether the desired result could be controlled with a Fax Memo and made a determination that a list of all public trash cans should be included in the contract by formal Addendum to the Contract. This Addendum would be signed by both parties (the Trash Contractor and The Management Group acting as the Agent for Norbeck Hill HOA). **(Action Item 47 update - Ravi Parkhie to formalize the inclusion of all public trash cans within the community to the Trash Contract and obtain agreement from the Trash Contractor by signature for two (2) tot lots, cans at Hines and MacDuff, Hines and Sandy Knoll, Hines and Hines Ct, MacDuff at Cannes, and MacDuff at Fishermans.)**
4. The Management Group had presented in the April Management Report (page 49) three options for resolving the drainage problem at 17501 Longview Lane where water from the common ground was running across the homeowners property and creating slippery and wet conditions. The Management Group had sought bids from two companies only one Mainscapes had responded. Their options ranged from creating a standard grass swale, re-grading and installing a soil separator and rip rap to reduce erosion, and attaching a pipe to the termination of the existing drain and running it to the creek bed. After some discussion regarding the long term efficiency to be

- gained by selection option 2 over option 1, option 2 was selected by the Board. The difference in cost between option 1 and 2 is \$670. The total cost of option 2 is approved at \$1,990. **(Action Item 39 - Ravi Parkhie is to get the contract in place to option 2 and shall ensure that access to the tot lot is not compromised coming from either side.)**
5. The Management Report for April showed the deposit of the closed out Chevy Chase Account into the Bank of America checking account. However, the deposit for the collection of the delinquency referenced in the McCabe memo was not addressed. **(Action Item 54 remains open until we have seen the deposit of the funds defined in the March Management Report page 159).**
  6. The April Management Report presented drafts of letters addressing disputed charges (H&H and Kenco Plumbing) which the Board was to review. The Board provided comments and directed the Management to send out the letters to these parties. **(Action Item 48 - Ravi Parkhie to make changes to letters and mail them to the parties, certified mail/return receipt requested.)**
  7. The April Management Report presented several homeowner specific letters sent regarding basketball hoops in the townhomes. The Board pointed out the letter should not ask for submission of the AECC Change Request, as they would not be approved, since townhomes cannot have basketball hoops. This restriction on the use of basketball hoops in townhomes is clearly defined in the AECC Guidelines. The Management Group will look into changes to its form letters with regards to basketball hoops in townhomes. **(Action Items 40 and 46 are considered closed.)**
  8. The March Management Report contained a Statement of Work on page 142 for the remainder of the safety items and other items identified in the Addendum to the Reserve Study. Karen VanDuser and Ellsworth Romer provided comments regarding this Statement of Work stating that non-safety related items were included in the Statement of Work and only safety related items were budgeted for this year; therefore, Ravi Parkhie should issue the Statement of Work addressing only items 1-3 of the draft Statement of Work. **(Action Item 56 - Board review and direction on this Statement of Work is to issue it for bid addressing only items 1-3 of the draft SOW in the final SOW for bid.)**

9. The Management Group has provided copies of internal correspondence between the Property Management Agent and his Assistant (e-mails) and letters to the Security Guards conveying information that was obtained during prior Homeowner Association Board meetings and through the towing contractor and Property Management Agent activities. The Board discussed whether this closed Action Items 22 and 31. It was determined that while this resolved these two particular incidences the Action Item was intended to set up standard procedures for handling such occurrences to ensure full communication to all involved and concerned parties; therefore, these Action Items will be closed and a new Action Item issued that requires the Management Group to develop procedures for ensuring full information dissemination on safety related issues. **(Action Item 70: The Management Group is to develop a standard set of desk procedures for Board Review and ultimate incorporation into a Norbeck Hills Agents Handbook that addresses how and to whom information will be provided when safety items are identified (e.g. homeowner notified Board/Management Agent of attempted car theft, burglary, etc., tow truck company identified specific violations of state licensing when performing their duties, etc.). This information needs to be provided to Security Forces. Security Force identified lights out which raise security concerns (Management Group needs to get lights repaired)- who is the report delivered and what is the timing for reporting, etc.).**
  
10. The Management Group provided evidence of technical direction to the Pool Contractor regarding specific guidance for pool operations and controls this year in the April Management Report on page 79. The Board discussed that this needs to be formalized as an addendum to the current RSV Pools contract and signatures should be obtained to insure agreement. **(Action Item 52 - Ravi Parkhie shall formalize the technical direction in the form of a Addendum to the Contract and obtain Pool Contractor signed agreement to these changes and directions. This direction shall include a weekly report of Suspension to the Board to be delivered on Friday of each week (period of reporting Friday AM to Thursday PM.)**

## 6. NEW BUSINESS

- a. The Board discussed that there are a number of items which the Board would like to discuss with the attorney directly. To achieve this efficiently, they believe that rather than inviting the attorney to Board meetings, a single Board Member could represent the Board and go to the attorney's office to discuss these items on behalf of the entire board (e.g., conditions that must be met to enter onto a property to remove/correct violations, etc.). Because Ellsworth Romer had more flexibility in

his day time schedule, Karen VanDuser nominated Ellsworth Romer to serve as Board Liaison to the Attorney. Ellsworth Romer agreed that he would be willing to serve in this capacity. The appointment of Ellsworth Romer as the Board Liaison was unanimously passed by the Board. Av Wofsey will assist when needed.

- b. The Board recognizing the need to cleanup the common property. They will be soliciting all residents of the community to assist in this cleanup and will deliver flyers announcing the cleanup and provide refreshments and a prize for this event. The Management Group is to ask Potomac Disposal (trash contractor) to perform a later run through the community on that Saturday. We will staging the trash at the pool parking lot. Ellsworth Romer will provide beverages at his expense for this event. Karen VanDuser was tasked with developing the flyer. The scheduled date of this event was set for from 10 AM to 4:00 PM on May 21<sup>st</sup>. **(Action Item 71: Ravi Parkhie to contact Potomac Disposal to arrange for a late afternoon (4:00 or later) pickup time for Saturday, May 21 or at the latest Monday, May 23.) (Action Item 72: Karen VanDuser is to develop a flyer for this event, provide for printing of the flyer and provide bags and gloves.) (Action Item 73: Av Wofsey will Chair this event, pursue with local vendors possible prizes, and arrange for community service credit service by local teenager, where possible.)**
- c. Av Wofsey, on behalf of the Board, requested that Ravi Parkhie examine all of our contracts and ensure that all contractors working on our property are properly licensed, bonded, and insured. The Board was particularly concerned that Handyman, since he is handling large bulk items which may have sharp edges that the he had insurance to cover any injuries incurred. Additionally, there was discussion regarding the Security staff and statements signed on behalf of the community for off-duty Montgomery County Police Officers. **(Action Item 74: Ravi Parkhie will ensure that all contractors have proper coverage and levels on these policies and that the Association records contain copies of these documents and will ensure that Montgomery County Police Officers are covered under county insurance and not our insurance and there is no need for use to bear liability.)**
- d. Karen VanDuser stated that a number of homeowners have complained about the progress on 17547 Longview and requested that Ravi Parkhie report back to the AECC regarding what was the date of completion defined or inferred in the approval of the AECC request on this property. If the date had expired, Ravi Parkhie was directed to send a violation letter on this address and work. **(Action Item 75: Ravi Parkhie to research AECC approval of request for change on 17547 Longview. If the time frame for completion has passed, a notice of violation is to be sent.)**

- e. Ellsworth Romer asked when a homeowner on the 17400 block of Gallagher Way was going to be completed with their restoration work (siding, windows and shed). It was noted that no application had ever been submitted for this work. Ravi Parkhie was directed to send a letter to the homeowner (17412) requiring them to submit an application and defining when the work would be completed. **(Action Item 76: Ravi Parkhie to develop and send letter to homeowner 17412 Gallagher Way informing them they are in violation of the Covenants because they have not submitted an application of change and directing them to submit this change request and include a date of when the work will be completed.)**
- f. Karen VanDuser asked what was the status on a letter sent to a homeowner in November/December timeframe requesting restoration of the woods due to damage caused by a homeowners child and their friends. Ravi Parkhie reported that there has been no progress. **(Action Item 77: The Board needs to determine what action needs to be taken since the homeowner has been unresponsive. - should pool pass be withheld - this should be discussed with the attorney.)**
- g. Karen VanDuser discussed again the need to have estimates for cost of repair of street lights when work is let and prior to invoicing. This is critical to the Board being able to control the budget. An example of this was demonstrated by the work order on page 105 of the April Management Report. **(Action Item 78: Ravi Parkhie must develop some rough estimates for work orders to at least develop placeholders to ensure that the Board has sufficient information to ensure they are not spending monies that is already obligated. Further, he needs to have this to allow the Board to formulate a budget for the coming year.)**
- h. The April Management Report reflects, when estimating the cost of repair for hinges at the tennis court facility, the contractor performed the work. He is willing to go unpaid, since he did not have prior approval. The Board needed to decide if the sum of \$50 should be paid for this service. It was unanimously agreed by the Board that the contractor should be paid the \$50.
- i. Karen VanDuser stated that AECC approval follow-up letter to the homeowner on Scotch Meadow did not contain the language requested by the Board. The Management Group was instructed that their form letters must be modified when specific instruction is provided by the Board of Directors.

- j. Karen VanDuser stated the Management Group is not permitted to write a letter stating they are writing on behalf of the Board of Directors, when the Board of Directors has not been informed of the need for the letter and agreed to the writing of the letter. While this particular letter was not significant, it pointed to the fact that the Management Group is acting on the behalf of the individual homeowners without the knowledge of the Board of Directors and using the leverage of the title without approval. The evidence of this was found in the April Management Report on page 110.
- k. Ravi Parkhie reported that the owner of the MacDuff Avenue single family home which had fence and garage door problems was contacted by phone and he had stated that he would have his contractor come out to work on the fence and a new garage door had been ordered. The Board emphasized that phone calls may be efficient for quick response but that all violations should be documented in a letter to the homeowner (Action Item 46).
- l. The Board reported that it had developed an Addendum to the Management Group Contract that will be provided within the next ten (10) days to the Management Group. This Addendum reflected the adoption of a number of recommendations made by the Finance Committee, including such items as Board signature on checks, deliver of an Aging Report which included all obligations being presented to the Board for approval prior to payment, and the report of obligations not yet invoiced. The Board would like to set up a meeting with Jeff Gatling of the Management Group to discuss this addendum after a copy has been delivered to him and definitely wanted to meet prior to the next Board meeting on this matter.
- m. The Board discussed the need to ensure that a written notice be given to H&H regarding the problems documented in an e-mail from Ellsworth Romer to Ravi Parkhie on this matter. **(Action Item 79: Ravi Parkhie was directed to develop and deliver written correspondence documenting the lawn service to H&H.)**
- n. A follow-up direction was given to Ravi Parkhie regarding the incident on Fishermans Court which involved a resident changing their oil in the parking lot. **(Action Item 80: Ravi Parkhie is to provide an informational letter to the homeowner regarding the covenants and the restrictions on automobile maintenance in the townhome parking lots. This letter is not to pose any threatening language or use the word “violation”. The letter is to be educational and instructional.)**
- o. The Board inquired if the historical paper copies of the AECC applications and approvals were retained by the Management Group. Ravi Parkhie stated that he was unsure. Karen VanDuser will provide a list of some old AECC

applications for use in insuring The Management Group has a complete history for the architectural changes. Ellsworth Romer stated that all changes, whether they are to be conducted in conformance with the guidelines or not, a application of change must be submitted and retained for Association history. **(Action Item 81: Ravi Parkhie will research the Association records maintained by the Management Group using information that will be provided on old applications and approvals provided by Karen VanDuser and report back to the Board on the completeness of the records.)**

- p. Ellsworth Romer brought up a problem with a house on which boards had rotted and squirrels had entered the home and chewed on electrical wiring in the attic. He requested that a letter be sent to put the homeowner on notice that repairs were required. **(Action Item 82: Ravi Parkhie to deliver a letter to the homeowners at 4405 Fishermans Court to repair their home, replace rotted boards, and eliminate the safety issues associated with these repairs. Ravi Parkhie to also address with Montgomery County Code Enforcement.)**
  
- q. The Board will attend the next Pool Committee meeting and requested that the next Pool Committee meeting be set for May 2. **(Action Item 83: Karen VanDuser will set up the next Pool Committee meeting: notify members, define location, and post web notice.)** A question was posed to Ravi Parkhie to ensure that RSV Pools had no problem with allowing the Swim Team to lock up after a practice time that ended at 8:30 PM when the Pool Contractor is contractually authorized to leave the pool at 8:00 PM. **(Action Item 84: Ravi Parkhie is to obtain from RSV Pools a checklist (similar to one you get for a rental car) for signature by the Swim Team at evening close and a statement from RSV Pools a statement of what is needed should be allow the swim team to use the pool beyond the 8:00 PM close time.)** Av Wofsey asked if the Swim Team had insurance should something happen at the pool when RSV Pools was not on duty. **(Action Item 85: The Board needs to obtain from the swim team information on the insurance carried by the Coaches who are present to run the Swim Team practices to ensure that Norbeck Hills does not bear the liability solely for any incidents occurring when RSV Pools is not on duty. This will be pursued at the Pool Committee meeting on May 2.)**
  
- r. Ellsworth Romer brought up whether we could begin to set up a portable basketball hoop at the tennis court on some days and would RSV Pools monitor the gate control and use of the basketball hoop, if placed. **(Action Item 86: Ravi Parkhie to pursue with RSV Pools the possibility of doing this, obtain from them what they would require in terms of**

**controls to do this, and ascertain any costs charged. Upon receiving this information and reporting it to the Board, the formal amendment of the contract would be considered by the Board.)**

- s. The issues related to a cherry tree needing trimming on common property at the 17500 block of Gallagher Way and the removal of a dead pine tree on MacDuff Avenue were discussed. It was decided that an estimate needed to be obtained for the trimming of the cherry tree. The Board approved the cost of removing the tree, grinding the stump and restoring the lawn at a cost of \$750, as defined on page 1 of the April Management Report. **(Action Item 87: Ravi Parkhie to write work order for the sum of \$750 to perform the work to remove, haul, and grind pine tree on MacDuff Avenue, and restore the property as defined on page 1 of the April Management Report.) (Action Item 88: Ravi Parkhie to obtain bids for the pruning of the common grounds cherry tree on the 17500 block of Gallagher Way and present these bids to the Board for review, selection and approval.)**
- t. Ravi Parkhie was instructed that no expenses are to be coded to Site Maintenance but the Safety Related Items. Some items have inappropriately been coded to Site Maintenance when they should have been Property Maintenance. **(Action Item 89: Ravi Parkhie to work with Accounting Department to correct these General Ledger errors. )** Ravi Parkhie asked for direction regarding how the Board wanted the Management Group to handle homeowner calls regarding tree maintenance due to the budget constraints. He was told to encourage the homeowners to use the Feedback connection from the Norbeck Hills website to address these problems and that the Board would have to make case-by-case decisions on this. He was informed that at no time should he encourage any homeowner that they could prune an Association common property tree themselves.
- u. Ravi Parkhie was asked if he had the color coded Fire Marshal Report, H&H signed per cut agreement, and the complete list and status from Montgomery County Housing Code Enforcement. He said that he would provide these items. He produced the H&H per cut agreement e-mail history but did not provide the color coded Fire Marshal Report and did not have the complete list and status from Montgomery County Code Enforcement. **(Action Item 90: Follow-up and obtain status from Montgomery County Code enforcement and arrange for walk through with Ellsworth Romer.) (Action Item 17 update - while it was thought that this would be presented at the meeting and the action item closed, it was not; therefore, this action item remains open until the color coded copy is provided to the Board).**

## 7. ADJOURNMENT

The meeting adjourned at 9:55 PM.

# FINANCE REPORT AS OF MARCH 31, 2005

## Current Financial Picture

### CURRENT 2004 DEBT STATUS

Total 2004 expenses remaining to be paid = \$17,695.78

### WHERE WE WERE AS OF JANUARY 1, 2005

#### DEBT BROUGHT FORWARD TO 2005 FOR PAYMENT

The sum of the debt brought forward to payment in 2005 is found on Sheet 1 for those large contracted budget items tracked. This total is \$84,663.64. This number is carried forward to the Spreadsheet set that is titled **Budget Expenses for 2005 and Payment Schedule**.

As of March 31, 2005 of this \$84,663.64 we have addressed

\$84,663.64 (large item debt carryover as of 12/31/04)

\$17,675.78 (large item debt carryover remaining to be paid 3/31/05)

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\$66,987.86 (2004 large item debt paid with 2005 funds)

+\$ 1,635.07 (any check with a number higher to 2959 on Sheet 3 - Signs, Pepco,  
and Security)

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\$68,622.93



Property Management \$ 3,960.48 billed each month - paid the next (current)

**How are we going to control the Budget and address the Snow Removal + Opening the Pool and Maintaining and Running the Property?**

The Board has developed projected spending plans for each of the remaining months in 2005. We have forecast our expenses and have developed a reduced average available income projection for the months later in the year. We have, in some cases, closed budget line items for expenditures, unless they are absolutely required (tree maintenance and lawn chemical application due to the current conditions caused by work being conducted by Verizon)

We will be able with careful monitoring to:

perform the maintenance/repairs of curbs, sidewalks and patch parking lots

strip and stencil the townhome parking lots

Our approach will, however, create a debt owned to ourselves for reserve contributions. However, by borrowing the money from ourselves (we are not taking money from the reserves, just reducing the contribution for the year) we will not owe any outside parties at the end of the year. The only conditions that may influence this approach are: 1) significant snow in December, or 2) some significant weather related emergency this summer and fall.

We have rewritten Statements of Work and are bidding out our work to try to get better quality for our dollars, and where possible reduce the cost.

We are and will be continuing to pursue with Verizon and the County the repair of common areas and county properties and assets (sidewalks, lights, etc.) within the community.

We will also sponsor Community Cleanups and Committee assistance to reduce the need to hire contractors and expend funds for items that we can do ourselves.

We will be diligently monitoring the budget expenditures, controlling expenses, and keeping the homeowners informed of our progress at each meeting.



**ACTION ITEMS UPDATE AS OF APRIL 18, 2005**

**Action Items Closed since March 21 are (12), (13), (17), (29), (35), (43), (44), (49), (51)**

**Action Items that Require Board Review for Sufficiency to Close are (27), (33), (47), (52)**

<b>Item #</b>	<b>Responsibility</b>	<b>Description</b>	<b>Actions Taken</b>	<b>Status</b>
<b>1</b>	Board	Addressing Juvenile Problems through channels other than Police Department	Letters sent to Juvenile Services and States Attorney Responses indicate options are limited due to law. Civil suit appears to be only other independent option that can be taken.  Ravi Parkhie provided with Letters and responses for HOA files.	<b>Closed</b>
2	Karen VanDuser  Ellsworth Romer	Solicit additional participation by homeowners on the Finance Committee	Several Individuals have been approached, but to date no takers	Open
3	Board	Review Property Management Contract for updates of services necessary to address record keeping requirements, frequency of reporting, and availability for proper and effective Financial Oversight and control of the HOA Budget	Comments have been collected and the Board needs to meet to resolve any differences and to arrive at a consensus on long term and near term modification to the Statement of Work for this Contracted service.	Open
4	Board	Examine mailboxes and posts to determine whether the HOA will pursue scraping and painting of poles at HOA expenses - Postal service will have to be contacted to obtain permission to paint - Postal service is only making repairs and not taking maintenance actions regarding painting.	Board has scheduled this as a Spring walk through activity	Open

**Attachment #2**

5	Board	Conduct walk through behind townhomes to determine whether there are significant drainage problems that require correction. Board is to determine options for correction, if necessary, and timing of corrective action.	Board has scheduled this walk through to be conducted in the Spring.	Open
6	TMGA Property Manager	Key Control 1. Recall and secure all keys for all facilities (pool, tennis and bulletin board)	Ravi is still trying to get back keys from Darstan Singhaus (Bill Hicks has these), Barbara Beccles (bulletin board), and Pool Facility (Becky Tener).	Open
	Jeff Chavis w/Pool Comm	2. Develop Key Control Policy  Ravi to resubmit policy to Board addressing Board concerns raised regarding single key set definition and defining roles and responsibilities in the policy.  Jeff Chavis and Ravi are to pursue with the Pool Committee and the Swim Team why they need all keys, whether their coaches are operator and life-guard certified and what the date of the certification expires.	Ravi has developed a policy which the Board has reviewed and provided comments.	

7	TMGA Property Manager	Develop procedures for after hours calls to the Management Group.	Ravi provided the Focus procedures and the Board asked that the procedures address the full procedures, including the Management Group actions. The instructions were that the procedures should provide sufficient information for the Board to provide to the homeowners including response times for call back, actions to be taken by TMGA, etc.  Jeff has drafted a sample set of procedures for Ravi's use in completing this task. They need to be further defined to reflect various types of calls, actions, and callback and time to respond information.	Open
8	Newsletter Committee	Newsletter articles on various topics to be included in the next newsletter - 1) Homeowner Guide to Fire Insurance, Proper Vending of Dryers, Cleaning of Dryer Vents and Ducts, Animal Control (pooper scooper laws), Trash Policy, Canceling the Gazette Newspaper, etc.	Newsletter draft provided to the Board for review.  Board authorization for publication received.  Newsletter completed.	Closed
9	Finance Committee	Finance Committee to meet and provide Financial Report and comments to the Board starting in February  This Action Item to remain open for several months to ensure that Finance Committee stays active in providing feedback on financial matters to the Board.	Finance Committee met on March 9 and began addressing the Boards concerns about defining the amount of debt passed from 2004 to 2005, defining the remaining debt to be paid in 2004, and developing a spending plan to address full repayment of the 2004 debt and adherence to the 2005 budget. A report was read into the March 17, 2005 minutes.	Open for several more months
10	TMGA Property Manager	TMGA to reflect all homeowner calls related to trash and actions taken.	Reporting of Trash calls and actions taken to remove trash and notify home owner has been made a routine part of the Management Report	Closed

11	Court and Street Captain AECC Sub-Committee	Develop procedure reporting trash violations as a result of observation in represented areas. Procedures should address who to call and how to keep the Board informed of these calls.	Barbara Beccles, Chair of Court and Street Captains Committee has stated that she will be working on these procedures.	Open
12	TMGA Property Manager	Develop a letter to homeowners informing them of Trash Policy and consequences for failure to comply and present it to the Board for review.	Ravi presented a template and the board provided comments. The resulting letter template has been utilized and at the March 17 meeting the Board made a recommendation that the letter be written a little more clearly to ensure that the recipient knows that the fee for trash cleanup should be mailed to the homeowner association rather than the contractor who performs the cleanup.	Closed
		Ravi to make a minor change to the Homeowner Trash Collection Letters to reflect that payments should be sent to THE NORBECK HILLS HOA	Board provided comments and request that Ravi make minor change to letter to ensure that payment is directed to Norbeck Hills.	
			April Management Report presented letter with additional language.	

13	TMGA and Treasurer	<ul style="list-style-type: none"> <li>a. Ensure procedures are in place for tracking Trash violation letters.</li> <li>b. Ensure proper charge back accounting (allowing 180 days for reoccurrence)</li> <li>c. Insure corrections are made to General Ledger and Cash Distribution Reports for trash removal charges - Contingency Fund forward funding with payback through collections recovery.</li> </ul>	<p>March Management report reflects at all of these items have been discussed internally between the Accounting Department and the Property Manager, and proper actions ordered.</p>	Closed
		<p>Ravi is to update the Charge Back Procedure to reflect roles and responsibilities and present this back to the Board</p>		
14	TMGA Property Manager	<p>Management Group to obtain signed agreement of negotiated rate from Handyman Services to lock in and define procedures of opening trash to obtain evidence of address/taking photos, etc. These procedures and the signed agreement are to be provided to the Board when completed.</p>	<p>TMGA included the signed agreement in the March 2005 Management Report. Procedures are understood by both parties TMGA and Handyman. Handyman has set a limit on the size load that can be accommodated within the \$50 small load fee and provided a maximum fee (Large load).</p>	Closed
15	<p>Karen VanDuser</p> <p>TMGA Property Manager</p>	<p>Draft procedures to be followed by Committee for announcing meeting and deliver these procedures to the community. Procedures must be in compliance to Maryland Homeowner Association Act requirements for meeting notification.</p>	<p>Letter was drafted, reviewed and finalized. The letter was sent to all homeowners and residents by TMGA.</p>	Closed

16	TMGA Property Manager	Develop Statements of Work and Requests for Bid/Proposal for work defined as safety related (concrete, asphalt and electrical) and stenciling and striping.	RFPs were delivered and the Board has provided comments on these.  Action Item requires issuance of all RFPs to be closed.	Open
17	TMGA Property Manager	Ravi to incorporate Board changes and reissue this SOW to the bidders list provided by the Board. Ellsworth to provide contact information for one other contractor (Concrete General, F. O'Day, Maryland Concrete and Flippo Construction Company)	TMGA to obtain Fire Marshal's Report (yellow curb and fire lane sign placement for the community) and provide this to the Board for review and further direction regarding work orders to ensure proper markings are in place.  Ravi has reported that the Fire Marshal's office has not been able to fax this report due to highlighting and size and he will be arranging to go an pick up copies  Ravi states he will deliver the yellow highlighted copies at the meeting - non highlighted copies are included in the April Management Report	Closed

18	TMGA Property Manager	<p>TMGA to follow-up on AECC decisions to reject shutters as installed on Boastfield Lane property.</p> <p>When homeowner notifies TMGA that work has been completed by signing document, TMGA shall notify the AECC for review and action to close this violation</p>	<p>Both the homeowner and the Realtor have been contacted and TMGA reports that the work will be completed in the early Spring.</p> <p>Ravi Parkhie as a follow-up to Board direction has contacted the owner who has stated that shutters and painting will be completed as soon as temperatures are appropriate.</p>	Open
19	TMGA Property Manager	<p>Arrange to have old signs in the front of the pool that authorize 24 hours parking removed, as they cause confusion now that the new No Parking sign has been installed.</p>	<p>Ravi has had these signs removed by Handyman Services</p>	Closed
20	Jeff Chavis	<p>Contact Karl Borst to have the dates, locations and time added to the website for the next three Board Meetings.</p>	<p>Contact made and information provided for posting to the Website.</p> <p>Website has been updated</p>	Closed
21	Board	<p>Pursue restoration with the work in this community</p>	<p>Verizon contact has been established and actions will be addressed when Verizon is wrapping up work within the community.</p>	Open
22	TMGA Property Manager and AECC Security Sub-Committee	<p>Ensure that Security Force is informed of incident in 17400 block of Gallagher Way which involved attempted theft of an automobile at approximately 3:30 AM</p>		Open

23	TMGA Property Manager	<p>Board address homeowner concern regarding definition of dimensions of the parking spaces within the Parking Policy by adding the word “generally” in Section IVb.</p> <p>Ravi to mail to all homeowners and residents and to ensure that copy is place in homeowner association depository.</p> <p>Mailing is to be take place in coordination with pool membership mails.</p>	<p>Change made and Board Voted Policy as Final on March 17, 2005</p> <p>Karen VanDuser e-mailed electronic copy of document to Ravi Parkhie on March 19.</p>	<p>Open until Mailing Completed and filing in Depository</p>
24	TMGA Property Manager and AECC	<p>Follow-up letters to be sent to homeowner who had submitted AECC applications for change based on Board Vote at February 17 meeting.</p>	<p>Letters and signed copies of the applications were delivered to homeowner for their records and they were informed that they must sign and return the letter when work is completed and ready for inspection by the AECC.</p>	<p>Open until follow-up inspections completed</p>
25	Treasurer and TMGA Property Manager	<p>Ensure that accounting issues resulting from motion to not impose late fees on fire victims accounts while they are out of the community for reconstruction is addressed properly.</p>	<p>TMGA has provided evidence of this information being delivered to their accounting department and that it is understood. See Management Report March 2005.</p>	<p>Closed</p>

26	Treasurer and TMGA Property Manager	<p>a. Treasurer and Management Group work to ensure that accounting issues raised from waiving the three months of assessments to each of the three fire victims are addressed appropriately in the accounting system due to reduction of income and necessary changes in the budget line items that provided the offsets.</p> <p>b. Property Manager to ensure Accounting Department is informed of proper addresses of properties of the fire victims.</p> <p>c. Property Manger to ensure that the homeowners (fire victims) are notified that their assessments are waived for three months.</p>	<p>Management Report for March 2005 reports that all three of these items have been appropriately addressed with both the accounting department and the fire victims (letters have been sent).</p>	Closed
27	Board	<p>Board needs to confirm that the cut off for eligibility for pool pass issuance and pool privileges for use should be no more than 60 days past due on assessments for this pool season.</p> <p>Upon decision, TMGA will ensure that guidance regarding eligibility is passed on to both homeowners and pool contractors.</p>	<p>Board has confirmed that no member of the community who is more than 60 days past due on assessments will be eligible for a pool pass or continuation of pool privileges.</p> <p>Ravi has presented evidence of this being passed on in Pool Rules and Contractor Guidance. <b>Question remains if the Addendum must be signed.</b></p>	Open
28	Karen VanDuser	<p>Develop a sample summary report and content instructions from the February Management Report to be used by the TMGA to provide information more effectively to the Board of Directors.</p>		Open

29	TMGA Property Manager	Research and provide explanation for the variances seen in the February Financial Information associated with delinquent accounts (detail by homeowners for these sent to the Attorney and the Aging Report).	Rounding issue identified for these two reports. More evidence of the problem is evident in the April Management Report. Accounting Department must resolve with TOPPS.	Closed
30	TMGA Property Manager	Research and provide an answer to the Board regarding whether or not we have recovered any of the past due money from the persons who are listed in the February Delinquency Report as prior homeowners.	Ravi provided information from the Attorney regarding one recovery of assessments and one recommendation that since it is only one month's dues that it not be pursued.	Closed
31	Board	<p>a. Ensure that security is made aware of the situation of the cars with South Dakota plates owned and operated by military temporary assignees.</p> <p>Document in procedures that any parking situation that results in a sticker being placed and then tow canceled, allowing the car to remain in the lot, be conveyed to Security with all appropriate information.</p> <p>Board needs to determine if there should be a procedures handbook created for anyone who works or may work on the Norbeck Hills Account.</p>	Management Report of March 2005 reflects that Security Officers were informed of the incident and the vehicle tags by letter and that the Property Assistance was informed of the Board direction by e-mail.	Open until Board discusses the completeness of these actions

32

Karen VanDuser and NHHOA Board

- a. Provide changes to SOW for asphalt, concrete and striping/stenciling for full Board review.
- b. Board to review and provide written direction to TMGA
- c. Board to provide direction to TMGA regarding who should be asked to bid on asphalt and concrete repair SOWs

**Management Group follow on is tracked as Action Item 16**

Karen VanDuser drafted and presented changes for Board review.

Board provided written direction to TMGA at March 17, 2005 Board Meeting.

Ellsworth Romer provided the names of companies who should be provided with the SOW for bid.

Closed

33

TMGA Property Manager

Ensure procedures reflect the need to immediately report to the Board of Directors any information regarding: damage to property, suspicious activities, repairs that need to be made to protect the community, threat to homeowners, and injury of a homeowner.

Ravi Parkhie has presented a number of e-mails on various incidents and is report immediately; however, a true procedure may not be in place. Board should provide direction on whether a NHHOA Guide should be created.

Open

34	Board	<ul style="list-style-type: none"> <li>a. Ellsworth Romer to review and report back to the Board on the subject of sunbathing in front yards.</li> <li>b. Av Wofsey to review and report back to the Board on the subject of drinking of alcohol from cans or bottles in front yards.</li> <li>c. Karen VanDuser to review and report back to the Board on the subject of grilling in front yards</li> </ul> <p>Karen VanDuser provided information from a safety standpoint regarding grilling in front yards. There are not laws that prohibit it.</p> <p>The Board must decide if it wants to pursue writing guidelines for the community regarding these three items.</p>	<p>Ellsworth Romer reported that he found no evidence in the law or in other homeowner association guidelines that addressed restriction on front yard sunbathing.</p> <p>Av Wofsey reported that persons may drink in their own front yards but not on the public street (because we have authorized the police to enforce the law within our property boundaries drinking in the parking lots would be treated as a violation of the public drinking law). Restriction of drinking on the common grounds would require a guidelines</p>	Open
35	TMGA	<p>Make changes as defined by the Board marked up copy to all Pool Membership and Pool Rules materials:</p> <ul style="list-style-type: none"> <li>1) ensure that the transmittal letter describe why all must fill out an application this year and that their free guest pass card (10 punches) will be available to them upon their first visit to the pool (affixed to their membership card in the pool membership box),</li> <li>2) indicate that additional pool guest passes would be available for \$20 for 10 guests, but only two (2) guests could be admitted at a time, 4</li> </ul>	<p>Board provided comments back in writing on the full Pool Membership Package (outside and inside members) and Swim Team Flyer and application.</p> <p>Karen VanDuser sent an electronic clean copy of these documents on March 19.</p> <p>Letter sent to homeowners and outside members list.</p> <p><b>Part 3 is moved to Action Item 27.</b></p>	Closed

		3) make sure pool service contractor is aware of the two (2) guest per entry rule.		
36	TMGA Property Manager	Send letters to three homeowners who have violated the Trash Policy immediately informing that these actions have resulted in a \$50 fee for removal of the items left out on other than trash day or on the common grounds.	Ravi presented copies of these three letters in the March Management Report.	Closed
37	TMGA	Lawn Maintenance Statement of Work  Finalize and pursue bidders and issuance	Board provided written comments on this document to the Management Group at the March 17, 2005 Board Meeting.  Karen VanDuser provided electronic copy of clean contract	Open
38	Board	Review and Provide comments on Injury/Accident Form	Jeffrey Chavis provided comments that the form should address weather conditions, etc. Additionally, this form should be made more comprehensive (e.g. should not just have a pool accident focus).	Open
39	TMGA	Drainage problem at 17501 Longview Lane caused by 8" storm water drainage pipe located on hillside to the right of this property on common ground.  Ravi to get bids for work to correct this problem. Board is looking for permanent solution but would prefer that the solution be an underground rather than rip rap solution. Care should be taken to not cause flooding at tot lot or damage to shrubs.	A Bid from Mainscape with 3 options is presented in the April Management Report.	Open

40	TMGA	Board requested that a letter be sent to the homeowner at 17521 Longview Lane addressing that prohibition of basketball hoops in townhomes and the immediate removal of this basketball hoop.	Violations Letters were sent (Longview and Fishermans) - However, on April 11 a homeowner reported it was still in the yard and kids were littering. April Management Report	Open until homeowner complaints are resolved.
41	Board	Becky Tener has made a preliminary inquiry to the Board on behalf of Cashell Elementary School to rent the pool for the 5 <sup>th</sup> grade graduation. The Board has asked for additional information, before pursuing this with the Pool Contractor and discussing the concerns of the Board members.		

45	TMGA	The Board has requested that a letter be sent to the homeowner of 4409 Fishermans Court notifying them that they must remove their basketball hoop and that basketball hoops are not permitted in the townhomes.	Letter sent (SEE April Management Report)	Open until letter returned indicating correction and follow-up inspection conducted. Open
46	TMGA	The Board has requested that a letter be sent to the homeowner at 17691 MacDuff Ave regarding the need to repair the fence and garage door and informing them that the parking of an Independence Airline (FLYi) commercial vehicle is in violation of the guidelines and Covenants of the community. A prompt action statement should be included		
47	TMGA	Action should be taken to remind the Trash Contractor that they have a responsibility to pickup trash from the community trashcans located at curbside along MacDuff Avenue and Hines Road, as well as at the two tot lots within the community. The Contractor should be provided with the exact locations of these trashcans.	Fax Memo sent but not all trash can locations were included and this did not constitute a formal addendum to the contract	Open

48	TMGA	<p>A couple draft letters should be prepared and delivered to the Board for review and comment prior to issuance:</p>	<p>Management Group has developed two letters for Board Comment at April Meeting.</p>	Open
		<ol style="list-style-type: none"> <li>1. H&amp;H addressing that the contract calls for optional services to be performed only with prior approval/request of the Property Agent. Given this information, why would H&amp;H have performed these services and sent bills for payment to the NHHOA?</li> <li>2. Kenco Plumbing request that they provide the signed NH Work Orders or other authorization to perform work which lead to these repairs and the associated costs.</li> </ol>		
49	TMGA	<p>The Board has requested that a letter be written to H&amp;H putting them on notice that no optional services should be performed without prior authorization from the Property Agent. This letter is to be sent immediately.</p>	<p>Fax Memo has been Sent stating until authorized in writing H&amp;H is to stop all work</p>	Closed
50	TMGA	<p>Report back to the Board on the payment status of two questioned invoices (H&amp;H 40407 AND 40414). If paid, provide information on when paid and how authorized.</p>	<p>Ravi Parkhie reported that these two invoices were approved for payment when the February Spreadsheet was presented to the Treasurer and President; however, they were not paid until the first few days of March. Therefore, proof of payment will not be presented to the Board until the Cash Distribution Sheet for March is prepared.</p>	Closed

51

TMGA

The Board has requested that Ravi Parkhie pursue with H&H the possibility of going month-to-month rather than signing another year long contract. Ravi is report back to the Board on H&Hs acceptance of this offer and any changes to prices etc., before signing any agreement **This action is to be conducted before we are placed in a position of not having a Lawn contractor for the month of April (late).**

SOW has been revised in accordance with recommendations provided by the Board. Board has directed TMGA to provide on a per cut basis the authorization for H&H to perform the work.

Closed

52

TMGA

Ravi Parkhie is to develop a written addendum to the Pool Service Contract to address:

- 1) There should be no congregation around the kiosk and guard stands.
- 2) The Pool Contractor should ensure that their staff do not have guests at the kiosk.
- 3) The Pool Contractor should have available rubber pants for sale at the kiosk.
- 4) The Pool Contractor should ensure that the Pool Manager/Operator needs to be on-site and dedicated to us.
- 5) The Pool Contractor should enforce the use of sign-in and sign-out sheets by homeowners and guests.
- 6) The Pool Contractor should have available permission slips and accident/incident report forms (required to be filled out in accordance with Montgomery County Laws).
- 7) Ensure that no loitering is allowed at the pool, particularly at the entrances to the facility and at the exits of the shower rooms (the Pool Contractor should be instructed to call the police, if there is any resistance by pool members to requests for them to disperse.)

See April Management Report Page 73 - A technical direction memo was sent rather than an Addendum to the Contract. Does the Board want an addendum to ensure agreement by signature is obtained from the contractor?

Open

53	Board	Determine if language needs to be pursued with attorney regarding the responsibilities of homeowners for shoveling snow from community owned sidewalks in front of their homes. The assurance that liability has been transferred for clearing is the question here.	Open	
54	TMGA	Board has requested that the cash deposits (delinquency recovery and transfer of funds from Chevy Chase Bank resulting from account closure) be identified on the Bank of America Checking Statement and presented to the Board	April Management Report reflects by underline the deposit made to Bank of America account resulting from closing the Chevy Chase Account. Outstanding is the demonstration of the deposit of recovered funds from Delinquency referenced in Attorney reply in March 2005 Management Report.	Open
55	TMGA	<ol style="list-style-type: none"> <li data-bbox="548 686 1062 808">1. TMGA initiate necessary policies and procedures to ensure that applications bear appropriate signatures and are tracked for completion and follow-up inspection.</li> <li data-bbox="548 849 1062 1036">2. TMGA track the Applications for Change scheduled completion dates and completion information. From this information TMGA should provide the AECC with a report (monthly), to ensure proper follow-inspections.</li> <li data-bbox="548 1076 1079 1206">3. Ravi was asked that Action Item numbers be included with information in the Management Report that responds to the Action Item.</li> </ol>	Open	

56	Board Av Wofsey Jeffrey Chavis	On page 142 of the March Management Report a draft SOW for the remaining Reserve Study Addendum items was included for Board Review prior to issuance.	Karen VanDuser submitted an e-mail to all Board members noting that this SOW went further than the safety times. She recommended that the SOW be scaled back to only address the Safety Items, in order to be consistent with funding and recommendations adopted as a result of the November Finance Committee report. Ellsworth Romer e-mailed his agreement. The SOW should stop with item 3.	Open
57	Av Wofsey	Develop sample of information that should be supplied by Security Forces when submitting their time cards to reflect activities conducted and information for security report.	Awaiting responses of Av Wofsey and Jeffrey Chavis prior to providing direction back to Ravi Parkhie	