

**Minutes of the August 18, 2005 Meeting of the
Board of Director of the Norbeck Hills Homeowner
Association**

(As Amended and Approved at the September 15, 2005 Board of Directors Meeting)

Board Members Present: Barbara Beccles, President
 Avrom Wofsey, Vice President
 Ellsworth Romer, Treasurer
 Eva Tax
 Folly Kuevey, Member at Large

Other Present: Ravi Parkhie and Ruchita Patel, Agents for the Association
 (The Management Group Associates, Inc)
 Sheila Wright, Recorder
 Six (6) Homeowners (see attached sign-in sheet)

The Meeting was called to order by Barbara Beccles, President at 7:00 PM.

1. OPENING REMARKS

Ms. Beccles announced that during the homeowner's forum everyone's comments will be kept to a three (3) minute limit in order to give everyone an opportunity to voice their comments/concerns. The board members will also be given a three (3) minute time limit to respond as well.

Ms. Ruchita Patel has announced that she will be replacing Ravi Parkhie as the lead manager for Norbeck Hills.

Ms. Beccles asked for a motion that the HOA meeting end promptly at 9PM. Av Wofsey made the motion that was properly seconded. The motion was approved.

Ms. Beccles opened the Homeowner's forum and welcomed everyone for coming out.

2. HOMEOWNER FORUM

- a. Jean Miller of 17641 Longview asked questions regarding the trash policy. Why is it against the policy to put the trash out in bags the morning of pickup? Placing the trashcans out due to the light weight of the cans and lids they are being blown over and rolling around the parking lots. Ellsworth Romer answered the question. Due to trash bags only being put out, the birds, rats and other animals have been tearing open the bags leaving trash all over the property. Montgomery County has addressed this issue and it is also in the by-laws where it states that trash must be put out in trashcans. Ms. Miller also asked, "How are we to make sure that the trash pick up people ensure that the lids to the cans are placed back on the can properly and not just placed where ever?" Mr. Romer has stated that this issue is being addressed. The Management Group has contacted the Trash Company to report that their

people are not placing the lids back on the cans properly and we are currently working with them to address this issue. Ms. Miller wanted to know “Why couldn’t they place the trash out in the bags as the trash truck is coming down the street?” The board has responded saying that this wasn’t a problem as long as it was when the trash truck was coming to them.

- b. Lani Green of 17518 Gallagher Way brought up the issue of the drainpipe that is exiting and damaging her back yard. She gave a letter along with pictures of the deteriorating back yard and pipe to the board. The land behind her row of houses is slipping away. She requested that someone come and take a look. Mr. Romer has stated that he and Ruchita had spoken about this specific area and that this is one of the first things to be taken care of. Av Wofsey mentioned that the company of Roche Brothers does put up retaining walls. The board will get bids on the cost of placing a retaining wall up in this area.
- c. Rosalind Chavis of 17514 Gallagher Way brought up the issue of over grown shrubs on the corner of Cashell and Hines. These shrubs make it difficult for cars to pull out onto Hines. Ruchita will address this issue with the landscapers and have this brush cut back.
- d. Jean Miller brought up the issue of access to the tennis court/basketball courts. Current access is only through the pool area. She wanted to know what was going to happen after the Labor Day Holiday. Mr. Romer has stated that there is a gate that can give access to this area off of Hines Road. This specific entrance is not being used for security purposes. Anyone using this facility during the summer months must access it through the pool area to ensure that those using it are members of the community. Restricted access to this area was due to previous years of destruction to the tennis court. There is currently a combination lock on the gate (Hines Road). Ravi has stated that if people would like access to this they need to call the Management Company and the combination will be given to them. Ravi is to verify that the lock is on the gate and that the combination works. Ms. Beccles asked Ruchita that all of the Board Members and Mr. and Mrs. Miller be given the combination to this gate.
- e. Ms. Beccles asked Mr. Miller if he had ever considered teaching tennis to the children in the community. This then lead into the discussion of other possible activities for the children of our community. Ms. Beccles said that we would need to start off on a very small scale, but if Mr. Miller could possibly put together some plan the Board is very open to such ideas.
- f. Av Wofsey mentioned that many of his neighbors have stated that the path by the tot-lot at Hines and Sandy Knolls has a large pothole. Mr. Wofsey said that he would go by there to inspect the path and will then contact the Management Company. Ravi stated that this would be taken care of during the patching of the parking lots, which is due to take place within the next couple of weeks.
- g. Lani Green asked about the status of the re-writing of the violation letters. At the prior meeting it was said that a committee would be formed to review/develop proposed changes. Jeff Chavis was to head up that committee

5. PRESIDENTS REPORT

None

6. VICE PRESIDENTS REPORT

Community Cleanup: On Cashell Road near Jenner Court there is a lot of trash and the residents of Norbeck Hills are performing the majority of the clean up in that area. There is an Adopt-A-Road sign with a catering company listed as the responsible party for this area. Mr. Wofsey has contacted the county in regards to this company cleaning the area. When a company participates in the Adopt-A-Road program they are to report to the county when a clean up has been done. The county has said that the catering company has not cleaned this area up in a year. Mr. Wofsey would like the county either to, remove this sign and put a new one up with the Norbeck Hills Association on it, or to contact the catering company and have them clean the road. Ruchita has said that there is no fee to participate in the Adopt-A-Road program. Ms. Beccles has asked Ruchita to obtain more information on the Adopt-A-Road program, which the board can then review.

7. Treasurer/Finance Report

Mr. Romer reported on 2 disputed bills that were carried over from 2004 (plumbing done at the pool \$1000+) and (H & H Lawn Service \$13,000). A certified letter was sent to the plumbing company that performed the work. This letter had been returned and therefore we are able to write the total amount off. The \$13,000 bill to H & H Lawn service has been paid in full. Every thing that we are currently carrying invoices for is for the 2005 year.

As of July we have paid out a total of \$26,984.45 worth of bills. As of the end of July we are carrying over the amount of \$7,032.71 for checks that have not cleared. Anticipated carry over at the end of December is approximately \$16,000, which is down from a previous year-end carry over of \$84,000.

Mr. Kuevey asked what was the status of the 2004 audit. Ruchita Patel is to get back to the board on this.

Ms. Beccles proposed a motion that the treasurer's report be approved. The board approved unanimously.

8. Committee Reports

1. AECC:

Mr. Romer has reported that numerous requests for maintenance extensions to the homes have been received. All requests have been granted. A report has been received by the county from the violations noted by them on the properties at Norbeck Hills. All of about 4 or 5 are outstanding at this time. Also, from the initial list of violations noted by the Management Group the majority of these have been addressed as well.

Ruchita has given sample violation letters to Mr. Romer. These letters may suit the needs of the property better than those used previously. Ruchita would like to start using these letters immediately. Ms. Beccles suggested that the board have a couple more days to review the letters. The board is to review them and approve them within the next couple of days. Any changes will go through Mr. Romer first before the Management Group is notified of which letters to use.

2. Pool:

Ravi reported that the Management Group is currently disputing a water usage bill with WSSC for a water meter reading that was taken at the beginning of the season. This is because to one of the pumps was found to be broken. WSSC has come out to perform a second reading. Ravi has spoken with a representative on the phone and the two readings were radically different. Due to this, WSSC will come out a third time to perform another reading. Because of these problems, the original deadline for the WSSC bill was August 17th, but this date has been pushed forward to September 22nd for a revised bill. Ravi will be notified on September 2nd by WSSC of what the revised bill will be.

An attempted break in to the Pool's guard area was made. During this break in the glass on this area was broken and has since been repaired. There have not been any reported problems at the pool; it has been a very quiet year.

3. Grounds:

Mr. Romer reports that new policy that was put in place to bill residents back for trash pick up has netted a total of \$2,050 since we started collections. The amount of trash being left by residents has decreased dramatically and it appears that this new policy has really made a difference. There were a total of 26 residents billed this past month for the removal of trash.

When trash is left behind from HOC tenants, does HOC pay the bill? Ravi has stated that, "HOC is assessed for this and they do pay the trash removal bill".

4. Newsletter:

Ingrid Romer reports that articles are still needed for the next issue. Volunteers are still needed for Court Captains. Ms. Romer would like to get a list of those people on each committee and a list of the names of those that are Court Captains. Another community cleanup is scheduled for October; this information will be in the newsletter. The board will be given the draft of the newsletter during the week of September 18th. The newsletter will hopefully be completed and printed for distribution during the 2nd week of October.

5. Security/Parking:
Incident reported by the Management Group that a car was parked in a handicapped zone/doubled parked.

A trailer parked in front of 4516 Cannes Lane.

Sandy Knolls resident reported that gasoline had been taken out of their SUV's on two (2) different occasions.

Approximately two (2) weeks ago undercover police offices raided six (6) homes here in our community and homes around Cashell Elementary School.

6. Court Captains:
Ms. Beccles reports that no recent meeting has been held. Flyers have been distributed throughout the community as needed. More Court Captains needed at this time (Jenner Court, Sandy Knolls – town home side, Boastfield Court, Longview Lane – both sides). Mr. Goldman is currently working on a light inspection sheet that will be passed out to the Court Captains. These will be used to inspect the lighting and to report any street lights that need repaired or replaced. Also, Mr. Goldman is putting together a check off sheet for the Court Captains to use for other violations that are seen in their respective streets.

OLD BUSINESS

1. Review of Contracts:

The Management Group reports that the review of contract specifications is in the first phase to prepare next year budget. Ruchita asked if the board was happy with the contractors in place or if any specifications need to be changed:

Trash: Potomac Disposal, just renegotiated. It is not up for renewal. The board has asked Ruchita to get a list from Potomac Disposal what is considered a bulk item and the actual definition. This is an open-ended contract. The price will stay at the current rate until time of termination.

Landscaping: Just entered into a contract with Mainscapes. Ruchita suggested that we ask Mainscapes for a 12-month renewal or a 3-year contract, with a 30-day termination clause in place. The board agreed to go with a 3-year contract with a 30-day termination clause. Some of the board members and the Management Group did a walk around with a representative from Mainscapes. At this time it was mentioned that the landscape needs to be pushed back at the wood line back to the original state. Ruchita has been asked to please check the contract to ensure that this is stated and if not have it placed in the SOW.

Bulk Removal: A fixed price of \$50/house has been set with Handy Man Maintenance

Snow Removal: Roche Brothers. Ask for a price per inch of snowfall or per push. Also, need to get a better price on materials. The board asked Ruchita to get prices for all of the different alternatives. Once the board has this, the snow removal contact will be revisited.

RSV Pools: Does not need to be done now. Ruchita suggested that the board also consider having a multi year contract with a 30-day termination clause with RSV Pools as well. The board has agreed to going with a multi year contract.

Audit Contract: (Shreiner and Ledge)) Ruchita suggested to have a multi year contract with them as well in order to get a better price. The board has agreed to going with a multi year contract.

NEW BUSINESS

NONE

ADJOURNMENT

The meeting adjourned at 9:02 PM.

Respectfully Submitted,

**Sheila Wright,
Recorder to the Board**