

Norbeck Hills Homeowners Association
Board of Directors Meeting
September 15, 2005

(As Amended and Approved at the October 20, 2005 Board of Directors Meeting)

Board Members Present: Barbara Beccles, Ellsworth Romer, Eva Tax, Av Wofsey,
Folly Kuevey

Others Present: Ruchita Patel, The Management Group Associates
Jacque Labovitz, 4220 Sir Walter Road
Steven Green, 17518 Gallagher Way
Gracie Bennett, 4500 Cannes Lane
Clara Smith, 4408 Fishermans Court
Jeff Chavis, 17514 Gallagher Way

Call to Order

The meeting was called to order at 7:10 p.m. by Av Wofsey. Barbara Beccles had not arrived yet.

Meeting Minutes

Eva Tax moved to approve the draft minutes from the August 18, 2005 meeting with the following change:

- Sheila Wright should be listed as the “Recorder”, not Board Secretary.

The motion was seconded by Folly Kuevey and passed unanimously.

Board Member Arrival

Barbara Beccles arrived at 7:15 p.m.

Homeowner Forum

Barbara Beccles apologized for being late. She was delayed due to a personal issue. She explained the procedure for Homeowner Forum, i.e., each homeowner will have up to 3 minutes to speak, with 3 minutes allotted for the Board’s response.

Steven Green questioned the status of repairing the erosion behind his row of homes. Ruchita Patel advised that she had requested proposals for this scope of work, and they would be included in the October management report for review. If a contract is awarded in October, she expects all work to be completed by November 30, 2005.

Steven Green advised that his wife had provided a copy of an article called “The Nuts Next Door” to Ingrid Romer for inclusion in the newsletter.

Jacque Labovitz stated that he has experienced some medical problems over the past year. He received a violation letter regarding painting his trim, and was already in the process of obtaining bids. In the meantime, one of his neighbors has significantly altered the appearance of their home and the Board has apparently taken no action. He believes that it is unfair that his violation was addressed but not his neighbor's. Barbara Beccles questioned whether Mr. Labovitz had asked for an extension. He advised that he had sent a letter to TMGA and Ellsworth Romer. Ellsworth Romer said that he had asked Ravi Parkhie to put this issue on hold. Mr. Labovitz confirmed that he had not received any follow-up letters after his request for extension was submitted. He also advised that the house has since been painted.

Ellsworth Romer advised that Mr. Labovitz's neighbor's home was discussed at a previous Board meeting and that he had asked Ravi Parkhie to follow up because the violations had not been corrected. Ruchita Patel will research the status of this matter and will take follow-up action as necessary.

Av Wofsey reported that a sidewalk is being installed on Cashell Road. Ruchita Patel advised that she had recently received a letter about this but had been under the impression that the Board was aware that the sidewalk would be installed. The letter arrived shortly before the Board meeting; therefore, it was not included in the management report.

Jeff Chavis reported that MainScapes is doing a good job. They cleared the brush at Cashell Road and Hines Road, per his request at a previous meeting. This makes a big difference in being able to see oncoming traffic.

Ellsworth Romer thanked the homeowners on Gallagher Way for seeding the common area. Folly Kuevey advised that MainScapes had still not edged the sidewalks. Ellsworth Romer and Eva Tax stated that they had noticed that this had been done recently. Folly Kuevey will check the edging and will contact Ruchita Patel if more work is required.

Jeff Chavis reported that Comcast cables are exposed throughout the community and questioned when they would be buried. The Board advised that Karen Van Duser had previously contacted Comcast and Verizon regarding this matter as many of the cables are actually Verizon fiberoptic lines. There was some discussion as to how to proceed. Av Wofsey reported that the Department of Consumer Affairs has two people in charge of Comcast violations. When complaints are reported to them, they are registered. After discussion, Ruchita Patel was requested to follow up with Consumer Affairs regarding the exposed lines. The Board advised that there are some behind Barbara Beccles' house and behind the townhomes on Gallagher Way.

A homeowner questioned the outcome of the police raid that recently occurred on Cannes Lane. Ellsworth Romer reported that a house in that area was raided approximately 2 weeks ago. A different house on Fishermans Court was raided the previous Saturday and a resident was arrested. This resident was absent for approximately 1 week but recently returned to the community. He has asked TMGA to follow up with a letter to these homeowners.

Jeff Chavis questioned whether anyone had sent in contractor names for the Preferred Contractors List. Ruchita Patel reported that the Millers had sent in the names of two contractors. She will send to Jeff Chavis and Jacque Labovitz contractors whom they may contact for wood repairs.

The Board requested Ruchita Patel to ask Jon Smith of Handyman Services if he would be willing to pick up bulk trash for homeowners at the same rate that he charges the Association (i.e., \$50). If so, homeowners can contact Handyman Services directly to arrange for pick-up. Information regarding this matter will be published in the newsletter.

Homeowner Forum ended at 7:50 p.m.

Adjournment Time

Barbara Beccles moved to have the meeting adjourn at 9:00 p.m. The motion was seconded by Av Wofsey and passed unanimously.

Committee Reports

- a. AECC – The Board discussed the request submitted by 17535 Longview Lane to install a stockade fence. Their consensus was to disapprove the Architectural Change Request until the homeowner had re-submitted it with the required signatures. They particularly would like to ensure that the immediate next door neighbor has signed the application.

The Board approved the extension request submitted by 17522 Gallagher Way.

The Board approved the request for a deck submitted by 4408 Cannes Lane.

The Board approved an extension until May 31, 2006 for 17618 Gallagher Way to correct their outstanding violations.

The Board approved the request for a fence submitted by 4545 Boastfield Lane.

Eva Tax moved to take the action regarding architectural change requests as described above. The motion was seconded by Av Wofsey and passed unanimously.

The Board discussed the Architectural Change Request submitted by 17610 Longview Lane to reconstruct their home following their fire. Ellsworth Romer explained that the request submitted was for a style that did not match the original style of this house. Discussion ensued. Eva Tax moved to deny the Architectural Change Request as submitted. The motion was seconded by Av Wofsey and passed unanimously.

Ellsworth Romer advised that Jeff Chavis is heading up the Subcommittee to review the Architectural Guidelines. He does not have an update on this project but will follow up with Jeff Chavis.

The Board reviewed the violation template letters and made additional changes. Eva Tax moved to approve the violation template letters with the changes discussed. The motion was seconded by Av Wofsey and passed unanimously.

The Board discussed whether it was necessary to re-issue a 7-day violation letter for violations such as tall grass, weeds in landscaping beds and exposed trash and recycle bins. After discussion, it was decided that Ruchita Patel will have Jack McCabe provide an opinion as to whether a letter must be re-issued every time the violation recurs or if a blanket violation letter can be issued annually.

The Board discussed the ongoing construction work at 17547 Longview Lane. Ellsworth Romer reported that he had spoken with the owner of this home, who recently finished all construction work on the front of the house. He is now working on the back of the home but expects to be done by October 31, 2005. The Board's consensus was to leave the violation open but to monitor this home to ensure that work is completed. The homeowner will be asked to sign a letter prepared by the Association confirming that all work will be completed by October 31, 2005.

b. Pool Committee

Barbara Beccles reported that Jeff Chavis had told her that he had not yet received a report from Becky Tenner regarding how the swim team operated this year. The Board's consensus was that a representative of the swim team should be present at every meeting as a requirement for receiving funding from the Association. A discussion ensued. The Board's consensus was to send Becky Tenner and Dave Colacicco a letter requesting a financial report on the swim team's activities for the past year. They will also be requested to provide a swim team budget for 2006 and pictures from this past season. A letter will be drafted for Barbara Beccles' signature.

Folly Kuevey moved to accept the proposals submitted by RSV Pools to replace the damaged skimmer pad and diving board stanchions with the stipulation that funds be taken from reserves but paid back in the future. In addition, Ruchita Patel will obtain verbal quotes to replace the diving board stanchions from other pool companies to see if the prices are reasonable before authorizing this work. The motion was seconded by Eva Tax and passed unanimously.

Folly Kuevey moved to purchase replacement filter cartridges now but to pay for this project in 2006 as offered by RSV Pools. The motion was seconded by Eva Tax and passed unanimously.

Ellsworth Romer reported that the hot water heater may need to be repaired and/or replaced next year. The cost will be approximately \$5,000 to \$7,500. This will need to be included in the budget.

c. Grounds Committee

Ellsworth Romer reported that the striping and patching work had been done. The path repair was scheduled for October 10, 2005.

Ruchita Patel had previously contacted him regarding buying No Parking Fire Lane signs in bulk to replace some of those that are damaged in the community. Funds are available to do so now.

Ellsworth Romer also requested Ruchita Patel to hold off on any tree pruning work in the single family sections until a pruning contract is awarded.

Ellsworth Romer moved to allot \$425 to purchase No Parking Fire Lane signs in bulk. The motion was seconded by Av Wofsey and passed unanimously. It was agreed that the cost to install the signs would be an additional charge.

Eva Tax reported that she had spoken with Andrea Appleton of Boastfield Lane regarding pruning the cherry tree in the common area in front of her home. Ruchita Patel asked Eva Tax to discuss with Ms. Appleton whether she would be willing to wait until a tree pruning contract was awarded to have this tree pruned. Eva Tax will discuss this issue with her.

The Board's consensus was to defer until the October meeting further discussion regarding a common area beautification program.

Ellsworth Romer moved to approve \$750 to seed as much of the common area as possible this year. The motion was seconded by Eva Tax and passed unanimously.

d. Newsletter

The Board reviewed the e-mail report submitted by Ingrid Romer.

e. GOCA

The Board reviewed the e-mail report submitted by Ingrid Romer.

f. Website

The Board's consensus was to only post the names and contact information of preferred contractors on the website. Contractors with whom homeowners have had a poor experience would not be posted on the website.

g. Security

Ellsworth Romer reported that an arrest had been made in the community as discussed earlier in the meeting.

Numerous cars had been ticketed for being parked in fire lanes and several had been towed. In general, the community has been pretty stable over the past month. He has received no further reports regarding gas being siphoned from gas tanks.

h. Street Captains

Barbara Beccles reported that the Association still needs street captains. She will talk to Albert Goldman. The current captains are very good and she appreciates their efforts. She will get the streetlight report out to the block captains. Mr. Goldman is also working on a violation form.

i. Finance Committee

Folly Kuevey reported that he is still trying to find a meeting location.

Schreiner, Legge had been requested to attend the October meeting. A discussion regarding the audit and taxes was deferred until that time.

Adopt-a-Road

Av Wofsey reported that Montgomery County is going to crack down on the current Adopt-a-Road sponsors. It was the Board's consensus not to join this program at this time.

New Business

In order to reduce the size of the management reports, the Board requested that miscellaneous correspondence not be included. They also requested that the backup for voting items not be included in subsequent management reports if the issue is tabled by the Board.

Ellsworth Romer requested that the open invoice worksheet be modified to also include funds that have been allocated for projects for which invoices have not yet been received.

Adjournment

Ellsworth Romer moved to adjourn the meeting at 9:05 p.m. The motion was seconded by Eva Tax and passed unanimously.

Submitted by,

Ruchita Patel\The Management Group Associates

RP/lds
NH – III6, III6c