

**NEW MARK COMMONS HOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
THURSDAY, JANUARY 3, 2013**

**ATTENDEES:** Margaret Chao, John Hansman, John Brown, Ellen Stein, Lori Nicely, Rocio Snowdy and Jim Denny.

Absent Board members: Dunja Baker and Jeff Miller

**Community Forum:** Rocio Snowdy, City of Rockville's Neighborhood Resources coordinator had several topics to share with the Board.

- Organizational license plates for the City of Rockville are now available from the Maryland Motor Vehicle Administration.
- The City's annual coat drive is still going on. Coats can be dropped off at several sites throughout the City. Please check the City website for locations.
- Construction continues on the new Choice Hotel along Maryland Avenue in front of the theaters.

**Officer and Committee Reports:** There were not any committees members present at the meeting.

Upon a motion by Ellen Stein and seconded by John Hansman, the minutes of the December 2012 board meeting were unanimously approved.

**Administrators Report**

**Dues:** Jim informed the Board four residents have not paid the second installment of the 2012 home owners' association dues and have outstanding balances from prior years. After discussion, it was decided that if payment is not received by February 1, 2013 for the first dues invoice this year, the Association will accelerate the amount due for the entire year and file claims in District Court.

**Board member terms:** The three year term of Jeff Miller and Lori Nicely expire in March. Lori mentioned she will not be running for another term on the Board.

**2013 proposed budget:** Jim gave the Board the final proposed budget for 2013. He also included income and expenditures as of 12/31/2012 versus the 2012 budget. Jim is projecting we will be under budget this year. The major saving was in the "Snow Removal" category. We budgeted \$24,000 for 2012 but only spent \$2,150. Projected income is \$341,497 which is \$913 more than expected. Projected expenses are \$321,254 which is \$19,330 under budget. The total projected under budget will be \$20,243.

After discussion, John Hansman made a motion that we accept the 2013 budget. Ellen Stein seconded the motion which passed unanimously.

## **Old Business**

**Jehovah' Witness Church expansion plans:** We have not received any further notices since the Area Meeting held at City Hall on November 7, 2012 at 7:00 p.m.

**Potomac Valley Nursing and Wellness Center:** There was a meeting held on December 12<sup>th</sup> at 7:00 p.m. at the Nursing and Wellness Center to discuss their expansion plans. They have decided not to build the two story addition to the rear of the center at this time. They plan to construct a new storm water management system, install a new storage building, enlarge an existing shed, and install a new auxiliary diesel generator. There were concerns expressed about the height on the new sheds.

**Plans for the old Giant Food Store site:** A public hearing is scheduled for January 9, 2013 at City Hall to review the proposed development plans for the site.

**Removal of tree on NMC owned property:** Jim presented the Board three proposals to remove the large maple tree and grind the stump in front of 878 New Mark Esplanade. The proposals ranged in price from \$2,800 to \$4,860. After discussion, Margaret made a motion that we accept the proposal from Titan Tree Care for \$2,800. Ellen seconded the motion which passed unanimously.

**Landscape Contractor proposals:** Jim presented the Board proposals from four landscape contractors. The prices ranged in price from \$44,034 to \$79,000 per year for maintenance of the common areas of the community. After discussion, Lori made a motion that we accept the proposal from Stolburg Landscaping for \$44,034. John Hansman seconded the motion, which passed unanimously.

**Townhouse sewer lines:** Jim, Margaret, John Hansman and Ellen met with Brian Plymale, Assistant Supervisor and Osmond Barton, Engineering Technician in the City's Public Works Department on December 13<sup>th</sup>. They reviewed the blueprints of the potable water, storm water and sewer connections for the townhome section of the community. Brian and Osmond explained the City's right-of-way and the City's responsibilities for water and sewer line maintenance and repair.

**Reserve fund expenditures:** Last month John Hansman offered to compile a history of reserve fund expenditures. Jim distributed a spreadsheet John created to the Board. John told the Board he will be reviewing historical records this coming month and will have a more complete list of reserve projects at the February Board meeting.

## **New Business**

**Annual meeting date:** The NMC annual meeting is usually held in the middle of March. After discussion, March 13, 2013 was selected as the date for the annual meeting. Jim will send an email to all Board members after the meeting verifying the March 13<sup>th</sup> date.

**Annual audit:** The accounting firm of DeLeon & Stang has scheduled the NMC annual audit for February 18<sup>th</sup> and 19<sup>th</sup>.