

**NEW MARK COMMONS HOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
THURSDAY, MAY 2, 2013**

ATTENDEES: Margaret Chao, John Hansman, John Brown, Jeff Miller, Dunja Baker, Ellen Stein, Magnus Turesson, Jonathan Smith, Mary Lee, John O'Neal, Brian Bicky and Jim Denny.

Community Forum: John O'Neal was present to discuss swim team practice times with the Board. The swim team practice schedule, distributed in April, indicated that the evening practice hours would run from 5:30 p.m. to 7:40 p.m. which Jim believes ran too late in the evening to allow residents to use the pool for lap swimming. After discussion, it was decided that evening swim team practice hours would be between 5:00 p.m. and 7:00 p.m. Monday thru Friday.

Jonathan Smith was present to ask the Board to consider opening the clubhouse to NMC families for a 'game night'. He felt there was enough interest throughout the community to warrant opening the clubhouse for an evening of board and card games. Margaret asked him to put together some guidelines for participants and send them to the Board for their consideration. The Board will discuss at the June Board meeting.

Brian Bichy, a partner with the law firm of Linowes and Blocher LLP was present at NMC's invitation to discuss his firm's experience and expertise in representing home owners' associations'. Several topics covered included their experience dealing with Montgomery County's Commission for Common Ownership Communities (CCOC), interpreting and changing an association's governing documents and the process and fees incurred in collecting past due accounts.

Officer and Committee Reports: John Hansman presented the revised Architectural Control Guidelines and Procedures. The revised guidelines include pictures of approved exterior doors and exterior light fixtures for the contemporary style town homes and detached homes. The Board approved a new exterior light fixture for the contemporary style town home and detached homes. It is a Hinkley #1650TT. John included a picture of the new fixture in the revised ACC Guidelines.

Upon a motion by Jeff Miller and seconded by Ellen, the minutes of the April 2013 board meeting were unanimously approved with the changes discussed.

Administrators Report

Dues: Jim informed the Board eleven residents have not paid the first installment of the 2013 home owners' association dues. That number includes three residents who have a balance from prior years.

2012 annual audit: We sent several changes to De Leon and Stang to be incorporated in the representation letter before we sign it and return it to them. We have not received the revised representation letter yet.

FIOS installed at the NMC clubhouse: Jim mentioned since we had Verizon FIOS installed in the clubhouse last month, it is possible to have internet installed. We could offer wireless internet service at the clubhouse for minimal expense. We can enter a month to month contract with Verizon for phone and internet for approximately \$119 per month with no installation or cancellation fee. NMC would have to provide the wireless router. After discussion, the Board, the Board by a vote of six in favor and one opposed instructed Jim to pursue wireless internet coverage for the clubhouse..

Old Business

Potomac Valley Nursing and Wellness center: At the Appeals Board held on April 13, 2013 the Board approved the Potomac Valley Nursing and Wellness Center expansion plans.

NMC tree removal and maintenances: Last month the Board approved tree work, not to exceed \$10,000. Jim told the Board the actual expense was \$9,725. The fence line between NMC and Fireside Apartment has been cleared of debris in order to allow several sections of fencing to be repaired or replaced.

New Business

NMC and Fireside Park Apartments fence line repair: We received three proposals to repair several sections of fence and replace 410 linear feet of 6' high chain link fence and post. The three bids ranged from \$8,289 to \$9,750. After discussion, John Hansman made a motion that we accept the proposal from Long Fence for \$8,289. Ellen seconded the motion which was approved unanimously.

Insurance renewal: Jim gave the Board a proposal from the Russell Insurance Group to renew the Association's excess liability coverage. The two renewal premiums quoted for an \$8,000,000 umbrella were \$8,550 and \$8,612. The expiring policy's premium was \$5,174. This represents approximately a 65% increase over the prior year policy. In addition, one policy excluded coverage for the diving board and athletic events. Magnus suggested we contact an underwriter at HMS Insurance to see if they can obtain the coverage we require at a more reasonable cost. Jim will contact HMS Insurance tomorrow.

Restroom partitions and door frame repair proposals: We received three proposals to replace the partitions in the men and women's bathroom. The prices ranged from \$2,100 to \$9,803. After discussion, Ellen made a motion that we accept the proposal from MD Partitions for \$2,100. John Hansman seconded the motion which was approved unanimously.

Miscellaneous

Margaret mentioned there had been interest in planting a tree in memory of Edmund Bennett. Jim mentioned the City will plant a two and one-half inch caliper tree in the circle on Potomac Valley Road at no cost. If NMC wanted a larger tree, we would have to pay for the tree.

John Hansman mentioned there will be a memorial service for Edmund Bennett on June 23rd at the River Road Unitarian Church.