

**NEW MARK COMMONS HOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
THURSDAY, JULY 11, 2013**

ATTENDEES: Margaret Chao, John Hansman, John Brown, Dunja Baker, Magnus Turesson, Jeff Miller and Jim Denny.

Member absent: Ellen Stein

Community Forum: There were no residents present for community forum.

Officer and Committee Reports: John Hansman presented the revised Architectural Control (AC) Guidelines and Procedures. The revised guidelines included pictures of additional exterior doors that would be acceptable as discussed at the June 2013 Board meeting. After discussion, Jeff Miller made a motion to approve the revised Architectural Control Guidelines dated July 11, 2013. Margaret seconded the motion which was unanimously approved. It was decided we will print the new ACC Guideline and distribute to each home in NMC.

Upon a motion by John Hansman and seconded by Jeff, the minutes of the June 2013 board meeting were unanimously approved.

Administrators Report

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

Pool update: Thirty five non-resident members have joined the pool this year which equates to \$19,250 in revenue. Continental Pools assigned a permanent substitute to our pool, Peter Murtland. A couple of concerns were raised: Life guards are not always in the office; sporadic membership check in; need to standardize process for swim test and permission forms for kids between the ages of 8 to 11 years old. We should research a pool admission system for 2014 that includes picture ID.

Lake Update: The representative from Solitude Lake Management was able to spot treat the small duckweed bloom along the lake shore. If the duckweed returns and rapidly expands, we may have to drop the water level in the lake in order to treat with an aquatic herbicide.

Rodent problem: There have been rat sightings and residents have trapped rats in the 200 and 800 block of New Mark Esplanade. We had a similar problem several years ago. The source was traced to the trash enclosures at the Fireside Park Apartments. Jim mentioned he drove through the Fireside Apartment complex and took photos of unsecured and overflowing trash receptacles. These were forwarded to Ruth O'Sullivan, Director of the Rockville Housing Enterprises (RHE). Ruth replied that the Fireside Park management company has increased refuse pickups to four per week and have added additional bins to provide ample receptacle space for trash.

4th of July celebration: The annual celebration at the pool was a success. Cozy Restaurant from Thurmont, MD. handled the lunch catering. We collected \$1,069 in food sales that covered approximately 45% of the cost of the catering.

Accidental drowning: Jim mentioned he spoke with the representative from Liberty Mutual Insurance assigned to New Mark Commons. Liberty Mutual has not received any information or reports from the police departments or emergency medical personnel who responded to the accident

2nd quarter financial update: Jim gave the Board an update on the financial status of the Association as of June 30, 2013. He presented the Income Statements, actual expenses year-to-date versus the budget and reviewed the Association's Operating and Reserve Funds balances as June 30, 2013.

Old Business

Insurance: When we changed the broker of record from Russell Insurance to HMS Insurance, there was a change in the effective date of the policy from April 8, 2013 to May 9, 2013. The change necessitated a cancellation and reinstallation of our liability, workman's comp and umbrella policy with no lapse in coverage. After discussion with HMS, Jim felt it was beneficial to pay our annual premium in one lump sum versus a quarterly payment plan. We have paid \$32,906 in insurance premiums year to date.

Game Night in the clubhouse: Tomorrow, July 12th is the first Game Night which runs from 6 to 10 p.m. This is an opportunity for NMC resident to bring their favorite board or card games to the clubhouse for an evening of fun and entertainment.

Change NMC legal representation: Brian Bichy had our legal files transferred from Hileman and Associates to his office.

Memorial Plaque for Edmund Bennett: John Hansman mentioned that after reviewing several of the proposed locations for a plaque, he believes the clubhouse would be a good location. Specifically, the brick wall to the right of the front door as you look at the main entrance of the clubhouse. John offered to research the styles, cost and come up with an appropriate statement for the plaque.

New Business

Landscape proposal from N. Nelson & P. Lester: Ms. Nelson and Mr. Lester are asking the Board for permission to do some landscaping on the wooded, community owned parcel adjacent to 506 NME. They offered, at their expense, to build a small, stacked stone retaining wall, ranging in height from 7" to 4" and extend approximately 35' to 40'. They would like to plant annual and perennial flowers in the area. After discussion, the Board agreed to the proposal with the following caveats: Adjacent neighbors must approve of the plan, planting must be 'no maintenance' to the community; all planting must be directly in the ground; there will not be any flower pots, planters, trellis, fencing or manmade accessories placed in the area.

Parking and landscaping at 315 NME: It was brought to the Board's attention that the residents of 315 NME are consistently taking up three parking spaces for their two automobiles. They have also extended their gardening to the common area on the side of their home. After discussion, it was decided we will notify the residents that they have one assigned parking space and need to park within the lines with their other auto.

Gold Leaf Group mulch proposal: There is a proposal to furnish and install 60 cubic yards of wood carpet playground mulch within the border of the NMC playground. The cost is \$2,340. After discussion, John Hansman made a motion that we accept the proposal from the Gold Leaf Group for \$2,340. Dunja seconded the motion, which passed unanimously.

Titan Tree Care proposals: Jim gave the Board two proposals listing seventeen items of tree maintenance and/or tree removal throughout the community. The total cost of the two proposals is \$6,905. Jim told the Board that Titan Tree Care has been the most cost effective and professional tree service we have used in the past year. Magnus suggested we solicit a bid from H & H Tree Experts, a company he has used for tree work at his home. Jim agreed to solicit a bid from H & H but ask the Board to approve the scope of work quoted by Titan Tree Care. If the bids are similar in price, Jim will make the determination on which company to hire. After discussion, John Brown made a motion that we accept the scope of work outlined in the two proposals from Titan Tree Care for \$6,905. John Hansman seconded the motion which passed unanimously.

Stolburg Landscape proposals: Jim gave the Board two proposals for storm water management. The first proposal was to excavate the existing swale along the bike path in the rear of 328 to 336 NME, remove sediment, install new landscape fabric, rebuild the berm, relay the stone and extend the swale an additional 50' along the bike path for \$4,700. The second proposal was to create a new swale between 326 and 328 NME to channel storm water runoff into an existing culvert behind 328 NME for \$2,800. The two proposals total \$7,500. After discussion, John Brown made a motion that we accept the two proposals from Stolburg Landscaping for storm water management. Dunja seconded the proposal which passed unanimously.

Miscellaneous

Dunja mentioned she would like to have a pedestrian cross walk sign installed near the crosswalk at the intersection of New Mark Esplanade and Scandia Way.

John Hansman inquired about the letter he prepared to the City requesting extending the sidewalk along NME between Watchwater Way and the bike path.