

**NEW MARK COMMONS HOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
THURSDAY, SEPTEMBER 4, 2014**

ATTENDEES: Dorie Mangan, John Brown, Jeff Miller, Dunja Baker, Magnus Turesson, John Hansman, Phillip Lester, Natalie Nelson and Jim Denny.

Members absent: Ellen Stein

Community Forum: Rocio Snowdy was not able to attend the meeting. Phillip Lester and Natalie Nelson were present to discuss the addition of a screen porch to the rear of their home at 518 New Mark Esplanade. They were concerned with a procedural issue in the architectural review process. One of their neighbors refused to sign the Architectural Control Committee (ACC) application. They were concerned that the neighbors' failure to sign would keep them from submitting the application. Jim told them the ACC would accept the application if they noted on the application that the neighbor refused to sign. A neighbor's signature does not mean they approve or disapprove of the project, just that they are aware of the proposed change. They said they would submit the ACC application tomorrow.

Officer and Committee Reports: There were not any officer or committee reports presented.

Approval of minutes: After review of the August 7th minutes, John Hansman said the minutes need to cover the August 13, 2014 meeting he attended with Ellen Stein, Jim Denny and the Association's insurance agent, Sean Connolly. The meeting was to discuss new insurance requirements the Federal National Mortgage Association (FNMA) has placed on lenders who service houses located in homes associations with significant community property. This topic was introduced at the August 7th board meeting. Jim said he would update the minutes.

Dues: Jim told the Board ten residents have not paid the second installment of their association dues. That includes five residents that have not paid for the entire year. After discussion, it was decided we will keep liens current on residences that are in arrears. Jim will continue collection efforts on past due accounts that do not have liens in place.

Pool update: The pool manager and assistant manager for the last two weeks of the summer were very good. The cleanliness of the entire pool facility improved during their management. The downside of using local college students for lifeguards is they return to college before the end of the pool season. We experienced staffing issues starting August 1st which did not resolve until our replacement manager arrived on August 19th. Jim mentioned there was less than ten dogs swimming during the end of season dog swim. The number of people far exceed the number of dogs participating in the swim. Jim recommended the dog swim be discontinued. There were fecal accidents in the pool and on the pool deck. The number of dogs running loose on the pool deck created an unsafe condition for the both people and dogs. The City of Rockville offers a well supervised end of season dog swim at the Rockville Municipal Swim Center (RMSC). A nominal fee and proof of rabies vaccination is required to participate. After discussion, Jeff made a motion that end of season dog swim be discontinued. Dorie seconded the motion, which was unanimously approved.

Date for annual Open House: The Board of Directors' annual Open House is usually held in October. After discussion, it was decided that Jim would email all Board members and see which date was available for most of the Board.

NMC Insurance meeting with HMS insurance: An additional issue from the August 13, 2014 meeting with HMS was the replacement value of the maintenance garage. After the meeting, Sean Connolly from HMS Insurance prepared a Marshall & Swift commercial building valuation report on the clubhouse and maintenance garage. The clubhouse report supported the insured amount of coverage on our policy. The maintenance garage valuation exceeded the amount of coverage on our policy. Jim will follow with Sean to raise the amount of coverage on our policy to reflect the Marshall & Swift valuation.

Jim told the Board that he and Magnus Turesson performed a loss prevention walk thru of the pool, clubhouse, playground and maintenance garage. They identified several items that should be replaced or upgraded. For example, new exit signs and GFI outlets in the clubhouse kitchen were two of the items noted.

Old Business

Pool: The new pool cover was installed.

Tree pruning and landscape projects: The tree pruning and landscape projects approved at the August Board meeting have been completed.

New Business

Community Pool Service (CPS) proposal: We received a proposal from Community Pool Service for winterization chemicals, skimmer maintenance and pump motor storage for \$3,520.50. Jim told the Board there were several items that could be omitted due to the configuration of our filter system. He will meet with CPS management to discuss the chemicals recommended and report back to the board.

Community Pool Service (CPS) proposal: We received a second proposal from Community Pool Service to replace a skimmer in the baby pool for \$1,100. After discussion, Jeff made a motion that the Board accept the proposal from CPS for \$1,100. Dunja seconded the motion which passed unanimously.

Directors & Officers (D & O) liability insurance renewal: Last year we entered a three year, fixed premium policy with United States Liability Insurance Co (USLI) for the Officers and Directors liability insurance. The annual premium is \$1,900. Jim paid the premium and requested post approval from the Board. After discussion, Magnus made a motion that the Board approve the payment of \$1,900 to USLI for D & O liability coverage. Jeff seconded the motion which passed unanimously.