

**NEW MARK COMMONS HOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
THURSDAY, JULY 2, 2015**

ATTENDEES: Dorie Mangan, John Hansman, John Daroff, John Brown, Ellen Stein and Jim Denny.

Absent Board members: Magnus Turesson and Jeff Miller.

Officer and Committee Reports:

Upon a motion by Dorie and seconded by John Daroff, the minutes of the June 4, 2015 board meeting were unanimously approved.

Administrators Report

Dues: Jim informed the Board that 38 residents have not paid the second HOA dues invoice that was due on June 1. Last year at this time 41 residents had not paid the second dues installment. Jim met with John Daroff on June 25th to discuss collection of past due accounts. John mentioned he and John Hansman attended the District Court Judges presentation on HOA dues collection held on June 10, 2015. A couple of items mentioned were the collection of late fees must be spelled out in an Association's governing documents and Maryland permits 6% interest per annum be collected on late HOA dues. Our accounting software, Quick Books Pro should be capable to track all associated interest and legal expenses by each individual account. John believes the Association should consider accepting electronic payments. While bank credit card collections system are expensive, there are alternatives, such as Square, that charge by transaction. There were several questions about the tax sale of 168 New Mark Esplanade. Even though the Association had liens in place, the new owner was only responsible for HOA dues from the date of purchase forward. Were the Association's liens stripped as part of the tax sale process? Can we still file a personal lien against the former owner? Is there a statute of limitations on filing? John Hansman mentioned we should create a reasonable late fee.

Pool update: The pool opened on May 23 as scheduled. Our manager, Pavel, is doing a good job. A permanent life guard staff is still being put together by Community Pool Service. The swim team has started two a day practices, one in the morning and between 5 and 7 P.M. Monday thru Friday. The swim team has 88 members this year.

Pool pass system: We have issued over 600 pool passes since the beginning of May. Pavel, the pool manager, will start the process of issuing a pool passes. If a resident arrives at the pool and has not been issued a pool pass, Pavel will verify the resident's information is in the EZ Facility data base. He will take a picture of the resident and then inform Jim who would review the resident's information and create the pool pass. The new pass is left at the life guard's desk the following evening for the resident to pick up.

Second quarter financial review: Jim gave the Board an update on the Association's financial status as of June 30, 2015. He presented the Income Statements, actual expenses year-to-date versus the budget and reviewed the Association's Operating and Reserve Funds balances as of June 30, 2015. Copies of all bank account were included in the package.

4th of July celebration at the pool: Baba Jamal Koram, storyteller, will be the children's entertainment this year. The Bean Bag will be the catering and MC Events will provide the music.

2015 NMC Directory: Jim mentioned updates to the A to Z Directories data base should be completed by the middle of July. 2014 was the first year A to Z published our directory and residents had a view only access. Jim asked if we should allow residents to make changes to their information in the directory. After discussion, it was decided to continue with the view only access. It was suggested we include a change of information form for the directory with our HOA dues invoices.

Old Business

District Court Judge's presentation on Condo/HOA dues collection: John Daroff and John Hansman attended the District Court judge's presentation on HOA and condo dues collection process sponsored by Montgomery County Office of Consumer Protection (OCP) and the Commission on Common Ownership Communities (CCOC).

The Jordan's backyard: John Daroff handed out a draft of a proposed License Agreement between the Association and the Jordan's that would grant the Jordan's exclusive use of the small parcel of Association land in question. The license would be revocable. If the property was sold the Association could enter a new license agreement with the new owner. The Board granted John Daroff the authority to enter into negotiations with the Jordans' for a license to use Association property.

New Business

Titan Tree Care proposal: We received a proposal from Titan Tree Care for tree maintenance and pruning of 5 trees in the community for \$2,675. After discussion, John Brown made a motion that we accept the proposal from Titan Tree Care for \$2,675. Ellen seconded the motion which passed unanimously.

Linowes and Blocher LLP services offered for retainer clients: The services included in the retainer agreement are: Annual review of governing documents relating to case law and statutory effects on governing documents; review of annual meeting notice and proxy forms, a review of all Board meeting minutes; periodic newsletters addressing issues of interest to Common Interest Communities; annual half day planning session with the Association's Board of Directors. Jim and the Board will come up with topics for discussion at the annual half day planning session to be scheduled later in the fall. One item mentioned was creating a standard payment plan agreement to use with residents who wish to pay their dues by installment.

Sunset of Rockville's participation in the Commission of Common Ownership Communities (CCOC). After the City of Rockville Council meeting of June 22, Jim received emails from Joe Jordan and Margaret Chao concerning the City's decision to let its participation lapse in the CCOC. Common ownership communities in Rockville will no longer be charged \$3 per residence for annual CCOC membership. Jim included a section of the staff report to the Mayor and Council referencing the sunset of the City's participation in January 2015.