

**NEW MARK COMMONS HOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
THURSDAY, NOVEMBER 5, 2015**

ATTENDEES: John Daroff, Ellen Stein, John Hansman, Magnus Turesson, Judy Rudolph, Jonathan Smith, Mark Wetterhahn, Marty Reiss, Itzic Zahavi, Jacques Bankier and Jim Denny.

Absent Board members: John Brown, Dorie Mangan and Jeff Miller.

Community Forum: Mark Wetterhahn was present to update the Board on the Don Mills residents continuing issues with the Potomac Valley Nursing and Wellness Center (the Nursing Home) renovations and the City of Rockville. The City's Appeals Board approved increasing the height of the fence between the Nursing Home and the abutting Don Mills properties from 6' to 8' high. The Nursing Home installed screening plants but did not seek input from the residents on Don Mills Court as to the most effective location for the plants. The Reiss's have a view of one shed at the Nursing Home that could be hidden with strategic planting and extending the fence an additional 10 to 12'. Mark also mentioned the new sign installed by the Nursing Home was illuminated which was in violation of earlier agreements. The City has instructed the Nursing Home to disconnect the electricity from the sign.

Jacque Bankier, owner of 168 New Mark Esplanade, was present to appeal an Architectural Control Committee (ACC) decision. The ACC denied the installation of the new front door that had been installed without seeking ACC approval. The wooden door with two raised panels and a leaded glass insert was rejected by the ACC.

Itzic Zahavi, who lives at 7 Vallingby Circle, was present to appeal the Board's decision that banned parking of his 56 passenger tour bus in the clubhouse parking lot. Itzic explained he only parked the bus occasionally in the Clubhouse parking lot. His employer, Beltway Transportation, is located in District Heights, Maryland, near the intersection of the beltway and Pennsylvania Avenue. When he has a client located near Rockville, or the western side of the Washington area, it is helpful to pick up the bus the night before to avoid driving into the district during the morning rush hour. After his morning run, he returns to his home, parking the bus in the Clubhouse parking lot until his evening pick up. He then returns the bus to District Heights unless he has a multiple day contract near Rockville. The Board thanked Mr. Zahavi for attending and said they would discuss his appeal later in the meeting.

Officer and Committee Reports: John Hansman presented a new alignment for NMC Committees. The Bylaws state that each committee shall consist of a chairman and at least two (2) other members and shall include one (1) member of the Board of Directors.

The proposed alignment is: John Hansman will be the board liaison for Architectural Control Committee. Dorie Mangan will be the board liaison for the Community Enhancement Committee, that will also incorporate Vehicles and Parking Committees. Ellen Stein will be the Board liaison for the Landscape Committee that will also include the Lake and Tree Committees. John Brown will be the Board liaison for the Pool Committee that will also include the swim team. John Daroff will be the board liaison for the Communications Committee.

The Land Use Committee is abolished.

John Daroff gave an update on the Communications Committee. The committee has two members, Judy Rudolph and Jonathan Smith. Their first goal is to start an electronic newsletter beginning in January 2016. There will be a monthly electronic newsletter and four printed newsletters per year. The schedule for the printed newsletters is yet to be determined. John studied our current NMC Directory supplier A to Z Directories and determined it would not be suitable for an electronic newsletter. He recommended Mail Chimp as the platform for the electronic newsletter. He suggested there be an article prepared by a Board member in each issue of the newsletter.

Ellen Stein gave an update on recent landscape projects in the community. The stone work along the lake steps was repointed and the missing slate coping stones were replaced. Native grasses were planted at the top of the steps. Low lying junipers, 3 winterberry trees and several witch hazel trees were planted at the corner of New Mark Esplanade and Welwyn Way. She mentioned the Garden Club will be pruning bushes near the lake steps this coming Saturday.

Upon a motion by Ellen and seconded by Magnus, the minutes of the October 1, 2015 Board meeting were unanimously approved with the changes noted.

Administrators Report

Dues: Jim informed the Board that 5 residents were not current with their HOA dues. Three residents had balances from prior years and two residents were in arrears for 2015 only. Jim will follow up with the residents who are in arrears for 2015.

Pool update: Pool winterization is nearly complete. Plumbing Associates Inc. finally applied for a plumbing permit from the City of Rockville for the new hot water heater that was installed in August. The City approved the installation.

2016 proposed budget and 2015 financial review: Jim gave the Board the proposed budget for 2016, incorporating a 0.5% dues increase. He also included income and expenditures as of October 31, 2015 versus the 2015 budget and the reserve fund expenditures for the year. The Association's governing documents set forth the maximum amount the dues can be raised. In recent years, the dues increases have been held within or under the annual CPI. Our Covenants state the increases in dues have to be within the annual increase in the CPI on a cumulative basis since January 1, 1968.

Jim mentioned there will be a new expense line item for the Pool Pass System. The EZ Facility software license fee will be approximately \$1,300 in 2016. We are considering transitioning to organic lawn care product for 2016. The organic products are approximately 15% more expensive than traditional fertilizers and pesticides. The increase cost in the Landscape Maintenance contract will reduce funds available for other landscape projects.

Jim is projecting we will be under budget this year. Projected income is \$365,639 which is \$2,735 greater than expected. Projected expenses are \$356,649 which is \$6,255 under budget. The total projected under budget will be \$8,990.

After discussion, Ellen made a motion that the Board approve the proposed 2016 budget, with the zero point five percent (0.5%) increase and the proposed 2016 budget be published in the NMC Newsletter and distributed to all residences in the community. Magnus seconded the motion which passed unanimously.

Old Business

Jordan's backyard: We have not received any correspondence from the Jordan's attorney, Lynn Parker Perry of LPP Law.

168 NME: We have not heard of from the Montgomery County Department of Finance regarding our Claim Form seeking reimbursement for past due HOA dues and legal fees totaling \$5,979.88.

New Business

Stolburg Landscaping LLC - Snow Removal proposal: The snow removal proposal submitted was unchanged from last years' contract. After discussion, Magnus made a motion that the Board accept the snow removal proposal from Stolburg Landscaping Inc. John Daroff seconded the motion which passed unanimously.

ACC appeal from Community Forum: The Board discussed Mr. Bankier's request that they allow the installed door to remain in place. Jim mentioned he spoke to Mr. Bankier at length the day before he settled on 168 New Mark Esplanade. Jim told him of our Architectural Control Guidelines and process. Jim also said the settlement company had him FedEx a HOA Resale package to them the day before settlement. After discussion, John Hansman made a motion that the Board uphold the Architectural Committees denial of the door installed on 168 NME. John Daroff seconded the notion which passed unanimously.

Use of clubhouse parking lot from Community Forum: The Board discussed Mr. Zahavi's request to use the clubhouse parking lot to parking his 56 passenger tour bus on an occasional basis. While the Board was sympathetic to Mr. Zahavi's commute, the bus exceeded the dimensions for vehicles in the Association's Parking Regulations. In addition, the size of the vehicle is not compatible for a residential neighborhood. The Board also mentioned noise complaints from residents who live near the Clubhouse parking lot. After discussion, Magnus made a motion that the Board re-affirm the decision to ban bus parking in the Clubhouse parking lot. Ellen seconded the motion which passed unanimously.