

**NEW MARK COMMONS HOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
THURSDAY, DECEMBER 3, 2015**

ATTENDEES: John Daroff, Ellen Stein, John Hansman, Magnus Turesson, John Brown, Jeff Miller, Judy Rudolph, Andre and Theresa Dalhman and Jim Denny.

Absent Board members: Dorie Mangan.

Community Forum: Andre and Theresa Dahlman who live at 6 Tapiola Court were present to appeal a decision of the Tree Committee. The Dahlman's would like to remove an oak tree, approximately 14" in diameter, that is 12' to 14' from the left side of their home. The tree is leaning toward the house. The Tree Committee recommended pruning the oak. The Dahlman's arborist believe the tree will be a problem in the future and should be removed now instead of later. The Board thanked the Dahlman's for attending the meeting and told them they will discuss their proposal later in the meeting.

Judy Rudolph was present to discuss the New Mark Village Concept with the Board. Judy mentioned there are eight New Mark residents participating in the discussions. The group is in the process of developing a Vision Statement. Their vision of the concept has changed from an aging in place to a multi-generational concept that includes the entire community. They plan to use the NMC Newsletter, www.Nextdoor and door to door fliers to raise awareness of the Village Concept. Judy suggested the Board invite Pazit Aviv, Villages Coordinator, Aging and Disability Services, Montgomery County Health and Human Services to be the guest speaker at our annual meeting.

Officer and Committee Reports: John Hansman discussed the new committee alignment and asked the Board representatives see if there was a Mission Statement for their respective committees. Also, if there are any informal guidelines or procedures for committee, they should be reviewed and formalized.

Upon a motion by Ellen and seconded by Magnus, the minutes of the November 5, 2015 Board meeting were unanimously approved.

Administrators Report

Dues: Jim informed the Board that 5 residents were not current with their HOA dues. One of the homes has been approved for a short sale with settlement scheduled for December 2015. We should be able to recover most of the dues and legal expense at the time of settlement. Jim will follow up with the residents who are in arrears for 2015.

Pool update: Jim told the Board we terminated our contract with Community Pool Service effective December 17, 2015. Jim will prepare a request for proposal and start interviewing Pool management companies in January.

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 November 30, 2015 versus the 2015 budget and the reserve fund expenditures for the year.

Jim told the Board a new account, Interest from Past Due Accounts, was added to the Operating Income schedule. As of November 30, 2015, we have collected \$359 in interest from past due accounts. The Board held a short closed session to discuss the Administrator's compensation. Ellen Stein moved, and Magnus Turesson seconded, a motion to increase the bonus by \$900 to \$7700 for 2016. The motion was approved unanimously.

Jim is projecting we will be under budget this year. Projected income is \$365,717 which is \$3,813 greater than expected. Projected expenses are \$356,067 which is \$5,226 under budget. The total projected under budget will be \$9,039.

Old Business

Jordan's backyard: The Board reviewed the November 24, 2015 letter received from the Jordan's attorney, Lynn Parker Perry of LPP Law. The letter highlighted a proposal the Jordan's received from Mark Wilcher & Co. to address the drainage problem on the property commonly owned by the Jordans and the Association. After discussion, the Board instructed Jim and John Daroff to consolidate the issues discussed and forward them to the Association's attorney Brian Bichy. Brian will prepare a response to Ms. Parker which the Board will review prior to mailing.

168 NME: Our attorney believes we should receive reimbursement of \$5,979.88 from the Montgomery County Department of Finance. The Claim Form submitted to the County seeking reimbursement for past due HOA dues and legal fees has been approved by the attorney representing the former owner, Susan Lauffer.

Annual Meeting and Board of Director's Open House dates: The Board decided to schedule the Annual Meeting following the direction from the Association's By Laws. The By Laws state, the Annual Meeting shall be held on the second Monday in March each year. The meeting will be held on March 14, 2016. The Board also decided to set a standing date for the Open House as the third Saturday in October. The Board Open House will be held on October 15, 2016.

New Business

Stolburg Landscaping, LLC – landscape maintenance proposal: Jim told the Board we will review at the January Board meeting.

Criterion Inc. pool furniture proposal: Jim gave the Board a proposal to replace ten tops on the tables used in the pool eating area. Seven of the tops were either damaged or had water logged cores. In addition, we needed two new umbrellas for the life guard stands. After

discussion, Magnus made a motion that we accept the proposal from Criterion Inc. for \$1,593.82 for new furniture. John Brown seconded the motion which passed unanimously.

Dahlman's appeal of Tree Committee: The board discussed the Dahlman's request to remove the leaning oak tree to the left of their home. They agreed with the Dahlman's arborist assessment that the tree did not represent a current threat to the home but in time it could be a problem. The Board understood their wish to be proactive and remove the tree before it becomes a hazard. After discussion, John Brown made a motion that the Board approved the removal of a live hardwood tree with the following conditions: Prior to cutting down a hardwood tree, 2 replacement trees need to be planted on the homeowners' property anywhere they choose. Both trees should be native species and one tree should be the same species as the tree being removed and at minimum have a 1 1/2" caliper. The other tree can be any native species the homeowner chooses. Magnus seconded the motion which passed unanimously. The Board instructed Jim to inform the Dahlman's of their decision.