

**NEW MARK COMMONS HOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
THURSDAY, FEBRUARY 4, 2016**

ATTENDEES: John Hansman, Jeff Miller, John Brown, Judy Rudolph, Dorie Mangan, Ann Wallas, representing the City of Rockville Community Planning and Development Services and Jim Denny.

Absent Board members: John Daroff, Ellen Stein and Magnus Turesson.

Community Forum: Ann Wallas, a planner with the City of Rockville was present to discuss the City's Comprehensive Master Plan (CMP) from 2002 and the new process for updating the CMP, called Rockville 2040. She also left the Board, for their reference, a copy of the March 1985 CMP and the November 2002 CMP. The City urges all residents to become involved in the process to update Rockville's CMP. City wide forums will be held this spring.. Additional information can be found at: www.rockvillemd.gov/rockville2040.

Judy Rudolph was present to discuss the New Mark Village Concept with the Board. The NMC Village concept group met last evening, February 3rd. They reviewed and approved the 'Introduction' document. By mid-to-late February, they plan to prepare and distribute a flyer with the document door-to-door throughout NMC. The flyer informs residents that Pazit Aviv and Lori Newman will be the guest speakers at the NMC Annual Meeting on March 14, 2016 discussing the Village Concept. The group began to examine the Timebank tool to support the coordination of needs and Village services, and track and measure activity. Their next meeting will be March 2nd and they plan to continue their research into the Timebank tool, review initial drafts of a community needs/interest survey and analyze feedback and response to February publicity activities.

Officer and Committee Reports:

Dorie mentioned she received little response to her email for an initial meeting of the Community Enhancement committee. She will send another email with several potential dates for a meeting. Judy Rudolph offered to host the meeting in her home.

The following is Judy Rudolph's Communications Committee report.

The first electronic/emailed New Mark News was delivered 1/23/2016. Metrics have been distributed to the Board.

John Daroff, who has served as the start-up Chair for the committee since its inception in September 2016, is transitioning his role to that of an active member and Board liaison. Judy Rudolph is assuming the role as Chair and will coordinate the production and electronic distribution of the newsletter. Barbara Quinn has agreed to continue to perform the desktop publishing/graphics production of the hard copy newsletters, with Jim Denny and Judy coordinating content.

The next committee meeting will be held within the next 10 days. At that meeting, we will determine a standing monthly committee meeting schedule that will be integrated with the Board meeting

schedule and monthly newsletter production schedule.

February Committee agenda items will include, but not be limited to:

- Discussion/evaluation of the electronic newsletter process and response
- Defining recurring content for future newsletters and guidelines for time-sensitive/topical items for each month's issue.
- Establishing a standing schedule for deadlines (e.g., if BOD meeting is 1st Thurs., then Splinters, Committee reports as well as other articles are due the 2nd Thurs., then allow 1 week for editing/publishing in the software, and email by end of 3rd week of every month.)
- February issue content
- Late February/early March hard copy "Election Special" issue
- Future initiatives (website rehosting, role of the Communications Co. re: emergency communications [such as blizzard], etc.)

At the conclusion of the Communications Committee report, Dorie made a motion, seconded by John Brown that the Board approve Judy Rudolph as the Chairperson of the Communications Committee. The motion was unanimously approved.

John Hansman gave an update on the Architectural Control Committee (ACC). He mentioned that Mary Lee, a longtime member and Chairperson of the ACC, has resigned. He thanked her for her many years of service to the community and the ACC. He is working on a process that would meet both the State's Open Meeting requirement and the Association's ACC Guidelines.

Upon a motion by Dorie and seconded by John Brown, the minutes of the January 7, 2016 Board meeting were unanimously approved as amended.

Administrators Report

Dues: Jim informed the Board that 109 residents had not paid the first installment of the 2016 HOA dues.

Pool: We have solicited proposals from three pool management companies and received replies from two of the companies. The prices were \$52,400 from American Pool and \$51,500 from Aqua Safe Pool Management. We will wait until we receive the third proposal before inviting the companies to present at a board meeting.

Snow storm of 1/22 and 1/23: Jim gave the Board a recap of the snow event that started on Friday, January 22nd and dropped over 30" of snow on the community. Our snow removal contractor, Stolburg Landscaping LLC, worked Friday night and Saturday plowing parking lots to keep up with the increasing snow fall. The cleanup resumed again Sunday morning, January 24th, and continued until Monday, February 1st. Stolburg's crews returned Sunday morning to the parking lots with plows and a couple of Bobcat front end loaders. Unfortunately, they left before finishing all the parking lots. Monday, Tuesday and Wednesday the crews cleared the sidewalks along New Mark Esplanade, the lake, the clubhouse and other common property walkways. The Bobcats returned to clear some of the

parking areas missed earlier in the week. Stolburg dispatched an additional crew to remove the fallen spruce tree from the 200 block of New Mark Esplanade (NME).

Thursday the Bobcats, along with a dump truck, finished the 100, 200, 300 and 500 blocks of NME, removed snow from the major school bus stops along NME and cleared storm drains. Friday the Bobcat and dump truck returned and completed clearing the 800 block of NME and the bike path.

The City had several very large front end loaders clearing snow from the entrance of the side streets connecting with NME and Welwyn Way. The City plows were careful plowing around the circles and tried not to bury driveway entrances.

A couple of observations and comments about the storm. With over 30" of snow, it became apparent that you need to remove snow from the parking lots, which only the Bobcats and dump trucks can do. A lesson learned would be to immediately start hauling snow out of the parking lots and plowing at the same time. State and local governments and private snow removal contractors do not staff or keep equipment on hand for a once in thirty or fifty-year snow event. Both the City and Stolburg rented additional equipment before the storm to help with the snow removal effort. Stolburg Landscaping did a good job. They started strong, demands on equipment left us without Bobcats for about 48 hours, but they finished the week strong with the equipment and personnel to have all the parking lots and community walks shoveled by Friday, January 29th. The final section of bike path leading to Maryland Avenue was cleared on Monday, February 1st.

Graffiti: Jim reported random graffiti is still appearing in the community. It appears to be the work of one or two individuals.

DeLeon and Stang CPA: The annual audit has been rescheduled for February 11-12.

Old Business

B. Bichy, 1/22/16 draft agreement with the Jordans: The Board reviewed the January 22, 2016 draft agreement between NMC and the Jordans. After discussion, Jeff Miller made a motion that we approve the draft agreement and it be sent to the Jordans. John Brown seconded the motion which was unanimously approved.

Stolburg Landscaping, LLC – landscape maintenance proposal: We received two Landscape Management proposals from Stolburg Landscaping. One proposal was based on using chemical based products for weed control and fertilizers and another proposal was based on using organic based products for weed control and fertilization. The organic proposal is \$53,116 and the chemical based proposal is \$46,271. The increased cost for the organic proposal is due to the increased amount of organic product needed along with requiring more applications to get satisfactory results. The City of Rockville has not adopted Montgomery County's ban on pesticides that goes into effect on January 1, 2018. The Board decided to continue with the chemical based products for 2016 and continue researching the organic based products. After discussion, Dorie made a motion that we accept the proposal from Stolburg Landscaping for \$46,271. John Brown seconded the motion which passes

unanimously.

New Business

Renewal of Crime Coverage insurance policy: Jim gave the Board, the Declarations of the Hartford Crimeshield Advanced policy. It covers the Association from employee theft, computer and funds transfer fraud, theft of money and securities on and off premises and depositor forgery or alteration. The premium for 2016 was \$1,011, the same as 2015. After discussion, John Brown made a motion that we accept the renewal proposal from Hartford for \$1,011. Jeff Miller seconded the motion which passed unanimously.