

**NEW MARK COMMONS HOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
THURSDAY, JULY 7, 2016**

ATTENDEES: John Hansman, Ellen Stein, John Brown, Magnus Turesson, John Daroff, Judy Rudolph, Pat Reber, and Jim Denny.

Absent board members: Dorie Mangan, Alex Manolatos

**Community Forum:** Judy Rudolph sent a proposal to the Board requesting a more inclusive and open budget planning process. She suggested additional meetings, outside the monthly Board meeting, be held soliciting budget input from the community at-large and NMCs committees. Attachment A.

**Approval of Minutes and Agenda:**

Upon a motion by Ellen Stein and seconded by John Brown, the minutes of the June 21, 2016 Special Board of Director's meeting were unanimously approved. John Daroff told the Board the minutes were accurate but we need to record the minutes on the correct Maryland state form: Written Statement for Closing a Meeting Under the Open Meeting Act. Jim will complete the form for the 6/21/2016 meeting.

Upon a motion by Magnus Turesson and seconded by John Brown, the minutes of the June 2, 2016 were unanimously approved.

**Officers and Committee Reports:**

John Daroff presented the Communications Committee (CC) report. The CC is recommending that the community utilize the Google Business platform for email, document storage and calendar. The cost is minimal, \$5 per user (email address) per month. A training session will have to be held for the administrator and Board members. The CC is also working with website consultant, Josh Grabenstein, to develop a new NMC website. A copy of the Communication Committee report is in Attachment B.

John Hansman spoke for the Architectural Control Committee (ACC). He mentioned the next ACC meeting will be July 6<sup>th</sup>. The ACC has reviewed eleven applications last month.

Ellen Stein spoke for the Landscape Committee. She mentioned there will not be any Landscape Committee meetings in July or August. Ellen and a group of volunteers pruned the planting near the lake steps and around the wooden benches at the bottom of the steps. They also removed weeds and unwanted vegetation growing under the red twig dogwood bushes on the lake bank. They also added mulch to the plantings at the corner of NME and Welwyn Way. John Brown mentioned there was a rut, caused by water runoff, alongside the bike path behind his home at 812 NME.

John Brown spoke for the Pool Committee. He mentioned the NMC swim team, the Barracudas, has 107 members this year, including 22 who are swimming for the mini Barracudas. The Swim Team banquet is scheduled for Saturday, July 24, 2016. Jim mentioned we have thirty-nine (39) non-resident members this year which is \$21,260 in additional revenue for the community.

Community Enhancement Committee (CEC). John Hansman announced that Dorie Mangan has resigned as Board representative and Magnus Turesson has volunteered to act as the Board representative.

### **Old Business**

**ADA Chair Lift for the clubhouse:** Magnus Turesson reported he and Jim met with a general contractor, an architect and civil engineer at the clubhouse to discuss ADA accessibility options we had developed after meeting with several other contractors. They helped to narrow our locations for the ramp, bathroom and elevator and will develop a proposal outlining the cost of their services before the August Board meeting. Magnus and Jim gave a rough estimate of \$75,000 for the construction associated building a ramp, ADA bathroom and adding an elevator to access the lower level of the clubhouse. This prompted a discussion on if the ADA accessibility project should move forward, or should a comprehensive plan to totally renovate the clubhouse be developed. John Daroff mentioned several other improvements to be considered: Paint the lower level, insulate and drywall community room, find space for an HOA Office, renovate bathrooms including ventilation system, add air conditioning to the lower level, install a TV in community room and update lighting fixtures throughout. Would it be more cost beneficial to renovate the clubhouse or build a new clubhouse? It was suggested the Board visit other communities with clubhouse/pool facilities. Jim mentioned the Carderock Springs community would be a similar to NMC. We are planning on installing a new roof this fall and will incorporate insulating the roof/ceiling in that project. Ellen Stein suggested a multi-year plan be developed for clubhouse renovation projects. It was decided to table the ADA accessibility issues.

**National Night Out:** Jim gave the Board a report prepared by Terri Kaufman about the NNO that will be held on Tuesday, August 2<sup>nd</sup> in NMC. A copy of Terri report is Attachment D.

**On-going projects:** Jim gave brief status update of several projects:

300-314 NME drainage: Jim met with Mark Willcher twice to develop plans to control/divert storm water runoff more efficiently. On July 15, Jim is visiting a site where Mark's company installed bio logs and plantings to mitigate storm water runoff to determine if a similar system could be used in NMC.

324-328 NME: Storm water runoff. Jim will ask Mark Willcher to look at the area and make recommendations.

220 NME: Need additional bid on removal and replacement of rotted railroad ties.

Bishops Tennis: We are still waiting for a start date on the tennis court repair.

Ricketts Home Improvements: Painting of railings, wooden signs and maintenance garage. Should finish 7/11/16.

**2016 Capital Improvement Plan(CIP) update:** Jim gave the Board an updated CIP with the status of projects and revised timelines. A copy of the CAI is Attachment C.

## **New Business**

**Commission on Common Ownership Communities (CCOC) rate increase:** The CCOC announced a rate increase for each residence in a community covered by the CCOC. The increase is from \$3 per year to \$5 per year per residence. For NMC that represents an increase of \$768, from \$1,152 to \$1,920.

**Budget process proposal:** This topic was presented in Community Forum by Judy Rudolph. The Board agreed to hold an additional budget planning session in addition to the regular monthly board meeting. A date will be discussed at the next August Board meeting.

**Reschedule August Board meeting to August 11:** Jim asked the Board to consider rescheduling the August Board meeting from August 4 to August 11. He will be on vacation the week of August 1 to 5. The Board agreed. An announcement will be made and included in the July newsletter.

**Google Business account:** This topic was added for action from the Communication Committee report. John Daroff made a motion that the Board adopt Google Business as NMC's primary email, document repository and calendar platform. John Brown seconded the motion which passed unanimously.

## **Administrator's Report**

**4<sup>th</sup> of July celebration:** Jim reported the 4<sup>th</sup> of July celebration was a success. The children's entertainment this year was a big hit. Mark Jaster's Mime program, Piccolo's Trunk, was a treat and was enjoyed by all ages. The rain held off long enough for some pool games, line dances and lunch. The Bean Bag Deli and Catering was set up under tents and served a great lunch. The pool closed for the day around 3 p.m. due to heavy rain showers.

**Dues update:** Jim reported thirty-nine (39) residents have not paid the second installment of their HOA dues. At this time last year, twenty-one (21) residents had not paid their dues.

**June 30, 2016 financial update:** Jim gave the Board an update on the Association's financial status as of June 30, 2016. 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, 2016.

At 10:04 P.M. John Brown made a motion to close the meeting. Magnus Turesson seconded the motion that was approved by Ellen Stein, John Brown, John Hansman, John Daroff and Magnus Turesson. Absent Board members were Dorie Mangan and Alex Manolatos.

At 10:14 p.m. John Daroff made a motion to adjourn the closed session. The motion was seconded by Ellen Stein. The motion was approved by Ellen Stein, John Brown, John Hansman, John Daroff and Magnus Turesson. ATTACHMENT E

## ATTACHMENT A

### Proposal to the New Mark Commons Board of Directors regarding the NMC HOA Budget Development and Approval Process

In the absence of any minutes or report documenting what priorities were considered during the development of the 2016 budget, there is no transparency or audit trail to determine whether or not resident priorities were taken into consideration.

My impression is that, as the years have gone by, Boards have delegated/abdicated responsibility for developing the budget to the Administrator, and that the budgets reflect *his* perspective and priorities, without significant input from the full Board or residents. I have found little evidence of discussions of proposed budgets in past Board minutes, and the timing of the publication of the budget in the *New Mark News* (often late November, before an early December Board vote) provides little opportunity for resident review/comments/input before the Board seems to rubber-stamp what Jim has developed.

I have proposed informally to several current Board members that the budget process should start earlier in the fall, with a well-publicized invitation to the community to participate in the community forum of the September Board meeting to discuss priorities. Also, for the committees that are populated and active, each committee should submit a list of budget priorities. Then, finally, though this places more time demands on the Board members, the Board should have a special meeting/working session (outside of the monthly business meeting) to fully discuss and create the budget.

The budget process should be more transparent and democratic.

Finally, we should research the dues levels for similar HOAs in the area and, in necessary, bite the bullet and consider increasing the dues to support the realities of the 21st century.

*Judy Rudolph*  
830 NME  
July 5, 2016

## ATTACHMENT B

### NMC Communications Committee

June 9, 2016, 7:30 PM

#### Minutes

Red=Status update as of 7/1/2016 [Yellow highlight—outstanding]

**Attendees:** John Daroff, Jim Denny, Judy Rudolph, Aline Cabal, Josh Grabenstein (Consultant). Absent: Pat Reber, Jonathan Smith. The meeting was held at the home of Judy Rudolph

#### Website redesign/rehosting

- The group discussed with Josh Grabenstein the attached list of content ideas for the redesigned NMC website, including list of additional photos to supplement those from Sara Acharya

- Platform recommendations: [one.com](http://one.com) or [hostgator.com](http://hostgator.com) [John Daroff to evaluate and acquire]
- Josh will send links to the committee to help us make choices re: the “look and feel” of the website
- It was suggested that the target date for “unveiling” the website be at the October Board cocktail party

### **New residents welcome package**

The group modified the list presented to include a welcome letter containing links to the governing documents and instructions for establishing database and website access via Jim. Judy will coordinate with the NMC Village and she and Pat R. will begin to develop content (much is the same as website content).

### **Newsletter**

- June issue plan (Target date 6/18-19; content deadline Friday 6/10-Sunday, 6/12) (Judy, Jim)
- No July issue; possibly short Mailchimp “Summer Supplement” in late July if needed
- August electronic/email issue, 3<sup>rd</sup> weekend

### **Database and email**

- NMC email addresses: Jim will add to July Board agenda New Business and John will present plan to implement Google Business to support NMC document management and provide [@newmarkcommons.net](mailto:@newmarkcommons.net) email addresses for Board members and Administrator
- Syncing/updating databases: Judy will work with Jim to enter the data from the May dues billing/blue sheets

### **Action items [target date, 7/14 meeting]:**

- Download/port PDFs of narrative text from legacy website—Jim [Jim has given Josh Stacy’s contact info, but I don’t know if he has looked to see if he has native files]
- Collect/update PDF forms—Jim
- Edit narrative text from legacy website—Pat, Jim, and Judy [Awaiting native material]
- Get Rocketnet credentials for Josh—Jim [Jim has provided Josh with contact info]
- Request/take additional photos—Judy/Pat to contact/coordinate with David Sloane [Following up with David 7/1]
- Evaluate and acquire platform—John D.
- Recommend to July Board meeting acquisition of Google Business account and implementation of [@newmarkcommons.net](mailto:@newmarkcommons.net) email addresses for each Board member and Jim—Jim D./John
- Develop content for New Residents’ Packet—Judy, Jim, Pat R. [Judy is working, but still in process]
- ✓Send Josh a contact list of committee members/Jim—Judy [by 6/15]

## **ATTACHMENT C**

### **NMC Capital Improvement and Maintenance Projects Progress and Plans July/August 2016**

Additional landscape and maintenance projects.

*Ellen Stein, Chairperson of the Landscape Committee, along with Landscape Committee members worked on the following items.*

- Continuing work on the planting at the corner of NME and Welwyn Way in front of 500 NME.  
Painting contractor hired to paint the wooden street signs and metal handrails throughout the community. The maintenance garage will also be repainted. The work is to begin June 20<sup>th</sup>. **COMPLETED 7/17/16.**
- Action Fabricators has been hired to build and install three metal ADA handrails, replacing wooded rails, in front of 254 – 256 NME and 874 NME. **COMPLETED 7/15/16.**

Tennis Court cleaning and repair.

- Accepted a proposal from Bishop's Tennis on 4/20/16 to clean and repair the courts. **STARTED 7/18/16.**

Handicap access to NMC Clubhouse – started in March 2016.

- Identify options for access.
- Research ADA and City code requirements.
- Identify and call contractors to set up appointments.

*Magnus Turesson has met with representatives that supply elevators and ramps that are ADA compliant. He also met with City of Rockville officials and a general contractor that has done prior ADA remodeling projects.*

*Magnus and Jim met with a General Contractor, an architect and engineer to review ADA ramp, bathroom and elevator location.*

**ONGOING.**

Townhouse parking lots including clubhouse parking lot – start mid-July.

- Inspect sidewalks, curbs and asphalt with resident participation.
- Identify and rank areas to be repaired.
- Identify and call contractors to set up appointments.
- Seek contractor's input on type of repair required by area.

- Work to start in August or September, depending on contractor's backlog.

#### Replace clubhouse roof.

- Identify contractors and solicit proposals in late July or early August.
- Remove and replace existing roof. Shingle style and to be determined.
- Repair 8' X 8' water damaged section of roof.
- Repair or replace north side gutter and install additional downspout.
- Work would begin as soon as possible after pool closes on 9/5.

One roofing proposal received. Scope of project expanded to include insulating roof.

#### Replace the clubhouse furnace.

- Identify contractors and solicit proposals in late August or early September.
- Work would begin in October.

### ATTACHMENT D

#### Report to the NMC Board July 7, 2016: National Night Out NMC

New Mark Commons is participating in our first neighborhood-wide [National Night Out Rockville](#), the annual event celebrating crime prevention through the actions of neighbors looking out for neighbors and community-police partnerships. The event, a "Carnival of Friendship," is Tuesday, August 2, on the common grounds near the clubhouse, New Mark Esplanade at Potomac Valley Road intersection, 6:30-8:30 p.m.

The Carnival will consist of:

- Crafts and activities for young kids (including an activities book handout about safety and crime prevention), and older kids activities TBD;
- A get-to-know-your-neighbors mixer/game for adults;
- Snow cones and/or an ice cream vendor, TBD; and
- Entertainment from New Mark neighbors, with a 70's soft rock sing-a-long led by neighborhood acoustic musicians already scheduled.
- Requests were submitted for a visit by McGruff, the crime-fighting dog (police department), and a fire truck that kids can climb on (Fire Station 3).

Rockville City police, fire department and emergency services, and the Mayor and City Council have been invited to drop by and celebrate with us.

Terri Kaufman is organizing the event, as part of her commitment to coordinating the NMC Neighborhood Watch program. Planning began the second week of June with registration of NMC's event with RCPD and

the national organization, National Association of Town Watch (NATW); attendance at a “how to” webinar for organizers hosted by NATW and Nextdoor, a national sponsor; and brainstorming with Jim Denny and residents Tricia Cassidy and Jonathan Smith. A call for volunteers who have event experience went out on Nextdoor and core volunteers are as follows:

**Terri Kaufman**, Coordinator: Invitations, Media & Neighborhood Outreach, Organization

**Dasha Kimelman**: Food, Organization

**Nancy Kohut**: Games & Crafts

**Natalie Gora**: Decorations & Signage

Additionally, Lori Newman has volunteered to do children’s face-painting. Linda Silversmith has volunteered to man (woman) the greeting table with sign-in sheet and nametags. Vernon Dunning has volunteered for technical production of signage.

More volunteers are needed to help with set-up and tear down, and during the event.

Below is an image of the 6’ x 4’ banners purchased from NATW, which will be hung on two sides of the tennis court fence: facing NME and facing the playground, where most activities are scheduled to take place. The Clubhouse is available in case of rain.

We hope all board members and their families will attend the event!

## **ATTACHMENT E**

**WRITTEN STATEMENT FOR CLOSING A MEETING  
UNDER THE OPEN MEETINGS ACT**

Date: 3/7 Time: 10:04 Location: CH Motion to close meeting made by: JB

Seconded by Magnus, Members voting in favor: Ellen, JB, JH, JD, Magnus  
Opposed: — Abstaining: — Absent: Dee'ie Mangan, Cef. Mavolatos

**STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3-305(b) (check all that apply):**

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) To consider the investment of public funds;
- (6) To consider the marketing of public securities;
- (7) To consult with counsel to obtain legal advice on a legal matter;
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
- (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

**FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:**

§3-305(b) ( ) \_\_\_\_\_  
 §3-305(b) ( ) \_\_\_\_\_  
 §3-305(b) ( ) \_\_\_\_\_

This statement is made by \_\_\_\_\_, Presiding Officer: \_\_\_\_\_  
SIGNATURE

\*\*\*\*\*  
**WORKSHEET FOR USE IN CLOSED SESSION (CHECKLIST OF DISCLOSURES TO BE MADE IN MINUTES OF NEXT REGULAR MEETING- NOT A PART OF THE CLOSING STATEMENT)**

PERSONS ATTENDING CLOSED SESSION: \_\_\_\_\_

TOPICS ACTUALLY DISCUSSED \_\_\_\_\_

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: M Ellen 2nd May

TIME CLOSED SESSION ADJOURNED: 10:14

PLACE OF CLOSED SESSION \_\_\_\_\_

PURPOSE OF CLOSED SESSION: \_\_\_\_\_

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b) ( ) ; ( ) ; ( ) \_\_\_\_\_

MEMBERS WHO VOTED TO CLOSE: M JB 2nd Ellen

(Form Revised 10/1/14)

Appendix C

