

**NEW MARK COMMONS HOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
THURSDAY, AUGUST 11, 2016**

ATTENDEES: John Hansman, Magnus Turesson, John Daroff, Dorie Mangan, Alex Manolatos, Judy Rudolph, Terri Kaufman, Alan Tolerton, Sandra Clark, Sara Love, Sandra Crowe, Rita Molyneaux and Jim Denny.

Absent board members: Ellen Stein and John Brown

**Community Forum:** Judy Rudolph made a request to use a digital recording device to record the Board meeting this evening because Pat Reber who usually attends the Board meetings and writes an article for the next issue of NMC Newsletter, was unable to attend. Magnus made a motion to allow digital recording of the Board meeting. The motion was seconded by Alex and unanimously approved.

Judy gave the Board a handout with preliminary ideas for NMC's 50<sup>th</sup> anniversary next year. Several ideas are identified in ATTACHMENT A below. John Hansman also mentioned we have a large number of photographs from NMC's beginning including a large number that are in digital format.

**Approval of Minutes and Agenda:**

It was determined that there was not a quorum of the Board members present at the July 7, 2016 board meeting to approve the minutes.

**Officers and Committee Reports:**

John Hansman mentioned that the Rockville Mayor and Council has approved New Mark Commons nomination to the National Register of Historic Places. He thanked Judy Rudolph, Pat Reber, Alex Belida, Arthur Katz and Sima Osdoby and others for their last minute rallying of the community to support the nomination. Over 30 NMC residents attended and several spoke at the August 1st Mayor & Council meeting to show their support for the nomination.

John Daroff presented the Communications Committee (CC) report. The new website prototype looks good. Judy is working closely with the website designer. Google Business is the platform that NMC will use for most communications with residents and Association document storage. Email addresses will be created for the Board, the administrator and the various committees. Judy has created a new format for the electronic newsletter. A copy of the Communication Committee report is in Attachment B.

John Hansman spoke for the Architectural Control Committee (ACC). He mentioned the ACC had a light month. There were only four applications received and reviewed this month. John also presented a proposed change to the Architectural Control Guidelines. The Architectural Control Guidelines for fences includes a requirement that fence tops be level and that fences be stepped when the fence is on a slope.

A recent application for a privacy fence in the yard of a detached house required the ACC to survey fences in New Mark. We found, with only a couple of exceptions, that fences for detached houses followed the contour of the land and were not stepped. In townhouse areas, by contrast, fences were short, had level tops, and stepped, particularly at the boundary of the

next townhouse. Keeping this pattern in the townhouse areas promotes a harmonious appearance.

The ACC requests that the Board revise the Guidelines to exempt detached houses from the requirement that fences be stepped when the ground slopes.

After discussion, Alex made a motion that detached houses be exempt from the requirement that fences be stepped when the ground slopes. Dorie seconded the motion which passes unanimously.

The revised ACC Guidelines for fences is in ATTACHMENT C.

Terri Kaufman gave a recap of the National Night Out event held on the evening of August 2<sup>nd</sup>. (ATTACHMENT D.)

Jim Denny spoke for the Pool Committee. The Pool Committee will hold a meeting later this month. The meeting date and time will be announced on a community email and on Nextdoor. The meeting is open to the entire community. Terri asked if there will be a dog swim this year. Jim mentioned the last dog swim was held in 2014. The number of dogs actually swimming had been decreasing over the last several years. The number of unsupervised dogs running loose on the pool deck had greatly increased. Fecal accidents in the pool and on the pool deck were all contributing factors leading to the cancellation of the dog swim. It was noted, the City of Rockville sponsors a dog swim each year.

Magnus Turesson spoke for the Community Enhancement Committee. He mentioned the next committee meeting would be on August 25 at 7:30 p.m. in the clubhouse. The members would compare notes and determine how often community wide inspection should be performed. Magnus nominated Dan Barresi to be the chairperson of the Community Enhancement Committee. Dorie made a motion that Dan Barresi be approved as chairperson of the Community Enhancement Committee. John Daroff seconded the motion which passed unanimously.

### **Old Business**

**Commission on Common Ownership Communities (CCOC):** The CCOC has accepted jurisdiction in the case of Berman vs New Mark Commons Homes Association, Inc., case number 53-16 and a hearing is scheduled for September 15, 2016.

**NMC Clubhouse – ADA access and other issues:** John Hansman mentioned on August 13<sup>th</sup> he, Magnus and John Daroff visited Carderock Springs, King Farm Community Center and Fallsgrove Community Center. Each facility had a pool and meeting rooms. They decided additional visits are need and are planning to tour other facilities on Saturday, August 27, 2016.

**Electric vehicle charging station:** Jim gave the Board several handouts from Charge Point, a supplier of commercial charging stations. Magnus mentioned he has received inquiries about NMC having an electric vehicle charging station using the clubhouse parking lot for the location. This raised a number of questions: John Hansman mentioned we need an actual quote on the cost to NMC and ongoing cost for the installation of a charging station; Who should this be available for use' i.e., open to NMC only or to the general public. It was decided the Board should gather community interest for a charging station via a survey. Jim mentioned NMC resident Al Fisher has considerable experience in polling and may be able to help in this area.

The application NMC uses to publish the electronic newsletter, MailChimp, has polling capability.

**2017 Budget work session:** October 19 at 7:30 p.m. in the NMC clubhouse was selected as date for a 2017 budget work session. Judy said we need to have an earlier meeting where residents can express their perspective on how the budget is developed and funds are spent. Judy suggested a listening session, and after discussion, the time allotted for Community Forum at the September 1 Board will be extended to one hour with the meeting starting at 7 p.m. instead of 7:30 p.m. We will also request for community input in the August electronic newsletter.

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

300-314 NME drainage: Mark Willcher was not able to get us a proposal in time for the Board meeting. He will send us a proposal for the September board meeting.

324-328 NME: Matt Stolburg and Jim looked at the site. Matt will prepare a proposal to mitigate runoff from the slope.

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

**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 CIP is Attachment E.

**Hiring additional NMC staff:** This topic was raised earlier in the year. John Daroff asked if additional staff was necessary. The broad scope of the Administrator's job description suggest additional staff should be considered. We are starting the 2017 budget discussion and additional staff, along with developing a succession plan should start now. What part of the Administrator's position could be separated is an another determining factor. Other items to consider are; an office in the Clubhouse for the Administrators, should the new position be an employee or contractor. This will be an ongoing agenda item.

## **New Business**

**Proposed ACC Guideline revision for fencing:** This topic was covered during the ACC committee report.

**Annual Board of Director's Open House:** The annual Open House is scheduled for Saturday, October 15<sup>th</sup> from 5 to 7 p.m. in the NMC Clubhouse.

**Director's and Officer's (D&O) liability insurance policy renewal:** We received a renewal notice from United States Liability Insurance Group for a three-year renewal of our D & O policy. The new premium will be \$6,270 for three years. The annual premium will be \$2,090 which is a ten percent increase over last year. The \$2,090 will be our guaranteed premium for three years. After discussion, Magnus made a motion that we accept the renewal proposal from United States Liability Insurance Group for \$6,270 for three years with the annual premium being \$2,090. John Daroff seconded the motion which passed unanimously.

## **Administrator's Report**

**Bonifant Tree Service proposal:** We received a proposal from Bonifant Tree Service for tree pruning and maintenance in 16 locations throughout the community for \$9,800. Jim told the Board he walked the community with Jamie Smith, president of Bonifant Tree Service. Two items did not present a problem requiring immediate action and could be postponed. These two items totaled \$3,800. After discussion, Magnus made a motion that we accept the proposal from Bonifant Tree Service for \$6,000. Dorie seconded the motion which passed unanimously.

**American Pool proposal for handicap pool lift repair:** We received proposal from American Pool for two Spectrum Control Boxes required to make the handicap chair lifts operational. After discussion, John Daroff made a motion that we accept the proposal from American Pool for \$1,500 for two Spectrum Control Boxes. Dorie seconded the motion which passed unanimously.

**Stolburg Landscaping Inc. proposals:** We received four proposals from Stolburg Landscaping. Proposal 1 was to remove an existing Yew and scrub bushes, clear area, remove debris and install a 4' ring around the storm drain using Delaware Valley stone for \$1,150. Proposal 2 was to install 4 to 6 tons of 5" to 8" Delaware Valley stone in wash out along the bike path behind 812-814 NME for \$1,800. Proposal 3 was to install 9 steps, 4' wide by 4' long constructed with 6" X 6" pressure treated timber leading from the playground toward the intersection of NME and Don Mills Court, install rebar, spikes and backfill the steps with existing gravel for \$2,560. Proposal 4 was to remove 375 sq. ft. of vegetation on the hill in front of 324 & 326 NME, amend the soil, till area and install 50, one-gallon Blue Juniper ground cover for \$1,975. After discussion, Magnus made a motion that we accept the proposals 1, 2 and 3, totaling \$5,510. Dorie seconded the motion which passed unanimously. Proposal 4 was tabled to gather additional information on mitigating runoff from that area.

**Dues update:** Jim reported sixteen (16) residents have not paid the second installment of their HOA dues.

## **ATTACHMENT A**

### **Preliminary Ideas for NMC 50<sup>th</sup> Anniversary**

- Identify "NMC Originals"/original owners, both current and former residents
- Look for volunteers interested in/trained in oral history or interviewing and writing recollections of the original years
- Ask Peerless Rockville for help with the above and other things
- Identify what early records are available and perhaps seek grant funding to scan or turn over to Montgomery County Historical Society
- Ask the swim team parents to spearhead a project of documenting the history of the Barracudas
  - Be supportive of hosting a swim team reunion at the pool during the summer of 2017
- Ask the City to place a plaque with National Register designation at entrance
- Restore/refresh totem pole, lake walls, all common areas to make the community reflect the original vision

- Retroactively enforce ACC covenants re mid-century design features (non-conforming doors, front lights) and enforce maintenance covenants (fences, siding, etc.) to present the community effectively

**Resources:**

- Peerless Rockville
- Montgomery County Historical Society
- NMC Facebook page
- Nextdoor
- Word-of-mouth

**Need:**

- Leadership, commitment and financial/budget support from the Board
- Identify a Chair and committee. Need to draw from new resources.

*Judy Rudolph*  
*8/11/2016*

**ATTACHMENT B**

**NMC Communications Committee**  
**Report to the NMC HOA Board of Directors**  
**8/11/2016**

The Committee met on 7/14/2016. **Attendees:** John Daroff, Jim Denny, Pat Reber, Judy Rudolph, Jonathan Smith, Aline Cabal, Josh Grabenstein (Consultant). The meeting was held at the home of Judy Rudolph.

In addition to discussing status and issues relating to the various committee activities, committee members have continued to be active all summer participating in ongoing and ad hoc projects:

**Website redesign/rehosting**

- Josh Grabenstein has now provided us with a prototype website that members of the committee are accessing and can begin editing.
  - The process of getting to this point involved Jim and committee members;
    - Getting him access to and information about AtoZ and Mailchimp
  - Jim purchasing a “professional plus” account with [One.com](#). The expenditure was authorized at the 7/7 NMC Board meeting. [Completed 7/14]
  - Photos: David Sloane has completed additional shots that the group reviewed
  - NMC logo: Josh has designed a fresh design based on the “totem pole” logo
  - Josh porting over the legacy Rocknet files to the new website. Pat, Jim, and Judy will begin revisions.
  - URL: We will begin to use the [newmarkcommons.org](#) domain name for the new website.
- We would like to officially unveil the new website at the October cocktail party

**Newsletter**

- July issue emailed, 7/23 using a new template
- The new template resolved the previous formatting limitations. We also now have available PDF versions for those desiring print versions of the electronic newsletters. We are awaiting input from Jim about logistics for this.
- An electronic August issue is slated for August 20-21; deadline for input 8/16 due to late Board meeting

**Mailchimp Broadcasts**

While Jim was away, with John Hansman’s permission, Judy Rudolph sent several broadcast emails, using the Mailchimp software instead of AtoZ. The databases are synchronized, so the recipients were the same. Mailchimp has features such as graphics and links unavailable in AtoZ. The Committee will discuss in the near future recommendations regarding the recommended tool for and policy on the frequency of and circumstances warranting broadcast emails.

**NMC Email**

Per the Board approval at the 7/6 meeting, we have acquired and are in the process of implementing Google Business.

- We are already using it as the platform for the development version of the new website.
- Implementation of [@newmarkcommons.org](#) email addresses for each Board member and Jim

**Database maintenance**

Judy Rudolph continues to work with Jim to maintain both the AtoZ and Mailchimp databases, including changes triggered by the hardcopy information sheets, “bounces”, and Mailchimp subscribe/unsubscribe requests.

**New residents welcome package**

- Village participation on hold
- Synergy with a lot of the website content, so Judy and Pat can work
- Judy has started letter, but has not completed
- On the “back burner” until website is further along

There will not be an August committee meeting; our next meeting will be Thursday, 9/8, at 7:30 PM.

**Mailchimp activity in the past month:**

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Broadcast: Pool Party Reminder 08042016</b> Regular · New Mark Commons Homes Association, Inc. Sent on Thu, Aug 04, 2016 5:47 pm	418 Subscribers	38.5% Opens	0.0% Clicks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Broadcast: Thank you/National Register Application approved 08022016</b> Regular · New Mark Commons Homes Association, Inc. Sent on Tue, Aug 02, 2016 5:38 pm	419 Subscribers	49.3% Opens	2.2% Clicks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Broadcast: National Register Application Update "In Case you Missed It" 08012016</b> Regular · New Mark Commons Homes Association, Inc. Sent on Mon, Aug 01, 2016 10:00 am	420 Subscribers	42.1% Opens	1.4% Clicks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Broadcast: National Register Application Update 07302016</b> Regular · New Mark Commons Homes Association, Inc. Sent on Sat, Jul 30, 2016 5:00 pm	424 Subscribers	49.8% Opens	1.2% Clicks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>July 2016 New Mark News (new template)</b> Regular · New Mark Commons Homes Association, Inc. Sent on Sat, Jul 23, 2016 12:10 pm	425 Subscribers	47.2% Opens	4.8% Clicks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>June 2016 New Mark News</b> Regular · New Mark Commons Homes Association, Inc. Sent on Sun, Jun 19, 2016 12:50 pm	423 Subscribers	61.6% Opens	4.3% Clicks

## **ATTACHMENT C**

### **H. FENCES AND RAILINGS**

The construction of fences is governed by Article X, Section 2 of the Covenants. Since fences often intrude on the open character of New Mark Commons and may have both a visual and physical impact on adjoining property, it is recommended that, wherever possible, alternatives such as landscaping and plant materials are employed instead.

Fences must harmonize with adjacent structures and with the topography. The location of a proposed fence is extremely important. Except for original construction, the Covenants prohibit any fences to the front of a living unit or within thirty feet of any street. In addition, privacy fences immediately adjacent to the bike path would be viewed unfavorably since a "tunnel effect" would be created for pedestrians. Split rail fencing shall be no higher than 48 inches. If wire mesh is also used, it must be placed on the inside of the fence and must be no higher than the top horizontal rail. Privacy fences shall be no taller than six feet.

**In townhouse areas, except for "open" fences, all fence tops must be level. If the ground slopes, step the fence. On detached house lots, fence tops may follow ground contour.**

Gate design, material, height and color must conform to the fence. The gate top must not extend above the fence top. Non-functional ornamentation on the top of a fence or railing is not acceptable.

## **ATTACHMENT D**

### **National Night Out Recap**

Last night's event was a big success -- well attended, smiling faces, and great feedback from our neighbors!

Ken & Gerri Mizner (Letchworth Circle), for example, said they had not "met this many new neighbors in 30 years." Other comments ranged from "Fabulous!" (Lori Newman, Sima Osdoby) to "what a great event" (Esmail Baku) to "My grandson said he had a great time, and the most you usually get out of him is, 'it was okay' " (Bud Goldstein, Watchwater Way).

We had 2 city council members come by at different times with police escorts. Also, MD State delegate and NMC neighbor Cheryl Kagan came to the event with her Chief of Staff and rocked out at the sing-a-long. I saw that Pat Reber was sending around some press notices related to Kagan's attendance.

We did not see Mayor Newton, Cpl. Matney, McGruff the Crime-fighting dog, or RVFD, though all were invited and indicated they would stop by.

Volunteers were awesome, with more than 14 people helping out with set-up, activities, and clean up (not counting the Kohuts & Kaufman-Dunnings, & Michael and Eugene Kimmelman).

65 people signed in as individuals and 9 as "Family [name]," and I was able to add another 20 names of people I remember talking with as well as the John Daroff family. So my estimate of attendees between the approx. 100 signed in and those who didn't would be close to our 200 anticipated people attending.

Face painting and music seemed to be the favorites, in general. Our NMC musicians even printed out sing-a-long booklets with words, including a special New Mark Commons song to the tune of "Goin' to Kansas City"!

Kona Ice was great with customers/kids and treated police to their choice of sweets

Thanks, everyone, for your hard work and team support!

Terri

## **ATTACHMENT E**

### **NMC Capital Improvement and Maintenance Projects Progress and Plans 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. **COMPLETED 8/3/16.**

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-August.**

- 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 September or early October, 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 too included insulating roof.

Replace the clubhouse furnace.

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

