



**NEW MARK COMMONS  
HOMES ASSOCIATION, INC.**  
c/o ABARIS REALTY INC  
7811 MONTROSE RD STE 110 POTOMAC MD 20854  
301-340-0288  
<http://www.newmarkcommons.net>

**BOARD MEETING AGENDA  
Thursday, December 7 2017  
7:00pm, NMC Clubhouse - 607 Tegner Way**

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|-----------------|----|--|
| 7:00pm          | 1. | Call to Order  |
| 7:00pm – 7:05pm | 2. | Approve Minutes and Agenda <ul style="list-style-type: none"><li>A. Approve Agenda for 12-07-17 Board Meeting.</li><li>B. Approve Minutes for 11-02-17 Board Meeting.</li></ul>  |
| 7:05pm – 7:25pm | 3. | Committee Reports <sup>1</sup> <ul style="list-style-type: none"><li>A. Architectural Control Committee – Alex Belida</li><li>B. Communications Committee – David Schwartzman</li><li>C. Community Enhancement – Magnus Turesson</li><li>D. Landscape Committee – Ellen Stein</li><li>E. Pool Committee – Kathleen Moran</li><li>F. Social Committee – Alexandra Manolatos</li></ul>   |
| 7:25pm – 7:45pm | 4. | 2018 Budget discussion and final approval (vote likely after Community forum)  |
| 7:45pm – 8:15pm | 5. | Community Forum <sup>2</sup>   |
| 8:15pm – 8:20pm |    | Break  |
| 8:20pm – 8:25pm | 6. | Treasurer’s Report   |
| 8:25pm – 8:50pm | 7. | Administrator’s Report <sup>3</sup> <ul style="list-style-type: none"><li>A. Assessment Billing change proposal.</li><li>B. Status of Stolburg work on 800 block.</li><li>C. Presentation of erosion/drainage engineering &amp; design service proposals from CSG, Falcon Group, Earthman &amp; Soil &amp; Structure Engineers.</li><li>D. Presentation of CSG proposal concerning retaining wall adjacent to 876 NME</li><li>E. Facility Service Co. proposal for walk through maintenance &amp; repair list (see end of agenda)</li><li>F. CE Construction proposal for “Laundry List” items (see end of agenda)</li><li>G. Request to change BOD meeting start time to 7:30pm (see end of agenda)</li></ul> |
| 8:50pm – 9:00pm | 8. | Old Business   |

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<sup>1</sup> Each Committee Report shall be no longer than 3 minutes. No Discussion or voting during committee reports.

<sup>2</sup> Preference to speakers will be given to those who provide advance notice. To provide notice, email [board@newmarkcommons.net](mailto:board@newmarkcommons.net).

<sup>3</sup> Limited questions will be entertained at the end of the report as time permits.

- A. Parking Task Force/Speed Signs Update
- B. 2018 BoD Election Update
- C. Political Signs Update
- D. Rental Properties Update

9:00pm – 9:25pm 8. New Business

- A. Approve Reserve Fund Study
- B. Fountain Oil Service Contract Approval (Solitude)
- C. AtoZ Directory Proposal
- D. CAI Board Membership
- E. 50<sup>th</sup> Anniversary Report acknowledgement. (actual report to be addressed at a later time.)
- F. Notice of another Berman CCOC complaint

9:25 pm

Adjournment.

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### Items Referenced in Administrator's report

Facility Service Co. proposal for walk through maintenance & repair list (7E)

1. Proposal from Facility Service Company for several items identified on a recent property inspection. Management requests Board discussion regarding which safety related items must be performed immediately and which items can be deferred until the spring.
  - a. Removal and disposal of dangerous wooden staircase at clubhouse parking lot.
  - b. Removal and replacement of the falling fence at the playground
  - c. Remove and replace retaining wall around parking lot between 820 –824 New Mark Esplanade using segmented block
  - d. Replace flagstone path in upper park area near 820 New Mark Esplanade
  - e. Remove and replace wood timber border at 260-254 using segmented block or new wood ties

CE Construction proposal for "Laundry List" items

1. Proposal from CE Construction for the "laundry list" of items provided by the Board. Management requests Board discussion regarding which safety related items must be performed immediately and which items can be deferred until the spring.
  - a. Repair of all door frames in the lower level of the clubhouse
  - b. Pressure washing all walls and floors to remove loose paint in preparation for painting
  - c. Replacement of all light fixtures and exit signs with LED fixtures and LED exit signs
  - d. Complete repainting of lower level of clubhouse — all previously painted surfaces. See optional pricing for utility closet, pump/chemical room.
  - e. Remove and replace rotting landscape timbers around the pool perimeter fence.
  - f. Remove old dangerous wooden benches next to the tennis courts and playground.
  - g. Remove and replace falling wooden fence next to the playground - beyond repair.
  - h. Remove dangerous wooden steps at clubhouse parking lot and install black chain link fencing along the edge of the basketball court.
  - i. Remove broken up flagstone walkway in upper park near 820 New Mark Esplanade.
  - j. Remove and replace failing retaining wall between 820-824 New Mark Esplanade using segmented block.
  - k. Cleaning of concrete wall around the lake.

Future Meeting Date/Time: Shireen has managed Tuckerman Station HOA for the past 25 years and their monthly Board meetings are held on the 1st Thursday of the month at 7:00 pm at the offices of Abaris Realty. In an effort to accommodate both communities, would the NMC Board consider changing the start time of the meeting to 7:30 pm? If so, we will ask the Tuckerman Station Board if they can start their meeting at 6:30 pm (meetings are no longer than 30-60 minutes) which will allow Shireen to get to NMC's meeting on time or shortly after the meeting starts.