

NEW MARK COMMONS HOMES ASSOCIATION

BOARD OF DIRECTORS MEETING

Thursday, August 5, 2021

7:00 p.m.

Minutes Taken by Shireen Ambush

Attendees

Board Members: Alex Belida, Kathleen Moran, Karin Boychyn, Samuel Scheib, Timothy Petros, Lisa Halvorson and Joe Jordan

Abaris Community Management: Shireen Ambush and Glen Charles

Call to Order

Kathleen Moran called the meeting to order at 7:03 p.m.

1. Community Forum 1 and Board Response

Ron Tipton thanked the Board and namely Lisa Halvorson for her involvement on the Committee. There is a recommendation on the agenda to complete the gravel path by the lake to Monroe Street and a plan to improve the hillside landscape. Homeowners may also donate to help offset the cost of the landscape project.

Board Response

None

2. Agenda and Prior Meeting Minutes

Board Meeting Agenda 8-5-21: Kathleen Moran noted 2 changes to the agenda as follows: add the proposal from S&P Tree Care for dead trees near the playground under Landscape on the agenda. Also move old/new business to the beginning of the agenda while Shireen is here since she is leaving the meeting early. Alex Belida moved to approve the agenda as amended. The motion was seconded by Joe Jordan and carried unanimously.

Board Meeting Minutes 7-1-21: Alex Belida moved to approve the minutes as amended by Kathleen Moran. Lisa Halvorson seconded the motion which carried with all Board members voting in favor except Karin Boychyn who abstained since she did not attend the last meeting.

3. Appeals

None

4. Hearing

None

5. Old/New Business

Dam Engineer Proposals & Interview Outcomes

Kathleen Moran summarized that a total of 4 engineering firms bid on this project and following the virtual interviews with each firm, several of them submitted revised proposal as requested which have been shared with the Board. The sub-committee of the Board that conducted the interviews along with Shireen Ambush recommends omitting Wiles Mensch from consideration. Bayland and Hazen & Sawyer had the committee's stronger preference and both proposals were very similar in cost. Joe Jordan voiced his opinion that he ranked Bayland #1 after the interviews were conducted and ranks Hazen & Sawyer #2. Lisa Halvorson had initial concerns based on the interview with Bayland since it was not a very comprehensive presentation. She subsequently saw Bayland's revised proposal which was very detailed and organized so she also ranks Bayland #1. Tim Petros thought the proposals from Bayland and CPJ were the most thorough. Joe Jordan noted that Bayland has worked extensively with the City of Rockville, and they are very aware of the city's permitting requirements for this project. Karin Boychyn also voiced her opinion of ranking Bayland and Hazen & Sawyer as the top 2. Shireen Ambush concurred with the opinion of the Board but stated that she has no experience working with Hazen & Sawyer. She did comment on her experience working with Bayland on a 2-year project involving dredging of 2 ponds in Grosvenor Park that was just recently completed last fall. She commended them for being extremely knowledgeable and resourceful in handling anything and everything that came up with that project including extensive permitting requirements that had to be met. Joe Jordan suggested contacting the city for their opinion on these firms. Lisa Halvorson commended Shireen Ambush for not sharing her opinions earlier on that would have biased the sub-committee and ultimately the final decision of the Board. The Board agreed that Bayland's entire proposal need not be accepted at this time. Shireen Ambush will contact Bayland to confirm which tasks listed on their proposal must be approved as phase 1 of this project in order to respond to MDE's dam inspection report and recent request for an Emergency Action Plan (EAP) after reclassifying the dam as a "significant hazard". Tim Petros moved to engage Bayland for this project subject to Abaris contacting them to discuss and confirm what tasks are needed up front at this time and then the Board can vote on final approval of those tasks via email. Karin Boychyn seconded the motion which carried with all Board members voting in favor except Joe Jordan who opposed the motion, as he was not yet comfortable voting to select any of the firms prior to additional direct discussions on revised proposals. Tim Petros thanked Shireen Ambush for preparing minutes from the interviews which he found very useful and helpful.

Clubhouse WiFi

Tim Hefferon has volunteered to contact Verizon to see what can be done to improve the WiFi signal at the clubhouse and pool area. Karin Boychyn moved to authorize Tim to proceed and provide recommendations to the Board for consideration. The motion was seconded by Joe Jordan and carried unanimously.

CEM Design – Clubhouse ADA Accessibility

The report provided ballpark estimates for long-range planning. A discussion ensued on having 2 ADA accessible restrooms on both levels otherwise people may have to travel outside to get to the restrooms. It was confirmed that the door replacement the Board is considering at the clubhouse has no impact on ADA accessibility.

Clubhouse HVAC Unit Maintenance Proposals

The Board reviewed multiple proposals obtained by Abaris for maintenance of the clubhouse HVAC systems two times per year. Jim Denny confirmed that the clubhouse has a separate cooling system that has two 5-ton a/c units and a separate heating system that is powered by a twin gas furnace in the lower level. Abaris will seek revised bids to include all systems in the entire building. At the Board's request, an RFP will be sent to GAC who works on the HVAC systems for several homeowners in New Mark Commons.

Clubhouse Door Replacement Proposal

The Board reviewed the revised proposal from Palmer Brothers for replacement of 3 deteriorated doors at the clubhouse. This project was put out for bid last year but tabled due to COVID. Palmer Brothers has submitted an updated proposal as prices have increased due to COVID. The revised proposal is \$10,500 for all 3 doors to be replaced. The Board voted unanimously to accept the proposal contingent upon Palmer Brothers confirming that the door at the end of the hallway is ADA compliant.

Clubhouse Rentals & COVID Cleaning Proposals

The Board reviewed proposals obtained by Abaris for CDC cleaning of the clubhouse after each use. Alex Belida moved that due to the new COVID related County mandates that were announced earlier today and the concern for the resurgence of the virus, the Board will table consideration of the cleaning proposals and will not permit private use of the clubhouse for the rest of 2021. Lisa Halvorson seconded the motion which carried unanimously. The Communications Committee will put out an email bulletin tomorrow to alert all residents.

6. Committee Reports

Architectural Control Committee (ACC) –

Tim Petros stated that the CCOC responded and moved the dog cage complaint forward to the next level which is the full CCOC panel. The second CCOC complaint has been filed for the non-compliant front door. The ACC is still awaiting the response from legal counsel with a draft EV charging station policy that the Board authorized at the last meeting.

Communications Committee –

Alex Belida reported that the new online directory has been posted in the resident area of the website. The information on how to access it will be in the newsletter being issued this Saturday.

Landscape Committee –

The Board reviewed the proposal from AW Landscapes to complete the gravel path by the lake and extend it to Monroe Street for a cost of \$850 for wood chips or \$1500 for a 4-foot-wide crushed stone path. Lisa Halvorson suggested approving the work but not scheduling it pending Bayland's input on whether the work will be disturbed as part of the dam project. Jim Denny suggested that any disturbance would be the contractor's responsibility to restore. The unanimous recommendation from the Committee is to go with the crushed stone and not the wood chips which will wash away during a heavy rain. Karin moved to approve the \$1500 proposal from AW Landscapes. Lisa Halvorson seconded the motion which carried unanimously.

The Board reviewed the proposal from S&P Tree Care to remove 3 dead, hazardous trees near the playground for a total cost of \$5800. Karin Boychyn commended the Landscape Committee for taking a pro-active approach to identifying hazardous dead trees. Karin Boychyn moved to accept the proposal. Tim Petros seconded the motion which carried unanimously. Karin suggested that the Committee think about fall landscape enhancements since we have not spent anything from that \$10,000 budget as of yet.

Lake Committee –
None

Pool Committee –
The diving board has been resurfaced and will be installed soon. We are having a safe season so far.

Governance Committee –
Joe Jordan reported that they are contacting Brian Bichy tomorrow to get an update on his review of the Bylaws.

Shireen Ambush is still awaiting pricing information from A.B. Veirs so that she can prepare Abaris Realty's recommendation to the Board for a new dues structure. The Board requested Abaris to clarify with Veirs how often sealcoating is recommended as there was conflicting information in their proposal.

Welcome/Social Committee –

Karin Boychyn discussed postponing the October social event until next spring due to COVID. The Board may consider an outdoor event. Karin will research and report back to the Board with her suggestions.

7. Treasurer's Report

We are halfway through the year. Karin Boychyn recommended moving the funds in the Sandy Spring bank account which bears very low interest to either the Capital One or Capital Bank accounts that both have higher rates. Karin Boychyn moved to transfer funds from the Sandy Spring bank account to another higher interest-bearing account. The Board agreed that Karin will contact Abaris to confirm what documentation they need from the Board to move the funds. No vote was taken.

We still owe a little over \$543,000 on the loan. We have some late payment since the payments were due. Only 2 or 3 homeowners did not pay the last assessment. Karin will follow up on the legal invoices with Abaris to see if we can get a report on a quarterly basis on what legal fees have been paid.

Karin will follow up with Abaris to find out what the \$6000 in miscellaneous revenue represents.

Karin noted that there have not been any payments to Pool Personnel this season for the pool contract. Abaris will run a report of all invoices that have been paid to Pool Personnel and send it to Karin.

Karin reviewed balances in the reserve fund and the UME fund as of June 30, 2021.

The Board proposed having a budget meeting with Shireen Ambush for a detailed review of the proposed 2022 budget on August 11th or 12th. The final date and time will be confirmed by email.

Tim Petros suggested that the Board consider paying down the loan to save on interest. The loan has an interest rate of 4.49%. The Board will consider that once the cost of the dam project is confirmed.

8. Management Report

Rodent Sightings – The Board discussed recent comments from 3 homeowners in the 800 block of NME reporting sightings of rodents. The Board agreed that every homeowner is responsible for any exterminating needs on their own property. NMC will only address pest infestations on common area. Joe Jordan reported that the 800 block backs up to the Fireside Apartment dumpsters which are often overflowing causing an attraction for rodents. The Board agreed not to take any action at this time.

Community Forum 2

Karin Boychyn inquired if the PO Box has been canceled. Kathleen Moran confirmed that it has been cancelled.

Debbie Mesmer thanked the Landscape Committee for the very effective photographs of the trees.

Savin Wilkins thanked the Board for their hard work and time spent taking care of the community.

New homeowner – looks forward to joining future meetings to keep informed.

9. Adjournment

Karin Boychyn made a motion to adjourn the Board meeting which was seconded by Joe Jordan. The meeting adjourned at 8:48 p.m.