

# NEW MARK COMMONS HOMES ASSOCIATION

## BOARD OF DIRECTORS

Thursday, September 7, 2023

7:00 p.m.

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Minutes Taken by Kaitlyn Ambush

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### Attendees

**Board Members:** Alex Belida, Kathleen Moran, Joe Jordan, Samuel Scheib, Lisa Halverson, and Karin Boychyn

**Abaris Community Management:** Shireen Ambush and Kaitlyn Ambush

**Homeowners:** Ron Tipton, Jennifer Jackson, Zoe Woods, Saven Wilkins, Pat Reber, Debbie Mesmer

### Call to Order of the Board Meeting

Kathleen Moran called the Board Meeting to order at 7:03 pm.

#### 1. Community Forum 1 and Board Response

Ron Tipton thanked the Board for the opportunity to join the budget discussion and requested an update on the lake dam spillway fence.

#### Board Response

No response was provided.

#### Agenda and Prior Meeting Minutes

**Board Meeting Agenda 9-7-23:** The Board unanimously approved the agenda as distributed.

**Board Meeting Minutes 7-6-23:** Alex Belida made a motion to approve the minutes as amended. The motion as seconded by Lisa Halverson and the vote carried with all votes in favor, except one abstention from Karin Boychyn.

#### 2. Committee Reports

##### Architectural Control Committee (ACC) –

Kathleen Moran reported that the ACC did not provide a report other than Rita Molyneaux and Chris Holdsworth have been nominated by the ACC to serve as co-chairs. Kathleen Moran made a motion to accept the appointment of Rita Molyneaux and Chris Holdsworth as the co-chairs of the ACC. The motion was seconded by Karin Boychyn and carried unanimously.

##### Communications Committee –

Alex Belida reported that the Communications Committee will meet next week at the clubhouse to review the poster hanging display. Kathleen Moran noted that the Communications Committee will work with the

Landscape Committee to plant a tree for New Mark Commons Homes Association to celebrate 55 years of establishment.

**Landscape Committee –**

The Board discussed the proposal provided by AW Landscapes for several landscape enhancements throughout the community. Kathleen Moran made a motion to partially approve the proposal from AW Landscapes for \$1,600. The motion was seconded by Lisa Halverson and carried unanimously.

The Board discussed the landscape design concept prepared by AW Landscapes and Patricia Miller and provided feedback on various aspects of the design. Kathleen Moran will provide the Board's feedback to Patricia and AW Landscapes.

The Board discussed the Landscape Committee's request for \$500 for the upcoming Community Enhancement Day. Saven Wilkins confirmed that the funds would be used primarily for the plants being planted, coffee, and donuts. Samuel Scheib made a motion to approve the \$500 spending limit for Community Enhancement Day. The motion was seconded by Alex Belida and carried unanimously.

Saven Wilkins discussed the AW Landscapes renewal contract for landscape maintenance and noted that it is not clear whether some items listed in the maintenance contract are actually happening or even needed in the community. The Board agreed to table the discussion on the renewal landscape maintenance contract with AW Landscapes until the Board and Landscape Committee have reviewed the contract in more detail.

Samuel Schieb commented that October is planting season, and the Pool Committee would like to work with the Landscape Committee to plant a tree in memory of Neal Peter, age 13 swim team member, who passed away in Mexico. The Board unanimously agreed that New Mark Commons would cover the remaining balance for the tree if needed that will be planted in memory of Neal Peter.

**Pool Committee –**

Samuel Scheib reported that the Pool Committee has not yet met. The Committee has agreed that a new diving board is needed for the 2024 pool season.

**Welcome/Social Committee –**

Karin Boychyn noted that Madeline Gupta has stepped down as chair of the Committee, but Cou Colanry has now taken over as chair. The Social Committee has not met since.

Karin also presented to the Board the request from Barbara Quinn to provide yoga classes in the clubhouse, every Sunday at 9 AM, for 2 months. Karin noted there will be a \$10 donation, per resident in attendance, for Barbara's time. Shireen Ambush recommended the Board seek legal counsel's opinion on the matter and inquire if a liability waiver would be required.

Kathleen Moran noted that the pool party was a great success and thanked all who were involved in the event! Karin Boychyn inquired about the rule on serving alcohol after 9 PM. Kathleen Moran noted that the decision not to serve alcohol until after 9 PM, when the pool closed, was that of the Pool Party Committee.

### **3. Treasurer's Report**

Karin Boychyn reported the Association is doing great on Collections. The Association has over \$2 million in the bank and over \$300,000 is left on the loan. The interest revenue has increased due to the improving interest rates and the clubhouse revenue has increased from rentals.

### **Management Report**

Kathleen Moran made the formal announcement of Abaris' merger with Continuum Companies. Shireen Ambush briefly highlighted the merger and discussed with the community her new role as Co-President.

Shireen Ambush discussed the retaining wall replacement project design scope provided by ETC and noted that the Board would need to put the design scope out for bid and execute the proper easements with the affected owners. Alex Belida noted the affected owners should be informed of the Association's plan to replace the retaining wall. Kathleen Moran confirmed that an informational memo has already been sent to the affected owners. Shireen Ambush suggested the Board proceed with executing the easements now and holding off on bidding for the retaining wall replacement.

Shireen Ambush highlighted the Harlow Court Easement Agreement and the lamp post repair, which the City of Rockville has finally assumed responsibility for after the research was completed by Ruth Katz's office. The Board unanimously agreed to send Ruth's bill to the City of Rockville and request a full refund.

Kathleen Moran formally thanked Abaris for their support to the New Mark Commons community and all the extra efforts completed behind the scenes.

### **4. Old/New Business**

- a.** The Board discussed the proposal from CE Construction to remove and replace two, "Association-Sponsored", wooden benches, in the 200-300 block of New Mark Esplanade, for \$3,415. Alex Belida inquired who requested new benches, and Kathleen Moran confirmed that the residents of that block requested the benches. Kathleen also commented that if the Board is not inclined to replace the benches, the benches should be removed as they are not stable. Several motions were made and recorded below:
  - i.** Samuel Scheib made a motion to only remove the benches. The motion was seconded by Lisa Halverson, at which time Samuel Scheib then withdrew his motion.
  - ii.** Lisa Halverson made a motion to remove and replace the two wooden benches. The motion was seconded by Alex Belida and the motion failed with the following vote count: For – Joe Jordan and Kathleen Moran; Against – Lisa Halverson, Samuel Scheib, Karin Boychyn, Alex Belida. Joe Jordan expressed his uncertainty why the Board does not want to replace the benches.
  - iii.** Samuel Scheib, again, made a motion to only remove the benches. The motion was seconded by Lisa Halverson and carried with all in favor except Joe Jordan.
- b.** Kathleen Moran noted that 11 residents have volunteered to join the Ad Hoc Security Task Force with the purpose of preparing recommendations for the Board to address safety concerns raised in the community. Kathleen Moran made a motion to appoint the following owners to the Ad Hoc Security Task Force: Jim Denny, Saven Wilkins, Evin Gossin, Morris Kaplan, Jim Nations, Chirs Durso, Josh Lubell, Aaron Rubin, Tom Crumley, Zoe Wood, and Michelle Tongratansiri. The motion was

seconded by Samuel Scheib and carried unanimously. Kathleen Moran confirmed that the first meeting will be held at the clubhouse on September 14, 2023, at 7 PM. Kathleen also confirmed that she will be the Board Liaison to the Committee.

- c. The Board discussed the draft 2024 budget and adjusted several line items in order to balance the budget without raising the assessment dues. The Board unanimously agreed to distribute the budget, as proposed, to all owners via mail and email to those who have opted in for adoption at the November Board Meeting.
- d. The Board discussed the 2024 landscape maintenance renewal contract with AW Landscapes and requested the inclusion of maintaining the sidewalk along Monroe Street. The Board agreed to table the discussion until the October Meeting so that the Board may discuss the specifications of the contract with the Landscape Committee and AW Landscapes.
- e. The Board discussed the proposals received to install an 8-foot, wooden fence, with a shadowbox construction style to be installed along the lake dam spillway, across from Parkside Apartments. Alex Belida made a motion to approve the proposal from Long Fence for \$16,187. The motion was seconded by Joe Jordan and carried unanimously.
- f. The Board discussed the proposals received for repainting the townhome parking spaces and curbs. The Board noted that Chamberlain Contractors' proposal did not include the yellow, fire lane curb repainting. Abaris will request a revised proposal from Chamberlain and recirculate it to the Board once received.
- g. The Board discussed the proposals received to repaint the handrails and clean the lamp posts and globes.
  - i. Joe Jordan made a motion to approve the proposal from CoreCom to repaint the handrails. The motion was seconded by Alex Belida and carried unanimously.
  - ii. Alex Belida made a motion to approve the proposal from CoreCom to clean the lamp posts and globes. The motion was seconded by Karin Boychyn and carried unanimously.
- h. The Board discussed the topic of "adult-only" social events and agreed to inquire with Legal Counsel for their opinion.

## **5. Community Forum 2**

No Community Forum 2 was held due to time constraints.

### **Adjournment**

There being no further business, Alex Belida moved to adjourn the regular meeting, and move into Executive Session for the purpose of discussing owner accounts. The motion was seconded by Karin Boychyn and carried with all votes in favor except the abstention from Joe Jordan. The meeting was adjourned at 9:28 p.m.