

# NEW MARK COMMONS HOMES ASSOCIATION

## BOARD OF DIRECTORS

Thursday, November 2, 2023

7:00 p.m.

---

Minutes Taken by Kaitlyn Ambush

---

### Attendees

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

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

**Homeowners:** Jennifer Jackson, Pat Reber, Jim Denny

### 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

Jennifer Jackson expressed her appreciation for the new online ACC application, as it was very useful!

##### Board Response

Kathleen Moran thanked Jennifer for her comments, as it is good to know the application is useful to residents.

##### Agenda and Prior Meeting Minutes

**Board Meeting Agenda 11-2-23:** The Board unanimously approved the agenda as amended, with modifications requested by Kathleen Moran and Samuel Scheib.

**Board Meeting Minutes 10-523:** Joe Jordan made a motion to approve the minutes as amended. The motion as seconded by Karin Boychyn and carried unanimously.

#### 2. Board Appointment

Kathleen Moran announced that Cou Kalantary has expressed his interest in filling the vacant Board Position. The Board voted unanimously, via email, to appoint Cou Kalantary to the Board to fill the vacancy until the March 2024 Annual Meeting.

#### 3. Committee Reports

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

Tim Petros reported that the ACC has not met, but the ACC is trying to determine the best way to digitize old files and what the administrative cost would be from Abaris. The ACC will work on a list of tasks they would need assistance from Abaris so Abaris can provide a proposal for Board review and approval.

### **Communications Committee –**

Pat confirmed she will remain chair of the Communications Committee, and Amanda Mita has volunteered to take over the newsletter. A high school student, who is also a resident of NMC, has volunteered to take pictures of the community for the gallery and website. The Gallery project in the clubhouse is moving forward, and the committee has received the proper hardware to begin hanging the posters on the wall. Pat confirmed the committee is also researching options for framing, which must be purchased before the year's end in order to apply the funds received from the City of Rockville.

### **Landscape Committee –**

Kathleen Moran confirmed that the \$500 donation has been received for the memorial tree to be planted in memory of Stan Sirokin, who passed away in June 2023. Kathleen also noted that tree work is currently underway throughout the community.

### **Pool Committee –**

Samuel Scheib confirmed that the Pool Committee has not met, and there is no report at this time.

### **Welcome/Social Committee –**

Cou Kalantary reported that the Social Committee worked alongside the Board to host the Open House event at the clubhouse, which was a great turnout! The Halloween Movie night had over 80 RSVPs, and the Halloween Parade was also well attended!

Cou commented that the Social Committee would like to design a refrigerator magnet as part of the welcome packet to the community. The Social Committee will provide a design layout of the magnetic for the Board's review.

### **Security Task Force Committee –**

Kathleen Moran noted that the Security Task Force Committee met on 10/12/2023 and conducted a walkaround the night of 11/1/23. The Security Task Force Committee will meet again on 11/9/23 to continue developing more information to report to the Board with their recommendations for security enhancements.

## **4. Treasurer's Report**

Karin Boychyn presented the Treasurer's Report noting the Association currently has \$1.9M in the bank, with just over \$300,000 left on the loan repayment. Karin noted that the Association is currently on budget, except we are over budget on legal and postage expenses due to the governing document amendment. Karin also highlighted the increased water bills, which need to be researched further. There is currently \$600,000 in UME, and \$1 Million in Reserves.

The Board discussed the proposed 2024 budget, which was sent to all owners, and no additional comments were received. Karin Boychyn made a motion to adopt the 2024 budget as proposed. The motion was seconded by Alex Belida and carried unanimously. Kathleen Moran thanked all those who contributed to the preparations for the budget.

## **Management Report**

No additional items at this time.

## 5. Old/New Business

- a. The Board discussed the proposal received from Palmer Brothers for repairs in the clubhouse for \$2,900. Samuel Scheib made a motion to approve the proposal from Palmer Brothers. The motion was seconded by Joe Jordan and carried unanimously.
- b. The Board discussed the proposal from Solitude Lake to replace the fountain motor and fan. Joe Jordan inquired if this repair needs to be completed in the fall or whether the repair can be completed in the Spring. Kathleen Moran confirmed that the aerators are affected, so the repair needs to be done as soon as possible. Tim Petros made a motion to approve the proposal from Solitude Lake for \$2,429.10. The motion was seconded by Karin Boychyn and carried unanimously.
- c. The Board discussed the revised 2024-2026 Landscape Maintenance Contract with AW Landscapes. Karin Boychyn made a motion to approve the 2024-2026 Landscape Maintenance Contract with AW Landscapes. The motion was seconded by Alex Belida and carried unanimously.
- d. The Board discussed the statement received from Patricia Miller for the extra compensation for the 6 additional hours spent consulting with the engineers and the City of Rockville. The Board would like any additional requests for compensation to be presented to the Board before the work is completed. Joe Jordan made a motion to approve the additional compensation to Patricia Miller for \$750. The motion was seconded by Samuel Scheib and carried unanimously.
- e. The Board discussed the permit requirements for the lake dam fence and inquired if a survey is required if the new fence will be replacing an existing fence. Abaris will obtain a proposal from Maddox Surveyors if the City of Rockville requires a survey to be completed in order to obtain the fence permit. The Board also inquired if the City of Rockville will accept the survey provided by Bayland Consultants.
- f. The Board discussed the proposal received from Gardner Engineering for the hillside design plan and the need for new steps and a retaining wall. Karin Boychyn made a motion to accept the proposal from Gardner Engineering, but a second to the motion was not received. The Board agreed to inquire with AW Landscapes if the steps can be done away with on the hillside, and the area be converted to a plain-grass hillside.
- g. The Board discussed the proposals received to repaint the townhome parking spaces, fire lanes, and the clubhouse parking lot. Karin Boychyn made a motion to approve the proposal from Chamberlain Contractors. The motion was seconded by Alex Belida and carried with the following vote count: For – Alex Belida, Kathleen Moran, Karin Boychyn, Tim Petros, Samuel Scheib; Against – Joe Jordan; Abstain - Cou Kalantary. The Board agreed to table the work until Spring 2024, with the hopes that Chamberlain Contractors will honor their current proposal price in 2024.
- h. The Board discussed the clubhouse rental agreement and concurred the agreement needs to be updated. Kathleen Moran circulated a first draft to the Board, which Joe Jordan and Alex Belida provided recommendations and revisions to. The Board also agreed that a one-page instruction sheet needs to be created for ease-of-reference to operate the security alarm system. Kathleen Moran will

incorporate the suggested changes and recirculate the revised agreement to the Board for additional review.

- i. The Board discussed the requests received from townhome residents regarding the proper placement for trash and recycling bins. The Board discussed the need to develop a plan to accommodate or deny the requests that have been received. The Board inquired if the ACC should interact in any way with the owners who have sought Board reconsideration, to determine an alternative suggestion rather than receive Board exemption. Shireen Ambush suggested that the Board request pictures of the desired placement location for the trash and recycling bins for the Board's review and consideration.

## **6. Community Forum 2**

Jennifer Jackson noted, as a member of the Landscape Committee, that the committee recently visited American Plant to purchase planting material for Enhancement Day on Saturday, November 4, 2023, from 9 am to 12 pm. Coffee and doughnuts will be served. Jennifer also inquired how the enforcement of the trash and recycling bin placement will be handled if the trash bins are not properly marked or identified.

## **7. Board Response to Community Forum 2**

Board Response was not provided at this time.

### **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 Samuel Scheib and carried unanimously. The meeting was adjourned at 8:30 p.m.