

# NEW MARK COMMONS HOMES ASSOCIATION

## BOARD OF DIRECTORS

Thursday, December 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, Cou Kalantary, and Karin Boychyn

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

**Homeowners:** Jennifer Jackson, Debbie Mesmer

### Call to Order of the Board Meeting

Kathleen Moran called the Board Meeting to order at 7:01 pm.

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

No comments at this time.

#### Board Response

No response needed at this time.

#### Agenda and Prior Meeting Minutes

**Board Meeting Agenda 12-7-23:** The Board unanimously approved the agenda as amended, with modifications requested by Joe Jordan.

**Board Meeting Minutes 11-4-23:** Joe Jordan made a motion to approve the minutes as amended. The motion as seconded by Alex Belida and carried unanimously.

#### 2. Committee Reports

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

Tim Petros and Rita Molyneaux were not present at the Board Meeting to present the ACC report. Therefore, there was no report at this time.

##### Communications Committee –

Alex Belida reported that the archive presentation process is nearing completion and noted that the Communications Committee request for up to \$1,000 for the framing and hanging system for the gallery posters. Alex Belida thanked Rocio Crumley, Bill Holdsworth, Jim Denny, Kathleen Moran, and the NMC Board for supporting gallery system and the additional expense request. Samuel Scheib made a motion to

approve the committee's request of up to \$1,000 for framing and hanging of the gallery project. The motion was seconded by Karin Boychyn and carried unanimously.

#### **Landscape Committee –**

Kathleen Moran noted that the Landscape Committee currently does not have a Board Liaison, however, the committee is actively pursuing plans for more trees to be planted.

The Board discussed the proposal received from Scientific Plant Service to apply nutrient fertilizer to 25 large oak trees, which were previously inspected by S&P Tree Care, for \$6,322. Joe Jordan made a motion to approve the proposal from Scientific Plant Services for the deep root fertilization of 25 oak trees for \$6,322. The motion was seconded by Karin Boychyn and carried unanimously.

#### **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 will be meeting next Tuesday to discuss and plan for upcoming social events. The committee has a music event, movie night, and STEM science event planned for the upcoming year!

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

Kathleen Moran noted that the Security Task Force Committee has their next meeting scheduled for December 14, 2023, at 7 pm.

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

Karin Boychyn presented the Treasurer's Report noting the Association currently has \$1.9M in the bank, with just over \$285,000 left on the loan repayment. Karin noted that there are no specific budget concerns. Karin also highlighted the increased water bills, which need to be researched further. There is no snow removal thus far, and the Association is on budget. There is currently \$500,000 in UME, and \$1.1 Million in Replacement Reserves.

#### **Management Report**

Kaitlyn Ambush confirmed that the City of Rockville will process the reimbursement for the legal costs incurred to establish Harlow sidewalk as a City of Rockville easement responsibility.

The Board discussed the response back to owners who were sent letters regarding unauthorized vehicles in the community and agreed to tag and tow any vehicles that remain and are in violation.

Kaitlyn Ambush provided an update on the fence permit for the lake/dam spillway and noted that the City of Rockville requested additional information for the permit application, which we have provided to the online portal. We hope to have a response from the City of Rockville soon!

Kaitlyn Ambush noted that Chamberlain Contractors confirmed they would hold their price to paint the townhome parking lots in Spring 2024.

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

- a. The Board discussed the Document & Record Retention Policy as recommended by Lerch Early Brewer. Joe Jordan made a motion to approve the policy as presented. The motion was seconded by Karin Boychyn and carried unanimously.
- b. The Board discussed the process for digitizing the ACC files in the clubhouse and noted there are 2 cabinets, with 4 drawers each, that need to be digitized. Abaris will present prices and create a scope for searchable PDFs.
- c. The Board discussed the draft Clubhouse Rental Policy and noted there is no duration for each rental period. Kathleen Moran will revise the policy to specify the duration of each rental, as well as explicitly note that set-up and clean-up must be on the same day of the desired rental and recirculate the draft rental policy to the Board.
- d. Kathleen Moran noted that to date, there have been 12 requests for exemptions received for the trash bin placement violations. The Board will discuss how to proceed in January 2024.
- e. The Board formally acknowledged the email received from a resident of the community noting the sound of gunshots nearby the community, which the Board has shared with the Security Task Force Committee for further discussion.
- f. The Board discussed and unanimously approved the revised landscape design concept plan for the retaining wall between 226 and 228 New Mark Esplanade and agreed to have AW Landscape provide pricing for the landscape design concept plan that has been presented to the Board.
- g. The Board discussed the complaint received from a resident regarding falling acorns and agreed to offer the resident to relocate their assigned parking space to the closest unassigned parking space to avoid the falling acorns.
- h. Joe Jordan requested the Board consider holding the Annual Meeting in-person, at the NMC Clubhouse. Shireen Ambush suggested the Board conduct a survey of the community to seek the anticipated interest in holding the meeting in-person. Joe Jordan and Alex Belida disagreed with the survey and supported the idea to hold the meeting in-person. Samuel Scheib echoed and supported having the Annual Meeting in-person. The Board then unanimously agreed to hold the 2024 Annual Meeting in-person, at the NMC clubhouse, on Monday, March 11, 2024, at 7 pm.

#### **5. Community Forum 2**

Debbie Mesmer inquired about the status of the proposals for hybrid meeting equipment.

Jennifer Jackson thanked the Board for keeping the community going!

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

Shiree Ambush confirmed that Abaris is still actively pursuing proposals for the hybrid meeting equipment and meeting with vendors onsite to evaluate the clubhouse meeting space.

## **Adjournment**

There being no further business, Samuel Scheib moved to adjourn the regular meeting. The motion was seconded by Karin Boychyn and carried unanimously. The meeting was adjourned at 8:06 p.m.