

NEW MARK COMMONS HOMES ASSOCIATION

BOARD OF DIRECTORS

Thursday, February 1, 2024

7:00 p.m.

Minutes Taken by Kaitlyn Ambush

Attendees

Board Members: Alex Belida, Kathleen Moran, Joe Jordan, Samuel Scheib, Cou Kalantary, and Tim Petros

Abaris Community Management: Shireen Ambush and Kaitlyn Ambush

Homeowners: Jennifer Jackson, Debbie Mesmer, Jim Denny, Rocio Crumley, Sara Tenenbaum, Saven Wilkins, Pat Reber, Lori Newman

Call to Order of the Board Meeting

Kathleen Moran called the Board Meeting to order at 7:00 pm.

1. Community Forum 1 and Board Response

Jim Denny thanked the Board for the presentation from Bayland Consultants last month and inquired if a full set of the plans/ scope of work for the lake dam/dredging project so that a hard copy may be kept in the clubhouse.

Debbie Mesmer proposed revisions to the Document and Records Retention Policy, specifically Section F, which addressed two (2) aspects: the scope and retention time of documents and records. For the scope, Debbie proposed that all actions are subject to member votes, and the retention period of 30 days is too short. Debbie proposed that the retention period should be at least 3 years to match the Maryland Statute of Limitation.

Saven Wilkins expressed concern about the lake overflow witnessed by other residents and noted that Bayland may not be aware of water flowing into the lake overflow. Saven inquired if Bayland has any calculation errors on the volume of water.

Board Response

Kathleen Moran thanked Debbie Mesmer for her suggestions and revisions on the Document and Record Retention Policy and confirmed that the Board would consider those revisions. Kathleen also noted that the Board will convey the requests and concerns raised by Jim and Saven to Bayland.

Joe Jordan thanked Debbie Mesmer for her comments regarding the Document and Record Retention Policy.

March 2024 Board Elections

Kathleen Moran announced that the Annual Meeting will be held on Monday, March 11, 2024, at the NMC Clubhouse. No nominations have been received thus far.

Agenda and Prior Meeting Minutes

Board Meeting Agenda 2-1-24: The Board unanimously approved the agenda as amended, with modifications requested by Kathleen Moran.

Board Meeting Minutes 1-4-23: Alex Belida made a motion to approve the minutes as amended. The motion was seconded by Tim Petros and carried unanimously.

2. Committee Reports

Architectural Control Committee (ACC) –

Tim Petros reported that the Jot Form discussion has been placed on hold until the ACC can schedule a meeting with Abaris to discuss the new Vantaca Portal and its capabilities for ACC application processing.

Communications Committee –

Pat Reber reported that the Committee has successfully hung the historic posters in the clubhouse. Pat noted that the Social Committee would like to lean a movie screen up against the wall, but the Communications Committee recommends that the Social Committee invest in a stand for the movie screen, as the removal and replacement of the historic posters is not recommended as the posters could be damaged. The Villages Committee would like to send out an email blast survey to inquire what community residents would like to see the Villages Committee offer. Pat confirmed the deadline for the survey would be February 11, 2024. Kathleen confirmed that the Board does not have any objections to the survey as long as the survey is reviewed and approved by the Board before it is issued.

Lori Newman elaborated more on the new group exploring opportunities to create a “village,” or a neighbor helping neighbor activity. Lori recapped the great event on Sunday, where 8 villages in Rockville, and 5 in formation, gathered to encourage intergenerational set ups for younger neighbors to help older ones, and vice versa. A snow patrol was created on Sunday to clear snow for those who cannot do it themselves. Lori confirmed that the survey is currently being created for the Board’s review.

Landscape Committee –

Saven Wilkins noted that the Committee is planning the Spring Community Enhancement Event in April, and recommended the Board approve the proposal from S&P Tree Care for community-wide tree work for \$16,000. Tim Petros made a motion to approve the proposal from S&P Tree Care for \$16,000. The motion was seconded by Samuel Scheib and carried with the following vote count: 4 in favor; 1 abstention from Alex Belida; 1 opposition from Joe Jordan.

Pool Committee –

Samuel Scheib noted that the Committee met and requested the addition of a rule to the Pool Rules referencing public displays of affection, as well as the reinstatement of Adult Swim for 10 minutes. Samuel also noted that the food service permit needs to be renewed for the 2024 pool season, and the liability waiver needs to be uploaded to Member Splash, so it is recorded electronically. The Pool Committee also

recommended that the diving board needs to be replaced as the current board will not pass inspection. Abaris will obtain competitive bids for the complete removal of the diving board. The Committee also recommends that the guest pass fee increase to \$3 per pass, 7 days a week, and not to increase the number of outside memberships for 2024. Lastly, the Committee requested a welcome sign to welcome and advertise outside pool memberships.

Welcome/Social Committee –

Cou Kalantary reported that the Social Committee is working to organize another community yard sale. The Committee recommended the purchase of 50 QR Code Welcome Magnets for \$100. Joe Jordan made a motion to approve the purchase of 50 QR Code Welcome Magnets for \$100. The motion was seconded by Cou Kalantary and carried unanimously.

Security Task Force Committee –

Kathleen Moran noted that the Security Task Force Committee will be finalizing their report on February 8, 2024, and will present the report to the Board and Community at the March 11, 2024, Annual Meeting.

3. Treasurer's Report

Kathleen Moran presented the Treasurer's Report in Karin Boychyn's absence. The report is as follows:

At end of December 2023, we had \$1.8 million in the bank.

We owe about \$266,000 on the loan.

We had a good 2023 year with more revenue than expected due to higher interest rates on our accounts.

We overspent on legal and postage due to the governing documents.

Utilities were higher than budgeted by almost \$5,000.

Contracted services were underspent by \$50,000 primarily due to the lack of snow removal.

We overspent on tree care by \$7,000 but underspent \$13,000 on other items.

A surplus of \$100,000 will be confirmed by our audit.

We ended the year with almost 1.2 million in reserves and almost \$355,000 in UME.

Reserve expenses in 2023 were \$150,000. They will be significantly higher in 2024 with the expected lake repairs and dredging.

We ended the year with just over 2% of uncollected dues. Thanks to everyone who pays their dues on time.

Joe Jordan inquired about the increase in the water/utility bills and if any follow-up was conducted. Abaris will look into this further and request an investigation of the water meters, as well as any leaks in toilets or showers.

Management Report

Joe Jordan expressed his support for Debbie Mesmer's suggested revisions to the Document and Record Retention Policy. Kathleen Moran noted that Ruth Katz had no objections to the requested revisions and Abaris confirmed that no additional fees will be charged to retain community wide votes for 3 years versus 30 days. Alex Belida expressed his support of the requested revisions from Debbie Mesmer and Joe Jordan. Joe Jordan made a motion to approve the Document and Record Retention Policy with the revised language in Section (f) and (m). The motion was seconded by Alex Belida and carried unanimously. Abaris will send out the approved policy to all owners once signed and executed by the Board.

4. Old/New Business

- a. The Board discussed the proposals received to perform a survey of the property boundary line along the lake dam spillway, and reported the recent discovery that the existing fence is not on NMC property. Kathleen confirmed that she will contact Jim Wasalik with the City of Rockville to assist NMC in properly identifying who installed the fence and confirm the exact property boundary line for NMC.
- b. The Board discussed the digitization of the ACC files in the clubhouse and the proposal from Dennis Moran to complete the task at a rate of \$15 per hour. Joe Jordan made a motion to allow Dennis Moran to conduct a trail run at \$15 per hour and digitize the ACC files from the clubhouse. The motion was seconded by Samuel Scheib and carried with all votes in favor, except 1 abstention from Kathleen Moran.
- c. The Board discussed the suggestion to invite a guest speaker to the 2024 Annual Meeting, at which time Joe Jordan suggested inviting the new Mayor. Kathleen and Joe confirmed they would each reach out to the City Council Office to inquire about the mayor's availability.
- d. The Board discussed the leak in the clubhouse roof, which was discovered by Jim Denny, and noted that a water test was conducted today to confirm the leak originated from the chimney cap. The Board unanimously authorized the Abaris to repair the leak, as necessary, and without Board approval if the repair is within Abaris' management spending authority.

5. Community Forum 2

Jennifer Jackson inquired if the privacy fence along the lake dam spillway is for the entire perimeter of the lake, or whether the fence will remain at the spillway.

Pat Reber noted that a box of archive records from 1973 was found by the Swim Team in the clubhouse.

6. Board Response to Community Forum 2

Kathleen Moran confirmed that the privacy fence will only be installed by the lake dam spillway, at a length of 300 linear feet.

Adjournment

There being no further business, Alex Belida moved to adjourn the regular meeting and go into Executive Session for the purpose of discussing individual owner accounts. The motion was seconded by Joe Jordan and carried unanimously. The meeting was adjourned at 8:40 p.m.