

NEW MARK COMMONS HOMES ASSOCIATION

BOARD OF DIRECTORS

Thursday, February 6, 2025

7:00 p.m.

Minutes Taken by Kaitlyn Ambush

Attendees

Board Members: Kathleen Moran, Joe Jordan, Samuel Scheib, Karin Boychyn, Amanda Mita, Tim Petros, and Emily Ecker

Abaris Community Management: Kaitlyn Ambush, Shireen Ambush

Homeowners: Pat Reber, Saven Wilkins, Debbie Mesmer, Jennifer Jackson, James Nations

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

No comments at this time.

Board Response

No response required at this time.

Agenda and Prior Meeting Minutes

Board Meeting Agenda 2-6-25: Kathleen Moran requested the addition of 2 announcements on the meeting agenda. Samuel Scheib made a motion to approve the agenda as amended. The motion was seconded by Karin Boychyn and carried unanimously.

Board Meeting Minutes 1-2-25: Joe Jordan made a motion to approve the minutes as amended. The motion was seconded by Karin Boychyn and carried unanimously.

2. Committee Reports

Architectural Control Committee (ACC) –

Kathleen Moran recapped the email received from the Abaris Inspections Department regarding the preliminary meeting with the Board/ACC before any potential inspections program kicks off. Kathleen agreed to meet with the Abaris Inspections Team, along with Christine Holdsworth, to discuss what items should and should not be covered in the Inspections Program.

Communications Committee –

Pat Reber reported that the Committee has issued an updated policy for ads in the newsletter, where ads will be free for NMC residents and the size of the ad in the newsletter will be the size of a business card. Pat noted that the Committee is still looking for a chairperson, but she will remain Chair for the interim period. Kathleen Moran noted that the Board has received feedback in response to the Communications Assistant post, and the Board will discuss this further in Executive Session.

Landscape Committee –

Saven Wilkins reported that the Committee will hold an open house in late winter to early spring to discuss planting plans for the community, as well as to provide residents with an opportunity to provide feedback to the Committee.

In addition, Saven requested \$500 for the general usage of the committee to experiment with growing native plants from seeds, and any other sporadic landscape need for the community. Emily Ecker made a motion to approve the \$500 expenditure for the Landscape Committee to use as they see fit. The motion was seconded by Karin Boychyn and carried unanimously.

Pool Committee –

Samuel Scheib reported that the Committee met and will come back to the Board with a formal request for new items for the pool such as umbrellas, maintenance parts, pool games, etc. Samuel also noted that non-resident membership requests were not monitored efficiently last season and suggested working with Abaris to modify the registration process to be more successful this pool season. The Association raised \$2,216 through the Member Splash concession and guest pass sales. Samuel noted that the Committee would like to keep the 10 guest passes (30 credits) the same for the 2025 pool season.

Welcome/Social Committee –

Karin Boychyn noted that the International Dinner is set for March 2nd, and the deadline for participation is February 9th. Karin also noted that the Holiday Light event was a great success and there are leftover supplies in the clubhouse.

3. Treasurer's Report

Karin Boychyn reported on the HOA Financials. There is currently \$2.1 million in the bank, and \$150,000 is owed on the loan. Karin confirmed that the Association ended 2024 with an unaudited surplus. Karin also noted that the Landscape Enhancement budget was not spent, but some items were incorrectly paid from the general landscape line item and need to be reclassified. Abaris will work with Karin directly to confirm which payments need to be reclassified before the audit is completed. Karin reported that the total equity is \$400,000, and the total Reserves are \$1.6 million.

Kathleen Moran noted that NMC is 3rd in queue for the State to review and issue the permits for the dam repairs and lake dredging. Karin confirmed that to date, the Association has spent \$60,000 on reserve projects.

Management Report

Kaitlyn Ambush announced the Annual Meeting will be held virtually on Monday, March 10, 2025, and the deadline for nominations is February 14, 2025. A Q&A session will be held during the March 6, 2025, Board meeting for all candidates who submit their nomination applications by the deadline. As of this meeting, only 1 nomination application has been received.

4. Old/New Business

- a. The Board discussed the draft Due Process Resolution before it is issued to all owners for review. Kathleen Moran inquired about the compliance timelines and questioned whether 15 or 30 days were acceptable. The Board agreed to keep the compliance timeline to 15 days. The Board also discussed Exhibit A of the Resolution, with regards to Fines, and Tim Petros suggested a maximum fine, not to exceed, for each listed violation. The Board unanimously agreed to the changes suggested for the Resolution and advised Abaris to include the revisions in the Resolution so that they can be shared with all owners for review 30 days before the formal adoption of the Resolution.
- b. Kathleen Moran made the following announcements:
 - Kathleen discussed the City of Rockville Zoning at Don Mills and acknowledged that she had spoken to Rose Krasnow about the zoning history. Joe Jordan volunteered to look into this in more detail and will provide the Board of any future impacts to NMC.
 - Kathleen commented on the snow removal responsibilities within the community and confirmed that the snow removal scope has been cleared up with AW Landscapes. Joe Jordan noted that in some areas where snow removal was completed along the sidewalks, there is damaged turf that needs to be addressed in the springtime.
 - Kathleen reminded all Committee Chairs to submit their 1-page report to be included in the 2025 Annual Meeting Minutes.

5. Community Forum 2

Jennifer Jackson thanked Pat Reber for her service on the Communications Committee for many years!

James Nations expressed his excitement about running for the Board and is very pleased with the community!

6. Board Response to Community Forum 2

No response was required at this time.

The next Board meeting will be held on Thursday, March 6, 2025, at 7:00 pm.

Adjournment

There being no further business, Joe Jordan moved to adjourn the regular meeting and go into Executive Session for the purpose of discussing legal guidance received. The motion was seconded by Karin Boychyn and carried unanimously. The meeting was adjourned at 7:53 p.m.