

## **Montgomery West HOA Minutes – Annual Meeting, November 12, 2013**

**Attendees:** Sign-in sheet attached

Meeting opened at 7:30 p.m.

### **Introduction of 2013 Board**

**New Design of Storm Water ponds:** Darian Copiz, Montgomery County Watershed Planner and Mike Lucket (sp) Department of Environmental Services were in attendance to provide the HOA with information relating to plans for redesign of our pond and of two other ponds adjacent to our HOA. State regulations require improvement to Chesapeake Bay water quality. Since our pond's design is relatively old, the regulations will require upgrades, including expansion and excavation. This project is in the early stages of development and a public hearing is expected to be held in early 2014. At that hearing, the affected neighborhoods will have an opportunity to review the plans, learn more about the types of ponds planned, environmental impact, tree removal, pool elevations, permit process and expected construction schedule. (See attached drawing)

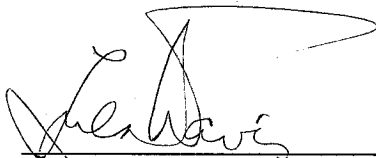
**Secretary's Highlights from 2013 Minutes:** Lula gave a summary of the highlights from all of the 2013 minutes. (Attached) An attendee at the meeting raised questions about the ability of the HOA to impose fines and compel relocation of a satellite dish, in view of state and federal regulations which permit placement of dish for best reception. A brief discussion commenced and those in attendance were advised that the HOA may request relocation of a satellite dish, as long as it does not compromise reception and does not impose an undue financial burden on the homeowner. The HOA is working with the homeowner with respect to this issue.

**Treasurer's report:** Ashleigh provided a detailed summary of the HOA's financials from the 2013/14 budget. (attached) With respect to the Legal Reserve Fund, a question was raised as to whether or not there is a minimum amount required for the fund. John advised that there is a county (CCOC) recommendation for a minimum amount of \$50k. As indicated in our reserve fund numbers, we have not attained the \$50k for the Legal Fund. This Legal Reserve Fund is separate from the Capital Reserve Fund.

**Nominating Committee/Election of Board members:** Nominating Committee (Rod Olaya, Michele Heffner and Heather Patton) presented a slate of 3 individuals for board membership: Ashleigh Hapuarachchi; Mikayala Higgins and Jessica Stokan. A unanimous vote of the membership in attendance elected the entire slate for membership on the Board for the 2014/2015 term.

**Discussion of new MWHOA signage:** The annual meeting in 2012 proposed that \$16k should be budgeted in 2013 for new signage. At this year's meeting, the membership discussed several design options from three separate bids: Greenlink (company which currently does the HOA's lawn maintenance); Berry and Homer and Signs by Tomorrow. The membership wanted to ensure that the bid accepted would be all inclusive: permitting process, materials, landscaping, lighting, warranty and maintenance. All of the bids came in above the amount budgeted for 2013, thus in the budget numbers for 2014, an additional \$5k has been budgeted. Additionally, none of the bids covered lighting. The membership was interested in ascertaining whether or not it would be possible to get lighting included with the new signage as an "all inclusive" packaged deal. After some discussion and review of the designs, the Board unanimously voted to accept the Greenlink bid and that the Ply Gem Stone "Fieldstone" pattern is the material to be used in the new signage. (Copy of design and material pattern attached)

Meeting adjourned 8:30 p.m.



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Lula Davis, Secretary  
November 29, 2013



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John Patton, President  
November 29, 2013

# 2013 Annual Montgomery West Homeowners Association Meeting

Name

Address

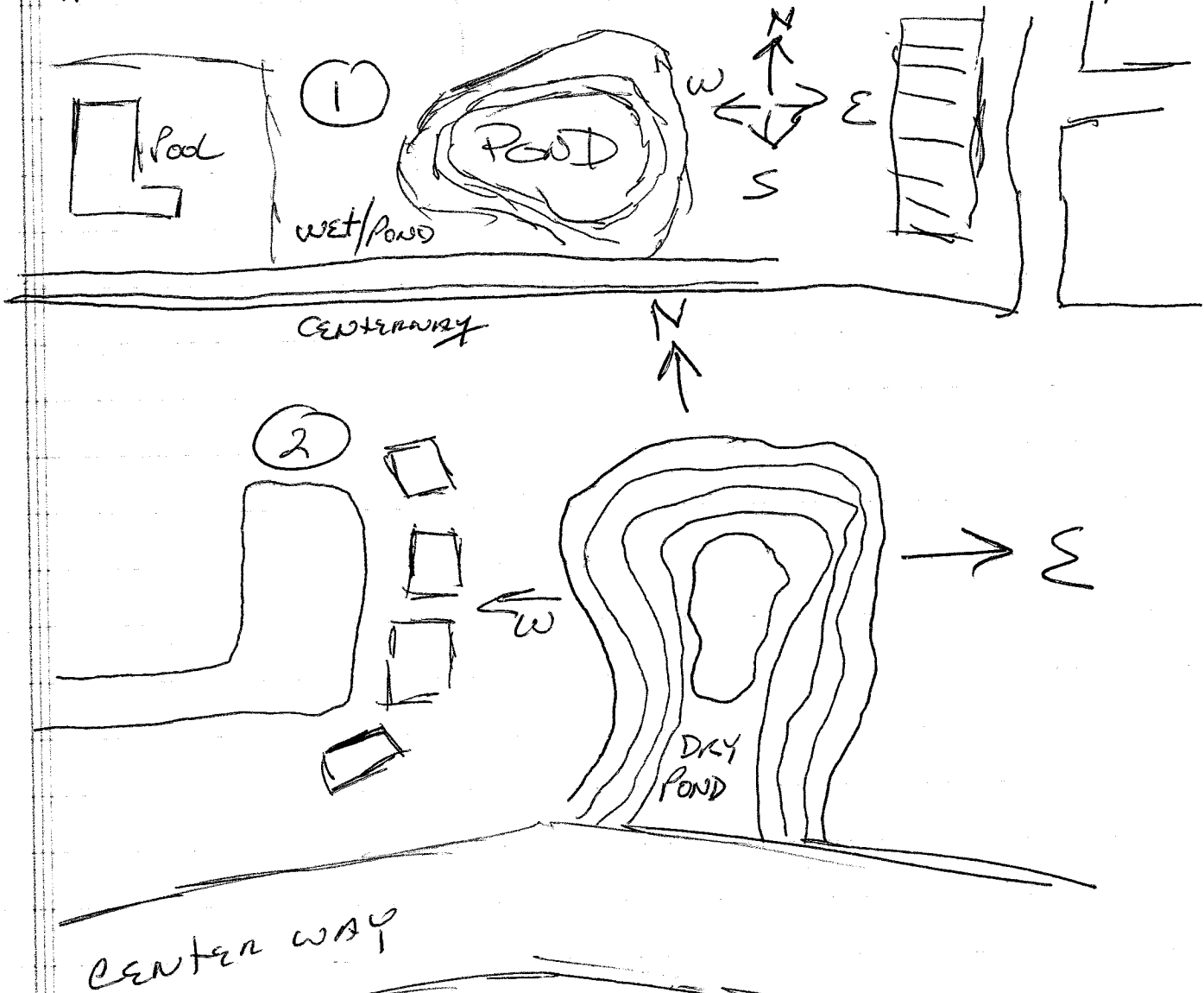
e-mail (optional)

John Patton	18932 Marsh Hawk Ln	
John Davis	18904 Marsh Hawk Ln	
Charles La Barge	8805 Swallow Ct	
Rod Oliver	8800 Waxwing Terr	
Mikayla Higgins	19132 Kinglet Pl	
Ashleigh + Prasad Hapurachchi	8844 Mourning Dove Ct.	
Steve Kwikas	18912 Blue Heron Ln	
JOHN CLAY	8835 Cross Country Lane	
Carolyn + Dudley Skinner	18916 Marsh Hawk Lane	
Jessica + Calvin Stokes	8824 Mourning Dove Ct.	
Chris Rhawn	8816 Mourning Dove, Ct	
Bill Roberts	8812 Mourning Dove Ct.	
Patrick Chorney	8812 Waxwing Terr	
Linda Chorney	8812 Waxwing Terr	
Ron Stehln	8805 Waxwing Terrace	
MAURA RYAN / MARYBETH DAUGHTER	18904 MARSH HAWK LN.	

MW404 - 11/12/2013

- Storm water ponds -

- Prior to 1986 - are not up to current H2O quality



Start Estimated Summer & FALL MLT MAY 2015-

Home - OWNER SALES

150 - Home Seller

50 Home Buyer

## **Secretary's Highlights from 2013 Minutes**

### **MWHOA Annual Meeting – Nov. 12, 2013**

- Board members were elected at the November 2012 annual meeting:  
President John Patton; Vice President Steve Kwilas; Secretary Rob Mitkas; Treasurer Ed Kallas and Board member at large Rod Olaya
- Both the Secretary and Treasurer resigned and the Board voted unanimously naming Lula Davis as Secretary and Ashleigh Auth Hapuarachchi as Treasurer. The Board also approved an expenditure of \$300 for training of the new Treasurer in Quickbooks.
- The Board voted unanimously to increase the “fees for property sales” in view of the fact that our fee was substantially lower than other local HOAs. The fee schedule is as follows: \$50 to the buyer for information packets and inspection; and \$150 to the seller for transfer fee. Previously, our fee was simply \$100.
- The Spring and Fall surveys were conducted. A vast majority of homeowners were in compliance. Several minor infractions to the covenants were noted and friendly letters were sent to those homeowners.
- MWHOA now has a Facebook page, thanks to Ashleigh Auth.
- Verizon FIOs is up and running in the neighborhood. If you need any information you can contact Hector Diaz (301) 741-6818 or [hector.diaz@smgi-verizon.com](mailto:hector.diaz@smgi-verizon.com)
- The required audit of MWHOA's books for 2012 was completed and the HOA continues to be financially strong. The Board unanimously voted to approved a 3-year contract with DeLeon and Stang to continue their accounting services for our HOA.
- Bids have been solicited for the new signage in our neighborhood. Greenlinks, the company which currently does our lawn maintenance, submitted a bid. The board is expecting to receive at least two more potential bids.
- The board has been working with several homeowners who continue to be late in payment of their homeowner fees. In several cases, payment schedules have been agreed to which will bring these accounts up to date. MWHOA charges a quarterly late fee of \$15. Other comparable HOAs charge a monthly late fee from \$30-35. The board voted unanimously to increase our late fee to \$25 per quarter. This increase will become effective in the first quarter of 2014.

## Montgomery West HOA 2013 & 2014 Budget

		<u>2013 Budget</u>	<u>2013 Projected Final</u>	<u>2014 Budget</u>
		Jan - Dec 2013	Jan - Dec 2013	Jan - Dec 2014
<b><u>Operating Funds</u></b>				
<b>Income</b>				
	4000 • Homeowners Assessment	\$45,760.00	\$45,760.00	\$45,760.00
	4010 • Penalty Assessment	\$0.00	\$435.00	\$200.00
	4200 • Processing Fee	\$0.00	\$700.00	\$400.00
<b>Total Income</b>		<b>\$45,760.00</b>	<b>\$46,895.00</b>	<b>\$46,360.00</b>
<b>Expenses</b>				
	<b>Supplies and Administrative</b>	<b>\$1,030.00</b>	<b>\$639.79</b>	<b>\$1,036.00</b>
	5160 • Copies	\$90.00	\$20.00	\$90.00
	5170 • Computer / Software	\$150.00	\$60.00	\$150.00
	5230 • Office Supplies	\$100.00	\$27.60	\$100.00
	5190 • Postage and Delivery	\$300.00	\$288.92	\$300.00
	5210 • Rental Room	\$100.00	\$36.00	\$100.00
	5220 • Refreshments	\$100.00	\$50.07	\$100.00
	5150 • PO Box Rental	\$70.00	\$76.00	\$76.00
	5240 • Website	\$120.00	\$120.00	\$120.00
	<b>Taxes, Fees, Legal, Accounting and Insurance</b>	<b>\$9,347.00</b>	<b>\$5,190.30</b>	<b>\$6,603.30</b>
	5180 • Montgomery County HOA Fees	\$312.00	\$312.00	\$312.00
	5250 • Taxes	\$50.00	\$126.30	\$126.30
	5300 • Insurance	\$1,000.00	\$940.00	\$1,000.00
	5400 • Legal Fees	\$5,000.00	\$0	\$2,000.00
	5500 • Accountant	\$2,520.00	\$3,250.00	\$2,700.00
	5600 • Treasurer In Kind Reimbursement	\$440.00	\$550.00	\$440.00
	5130 • Bank Service Charges	\$25.00	\$12.00	\$25.00
	<b>Landscaping and Refuse Collection</b>	<b>\$25,478.30</b>	<b>\$25,428.30</b>	<b>\$25,978.30</b>
	5235 • Snow Removal – Bus Stops	\$250.00	\$0.00	\$250.00
	6000 • Landscape/Debris Removal	\$2,500.00	\$2,700.00	\$3,000.00
	6100 • Lawn Service/Annuals	\$15,427.50	\$15,427.50	\$15,427.50
	6400 • Refuse collection	\$7,300.80	\$7,300.80	\$7,300.80
	6015 • Misc.	\$0.00	\$95.00	\$0.00
<b>Total Expenses</b>		<b>\$35,855.30</b>	<b>\$31,258.39</b>	<b>\$33,617.60</b>
<b>Net Surplus/Deficit</b>		<b>\$9,904.70</b>	<b>\$15,636.61</b>	<b>\$12,742.40</b>

	<u>2013 Budget</u>	<u>2013 Projected Final</u>	<u>2014 Budget</u>
<b>Reserve Funds (Capital + Legal Reserve Funds)</b>			
Beginning Balance	\$43,336.46	\$43,336.46	\$39,531.18
<b>Income</b>			
Interest Income w/in Reserve Accounts	\$550.00	\$653.11	\$750.00
Contribution from Operating Fund	\$9,904.70	\$15,636.61	\$12,742.40
<b>Total Contribution to Reserves</b>	\$10,454.70	\$16,289.72	\$13,492.40
<b>Expenses</b>			
Capital Repairs	\$3,000.00	\$0.00	\$0.00
Replace HOA Entrance Signs	\$16,000.00	\$20,000.00	\$5,000.00
<b>Total Expense from Reserves</b>	\$19,000.00	\$20,000.00	\$5,000.00
Ending Balance	\$34,791.16	\$39,626.18	\$48,023.58

**Note: For 2013 Capital Reserve Fund = \$5,150; Legal Reserve Fund = \$29,641**

**Note: For 2014 Capital Reserve Fund = \$7,883; Legal Reserve Fund = \$40,140**

### **Account Balances**

<b>Balance Checking Account (Wells Fargo) (month ending 9/30/13)</b>	\$23,017.01
<b>Reserve Fund (TRowe Price CDs)</b>	
CD3	\$13,209.48
CD4	\$6,719.06
CD5	\$6,856.22
CD6	\$16,795.61
<b>Total of all CDs</b>	<b>\$43,580.37</b>
<b>Reserve &amp; Checking Acct Balances</b>	<b>\$66,597.38</b>

## Montgomery West New Sign Bids

Company	Size (ft)			Cost	Includes Landscaping?
	H	W	L		
<b>Greenlink</b>	<b>5</b>	<b>1.83</b>	<b>10-12</b>	<b>\$19800</b>	<b>yes</b>
<b>Berry and Homer</b>	<b>4</b>		<b>10</b>	<b>\$17106</b>	<b>no</b>
<b>Signs by Tomorrow</b>	<b>4</b>	<b>0.83</b>	<b>6</b>	<b>\$15448</b>	<b>no, and does not include permitting</b>
	<b>5</b>	<b>1.75</b>	<b>9</b>	<b>\$21046</b>	
<b>Current Sign</b>	<b>4</b>	<b>0.4</b>	<b>6.7</b>		



# ARTWORK APPROVAL FORM

COMPANY:  
CONTACT PERSON:  
PHONE:

DATE:  
NOTES:



☐ APPROVED AS IS      ☐ APPROVED WITH MARKED CORRECTIONS      ☐ NEW PROOF REQUIRED

APPROVAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

AFTER CORRECTIONS ARE MADE, YOUR SIGNATURE RELEASES MID-ATLANTIC SIGN SOLUTIONS FROM ERRORS APPEARING ON THE ART THAT MAY BE DISCOVERED WHEN THE WORK IS COMPLETE. THIS IS AN ORIGINAL MID-ATLANTIC SIGN SOLUTIONS DESIGN. ALL RIGHTS TO USE OR REPRODUCE, IN WHOLE OR IN PART, IN ANY FORM OR TO FABRICATE OR REPRODUCE ANY LIKENESS THEREOF SHALL REMAIN THE EXCLUSIVE RIGHT OF MID-ATLANTIC SIGN SOLUTIONS. FAILURE TO COMPLY WILL RESULT IN LEGAL ACTION.

**MID-ATLANTIC**  
**MA SIGN**  
**SOLUTIONS**

**FAX : 410-902-8230**

**410-902-SIGNS**  
9601 Reisterstown Rd.  
Owings Mills, MD 21117-4129

## PRODUCTS

Fieldstone  
 Tuscan Fieldstone  
 Ledgerstone  
 Shadow Ledgerstone  
 Cobblestone  
 Cut Cobblestone  
 Ridgestone  
 Riverstone  
 Brick  
 True Stack  
 Accessories

## Ply Gem Stone

Molded from real stones, but lighter weight, Ply Gem Stone is an affordable, easy way to add lasting curb appeal and character to your home or project's exterior or interior. The craftsmanship and care put into Ply Gem Stone, as well as its' many styles, make it a versatile and attractive alternative to solid rock and an ideal complement to traditional siding. Compare Ply Gem Stone to other options and you'll see nature's finest hues, unique textures, and authentic details that enhance your living or working environment with charm and warmth.

\*Most styles are sold in boxes of 10 square feet of coverage with a half inch mortar joint. Drystack applications will yield 8.5 square feet of coverage. True Stack cartons cover 10 square feet with no mortar joint.



## FIELDSTONE

Fieldstone offers a casual mosaic of irregular shapes, hues, and textures that merge to form quaint, homegrown character.



## TUSCAN FIELDSTONE

This unique pattern features textured, interesting shapes, combined with the look and feel of old world craftsmanship.



## LEDGESTONE

The flat, smooth edges of the Ledgerstone design provide a clean and modern look.



## SHADOW LEDGESTONE

Shadow Ledgerstone reveals the look of tailored stacked stone, but with the added flamboyance of serrated edges.



## COBBLESTONE

Cobblestone offers a more refined old-world style stone than its Cut Cobblestone counterpart.



## CUT COBBLESTONE

Cut Cobblestone mirrors the old-world style of Europe's traditional cobblestone streets.

Board  
 to use  
 fieldstone  
 design