

**Montgomery West HOA
Board Meeting
October 15, 2019**

Meeting called to order at 7:01 p.m.

Board Members in attendance: Rod Olaya, Michele Heffner, Lula Davis, and MaryAnn Holleran

Board President Vincent Delgado participated via teleconference

HOA members present: Diane W. Best and Hien V. Duong

Approval: Board approved minutes of September 17 meeting by motion adopted unanimously.

Lighting issue on Swallow Court: HOA members Diane Best and Hien Duong attended meeting to inquire about lighting on Swallow Court. The treasurer explained the process of bringing the lighting issue to the attention of the County, since the HOA has no jurisdiction in this area. The homeowners were grateful for the information and intend to follow the appropriate procedures with respect to addressing the issue of concern to them.

Treasurer's Report: Profit/Loss budget vs. actual at targeted amounts. **Balance Sheet:** The HOA previously agreed by a vote of the Board to roll over any maturing C.D. into our reserve savings account—which would then be available for use for any HOA improvement projects. One of the HOA's certificates will mature soon and that certificate will get rolled over.

Reserve Study: The Board agreed to budget \$1,800 in 2019 for a reserve study. Reserve study needed to determine the viability of HOA assets and the necessity for replacement of such. An example of an asset is a wooden retaining wall in the Marsh Hawk area. That wall will need replacing in the near future and the Board has agreed to include funds for its replacement in the 2020 budget. Currently, the Board is reviewing bids from various vendors for the replacement of the retaining wall.

Status of outstanding (late) accounts (aging summary): The following is an outline of those properties presently in some stage of late payments:

15 – 1 to 2 quarters late (as of 10/10 the last billing period);

5 – 3 to 4 quarters overdue;

6 – greater than 4 quarters;

4 will be referred to the HOA's attorney;

2nd lien filing on another property; and one property under payment plan has not made a payment under the plan established, therefore, Treasurer will contact.

Account Reconciliation: Ready for signature.

Audit status: HOA's taxes have been prepared and mailed. Treasurer providing supporting documentation to the accountants in an electronic format which will also serve to provide initial documents for the 2018 audit.

AERC Committee Report: Fall survey was conducted Saturday, October 12. Minor issues exist with some properties and a letter will be sent to the homeowners. Serious issues were noted with respect to 2 properties, where letters have been sent, with fines continuing to be assessed against one property.

It was determined that the Board should contact the County to bring to their attention. The Secretary will call the county and then report back to Board. Overall, the neighborhood is in good condition. The majority of the properties are well maintained, and any issues noted in the Spring survey have been corrected by homeowners, with the exception of the 2 noted above. One surprise noted in the survey was the boarding of a pig on one property. While the Board has learned that the County has no prohibition on the keeping of pigs, there is an article in the HOA's covenants which states that: **the maintenance, keeping, boarding or raising of animals, livestock, or poultry of any kind, regardless of number, shall be and is hereby is prohibited on any lot or within any dwelling.... Article XII, (b)** The section specifically states that dogs, cats, or caged birds as domestic pets are allowed.

HOA improvement projects: As noted above, the Board is reviewing bids for the replacement of a retaining wall. The cost of replacement may be in the range of \$5,000 to \$13,000. The composition of the current wall is railroad ties. The bids presented at this time for a replacement wall would cover cement paver blocks to treated timber with a water diversion system. Other bids are being sought as the Board does not believe that this is an emergency project, but a project which will need to be addressed in the near future. The Board is not aware of the need for the removal of any trees at this time, however, there are a number of small tree limbs which need attention, and the AERC Chair will reach out to our landscaping company (Greenlink) to seek their proposal for addressing these minor issues.

The Board has discussed repaving, line stripping, and parking space numbering in the townhouses' area, as well as the condition of the streets in our neighborhood. The Board has contacted the County to determine whose responsibility lies within these areas. The County has advised that streets, sidewalks, curbing and drains falls within their jurisdiction. This would, of course, include repaving. The HOA is responsible for lane striping of parking spaces as well as numbering of such spaces.

Fall Bulk Pickup: Ecology Services will do the pickup on Saturday, October 26. Homeowners have been notified via the fall newsletter to have their items curbside by 7 a.m. A confirmation call will be made several days prior to reaffirm the schedule.

AERC Applications: Several routine applications have been received and have been processed.

Common area delimitation: Expect this to be done soon.

Reserve Study Proposal: A company (MillerDodson Capital Reserve Consultants) has been identified and the HOA will engage their services in making a valuation/age of HOA assets. Funds for this study will come from the HOA's reserve funds.

Storm water Pond Maintenance—HOA/County: A County Inspector along with our Treasurer, and a representative from Greenlink walked the property in the storm water pond area. Prior to this walk thru, the County notified the HOA that the storm water system in the area bordering our common property abutting the townhouses on Kinglet (near the neighboring swimming pool) is a joint project where the HOA is responsible for the maintenance of the overgrown grass, vines, weed removal and fence repair, and the County is responsible for the physical structure and the metal drum drainage system. The HOA has asked the AERC Chair to contact our landscaping company (Greenlink) seeking a proposal for the cost of cleaning up the area, in addition to semi-annual maintenance of the property and repair of existing fence. The President suggested and the Board agreed that for future

maintenance the landscaping budget needed an increase. For the initial cleanup, reserve funds would be used and future maintenance would be an operating expenditure.

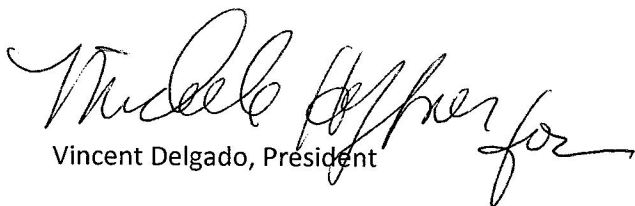
Annual Meeting Preparations: Room has been arranged by Steve Kwilas. All nominations forms and proxies have been sent to homeowners. The fall newsletter has also been mailed. The Board has invited a representative from the City of Gaithersburg to make a presentation about development plans for the LakeForest Mall site. It was determined that a separate mailer should go to homeowners to urge their attendance at the annual meeting (November 12 at Strawberry Knoll ES). In November, shortly before the annual meeting, a flyer will be placed in each homeowners door to remind them of the meeting and the appearance of a City official.

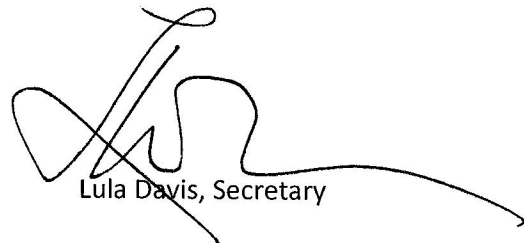
Board positions open: The current President will be stepping down and the Secretary has agreed to serve for the upcoming year—each has 1 year left on their term. Also, the Member-at-large has indicated that she cannot run for another term due to other commitments. The Treasurer indicated she has spoken to someone who has an interest in serving and a couple other individuals have been contacted. Board positions are voted at the first meeting of the new year. Therefore, any new members elected to the Board at the annual meeting will serve a 2- year term, and it remains to be seen who will be elected President for the upcoming year.

No further business presented for discussion.

Meeting adjourned at 9:02 p.m., on a motion by the Vice President, and agreed upon by those present.

2019 remaining meeting date: Annual Meeting, November 12


Vincent Delgado, President


Lula Davis, Secretary