

**MILESTONE HOMEOWNERS ASSOCIATION**  
**Board of Directors Meeting**  
**February 1, 2021 – 7:00PM**  
**Meeting was held by video/telecon.**

Board Members Present: Mike Johnson, President  
Gerald Schmidt, Vice President  
Romain Tweedy, Treasurer  
Rajesh Sreedharan, Secretary  
Raman Veda, Member at Large  
James Halton, Member at Large (7:30 arrival)  
Mahendra Pandey, Member at Large

Management Present: Laura Etchison, Community Manager

Recording Secretary: Marcy Grove

Others Present: Seven homeowners were present on the video call.

Laura E announced that the meeting is being recorded. She requested everyone on the call please mute their microphones unless they are speaking.

**Owner Forum**

Mr. St. Jean requested new neighbors at 21205 Emerald Drive be apprised of community rules addressing parking and storage of trash cans. Raj S had spoken with them and management has sent a notice but will follow up with the new owners.

Mr. Del Cantos reported the rear lot of his home at 21516 Waters Discovery Terrace borders a natural area displaying old growth trees which drop excess leaves and may be potentially hazardous. As well weed intrusion is occurring on his lot. While little may done regarding the leaf fall, Raj S recognized the area likely falls under the jurisdiction of the Montgomery County Parks and Planning Department. Laura E will examine the area with Potomac Garden Center to evaluate the tree health, then reach out to the land owner.

**Call to Order**

Mike J called the meeting to order at 7:13pm.

**Approval of the January 2021 Board of Directors & Executive Session Meeting Minutes**

*Amendments to the Board and Executive Session meeting minutes were recommended. Raj S motioned to accept both sets of minutes once amended. Raman V seconded the motion which carried unanimously.*

**Financial Report**

Laura E reviewed the draft December 2020 financials. The Association was under budget in expenses by \$22,000 and has \$559,000 in reserve funds. Once finalized the report will be disseminated to the Board.

**Management Report**

The payment transition has been challenging but progress is being made, particularly with coupon booklets recently arriving. The Board as well as an owner recommended adding the new payment information to the website, along with an explanation of the 3% credit for full early payment and Milestone Townhomes North annual assessment information. As the booklets arrived late, many owners have asked if the deadline for pre-payment of \$628.56 for the year could be honored with an extended deadline. Raman V made a motion to extend the deadline to February 28 for 2021. The motion received a second from Raj S and was approved by all members of the Board.

A draft of the tree removal replacement protocol was distributed to the Board and updates were presented during the remainder of the agenda along with the lighting proposal.

### **Action/Discussion Items**

Annual Reserve Payment: The Association usually transfers a lump sum payment to the reserves as an initial contribution early in the year. The 2021 reserve contribution is budgeted at \$33,392. Raj S made a motion to contribute \$30,000 and Raman V seconded the motion which the Board approved unanimously.

21331 Emerald Drive Fence Installation Appeal:

The homeowner submitted a plat indicating a revised fence location per the Board's instructions from the November 2, 2020 review. The Board of Directors considered the new proposed location, evaluating the potential aesthetics, the homeowner's goal of increased security and the Association covenant requiring fence lines be installed so as to not break the rear plane of the home. After thorough assessment, the Board resolved the fence line on the Royal Crown façade may commence ahead of the rear plane but should not enclose the bay window. The fence on the Emerald Drive façade must begin at the rear plane, with an exception should there be an HVAC pad on that side, in which case the HVAC may be enclosed within the fence. Management was directed to acquire specific details from the homeowner noting measured linear feet from the rear plane of the building to the suggested fence tie-ins conforming to the above requirements.

Entrance Lighting Proposals: Laura E had obtained proposals from Kolb, Montgomery Lighting Services and Power Systems Electric. She has inquired about a fourth proposal but has yet to make contact with this contractor. Kolb presented an estimate of \$2792.21 which Romain T identified as preferred of the three estimates. Management will obtain the fourth estimate and this action item will appear on the March agenda.

Community Tree Maintenance and Removal Protocol: Laura E had forwarded the draft protocol for review. Suggested amendments included adding language that an arborist or tree expert should assess trees, and elucidate phrasing to include damage to sidewalks, driveways and the like. She will revise the document and share via email for posting to the website, including Montgomery County and management contact details. Romain T stated the Sparrow Court elms should be replaced with tree species to match the narrow planting strip: vertical tap roots rather than horizontal and non-fruit or seed bearing. Autumn Rose Way presents similar elms and conditions. Mike J asked Laura E if she had heard back from the county regarding the trees in the community. Laura E stated she has not heard from them but will reach out again as well as to the Department of Highways in Gaithersburg.

Asphalt Paths and Pool Parking Lot: Romain T will walk with Laura E to develop a Request for Proposal.

2021 Electronic Pool Pass System: Romain T inquired about IKO's use and experience with these systems. Laura E replied IKO has been using these systems which usually require internet support but provide excellent entry controls and reporting systems. If internet were installed at the pool house, amenities such as guest use WiFi, television and a sign board might be added. Raj S inquired as to security concerns for cloud-based storage of personal data, security must be maintained. Mike J asked what a decision deadline should be for the 2021 season; Laura E determined a March decision would be mandated.

### **Committee Reports**

There were no committee reports.

### **Adjournment**

The Board meeting recessed to Executive Session at 8:29 pm.

Respectfully submitted by Marcy Grove