

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

Board Members Present: Mike Johnson, President  
Gerald Schmidt, Vice President  
Romain Tweedy, Treasurer  
Raman Veda, Member at Large  
James Halton, Member at Large  
Mahendra Pandey, Member at Large

Board Members Absent: Rajesh Sreedharan, Secretary

Management Present: Laura Etchison, Community Manager

Recording Secretary: Terry Cromwell

Others Present: Five 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.

**7:04 pm - Owner Forum**

Mr. Caplan mentioned that there had been some car thefts and car jackings in the area. He voiced a concern that residents are not picking up after their dogs. People are also parking on the aprons of their driveways making it hard to walk or push strollers through the community. He requested a reminder go out to owners regarding these issues.

**Call to Order**

Mike J called the meeting to order at 7:08pm.

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

*Gerald S motioned to accept the February 1, 2021 Board of Directors minutes; Romain T seconded the motion which carried unanimously.*

*Romain T motioned to accept the February 1, 2021 Executive Session minutes; James H seconded the motion which carried unanimously.*

**Financial Report**

Laura E reviewed the January 2021 financials that were included in the Board packet. She pointed out that the budget shows the Association spent \$51,000 in January which was funds that were transferred into the Reserve Account. The Association makes a one-time transfer of reserve funds at the beginning of the year. The budget was under budget in expenses by \$16,000 but they have not received all the snow invoices yet. Laura E stated that 139 residents prepaid their assessments for the entire year and were given a 3% discount. Raman V asked that IKO check the AR report because he believes it is incorrect. Laura E stated some of the discrepancies could be due to the new bank and mailing address. She reminded the Board that IKO did not send out late notices for January or February. Laura E stated she will send the 2020-year end financials to the Board and they can also view it on the portal. The Association was \$22,000 under budget for 2020.

## **Management Report**

Laura E received the first draft of the Reserve Study but noticed there were some items that needed to be changed, as soon as she receives the revised draft, she will email it to the Board. She reminded the Board that she sent them the insurance policies for the Association for their review.

Robyn D has been doing some partial inspections and is finding a lot of violations, she would like to start the full inspections of the community in mid-March.

The application has been sent into the Department of Agriculture for the mosquito control, Laura E is waiting to hear back.

Mike J asked if Laura E sent letters to the owners on Emerald Drive regarding the parking issue brought up by Mr. St. James last month. Laura E did send out a letter and has not received anymore complaints. He also asked if a letter went to the owners regarding the fence on Emerald Drive. Laura E stated she will have to check with Marcia G regarding that letter. Mike J asked if Laura E had met with Potomac Gardens regarding the community trees, she stated it was delayed due to the snow but she will make it a priority for this month.

## **Action/Discussion Items**

Entrance Lighting Upgrade Proposals: Laura E presented three proposals in the Board packet to upgrade the entrance lighting off of Route 355 at the entrance of Stardrift Lane and Milestone Manor Lane. She is waiting for a fourth proposal from Splice Electric. Mike J stated the Board will wait until next month to vote on the proposals once they have the one from Splice Electric.

2021 Electronic Pool Pass System: Laura E presented two summary/specs for cloud-based software for pool passes in the Board packet. One system is called EZ Facility which is a system that IKO has used for several years. The second is Pool Pass Management which was developed by a Milestone owner Kevin Kieffer. Kevin K was on the meeting to give a quick over view of the system and answer any questions the Board might have. There was also information in the Board packet regarding the system. Kevin K stated the company can do as much or as little as the Association needs to get the system up and running, they will work directly with the management company to get the owner information needed for the system. He stated they take privacy very seriously and all information is very secure. Each resident would have their own pass and the Association has the option of using the bar code system. Kevin K feels the bar code system is the quickest. James H asked what equipment is needed. Kevin K stated a laptop, scanner and internet is needed. The company can provide a turn key package or the Association can purchase the items themselves. Laura E reminded the Board that there were some prices in the packet Kevin K provided. Raman V asked if the homeowner data is stored on the laptop, Kevin K said no it is stored on the cloud, the pool management company will not be able to see personal data of the residents. The information is encrypted on Amazon servers and people can hold different roles(levels) for seeing the information. The management company would have access to the information so they could update the information as needed and add, delete or suspend users. The only information stored is name, address, age, phone number and an email address. Laura E stated the system is very user friendly and that Comcast and Verizon Fios have seasonal deals just for pool systems that is very reasonable. She will look into the internet prices. Laura E stated she would like to allow at least six weeks to get the system up and running for this season. The cost is \$1.00 per card and \$3.00 per household, the Board would need to decide if they want pictures on the passes. Pool Pass Management can provide the cards or the Association can purchase them some where else. IKO could suspend owners that are not in good standing. The Board agreed to have Pool Pass Management present a contract to them having the company handle everything and IKO manage the system once it is set up.

## **Committee Reports**

Social Committee: Mike J stated he thinks the pool pass system is a great idea and will be a great advantage for the community.

## **Adjournment**

The Board meeting recessed to Executive Session at 8:11pm.

Respectfully submitted by Terry Cromwell