

MILESTONE HOMEOWNERS ASSOCIATION
Board of Directors Meeting
August 5th, 2019

Board Members Present: James Fort, President
Mike Johnson, Vice President
Rajesh Sreedharan, Secretary
James "Jim" Halton, Member at Large
Raman Veda, Member at Large
Lilly Correa, Member at Large

Board Members Absent: Gerald Schmidt, Member at Large

Management Present: Laura Etchison, Community Manager

Recording Secretary: Terry Cromwell

Others Present: None

7:00 pm - Homeowners Forum

There were no homeowner concerns or comments during open forum.

The meeting was called to order at 7:05pm.

Owner Hearing

The owner for the hearing had a conflict and could not attend the meeting but asked that details with a photo of the alleged commercial vehicle be provided to her. Laura E stated that she would send this information to the owner. There was another owner cited for a commercial vehicle violation that requested that he be granted a waiver to allow him to park this vehicle in his driveway. The Board of Directors discussed his request but since this is strictly prohibited in the community by-laws, the request was denied.

Approval of June & July Minutes

Rajesh S made a motion to approve the June Board Meeting minutes. Mike J seconded the motion, all were in favor. Lilly C and Raman V abstained.

Mike J made a motion to approve the July Board Meeting minutes with the correction of the spelling of Raman V's name. Jim H seconded the motion, all were in favor except Lilly C abstained.

Raman V requested that the minutes from the meetings be presented to the Board within two weeks of the meeting and the management report one week before the meeting. He stated this has been requested in the past.

Treasurers Report

There was no report due to the Treasurer resigning her position. Lilly C was nominated as Treasurer at the July Board Meeting but has resigned that position and will stay on as a Member at Large. The Board is currently looking for a Treasurer. They are also in need of a second signer for Reserve Account checks. James F will continue to sign the operating account checks but has requested another Board Member also become a signer for the Reserve Account checks or the signer will have to be from IKO.

The Board had the following questions regarding the June financials:

- Mike J questioned why two payments were made to J & J Trash in one month. One of the payments was from December 2018.

Action Item: Laura E will make sure the December payment is reallocated to 2018.

- Rajesh S had questions regarding the Reserve Accounts. What is the \$16,996.57 showing as an asset on page 4 under Architectural Reserves and why is the unrestricted equity on page 5 listed as negative \$53,242.10.

Action Item: Laura E will discuss his questions with the IKO accounting department and get back to the Board.

Management Report

Landscape RFP – Laura E has completed the RFP for landscape. This was a very large undertaking and she had to complete three additional site visits to complete the RFP. Laura E has met with all three landscape companies and will have their proposals for the September meeting.

James F stated he watched the current landscape company mow along the path near the drainage pond and noted that they were mowing much farther than the two feet out from the path. The PGC contract is not specific however this could cause an issue for the prospective bidders if not clear in the specs.

Street Trees – the county has agreed to remove five dead Ash trees on Arista Manor Way.

2020 Budget – Included in the Board packet is a 2020 Budget/Board Election timeline. The draft budget needs to approved by the Board at the September meeting so it can be sent to owners. Laura E stated the draft budget is almost completed; she will email it to the Board next week. Normally she discusses it with the Treasurer but since they do not currently have a Treasurer, she would like to discuss it with at least one Board member. James F volunteered to go over the budget with her. The Board prefers no increase in assessments if possible.

Raman V requested Laura E get snow removal proposals first since they do not have a contractor for the beginning of the season. Laura E stated she has asked for snow removal and leaf removal proposals. Todd Greenstone has agreed to bid on both snow and leaf removal. Laura E asked if the Board wanted to bid out the annual trash contract. Rajesh S stated the best practice is to get bids for comparison.

Laura E stated she will bid out pool management, landscape and trash. She will request three bids for each.

Royal Carriage Drive Water Leak – Lilly C called WSSC and requested an onsite visit. Robert Whitmore came out from WSSC. James F said Mr. Whitmore thinks the leak is between the curb and mainline which is an HOA issue. Mike J and James F requested that the pool staff take a reading of the meter at night and then in the morning. The results showed that the pool is losing water overnight. Mr. Whitmore suggested the Association hire a plumber to investigate the location of the leak.

The Board authorized Laura E to pay three plumbing contractors that are approved by WSSC a trip fee to give proposals for finding/repairing the leak. Once she receives the proposals, she will email them to the Board to discuss and analyze. Laura E is to make sure that the contractor used deducts the trip fee from the price of the proposal.

The Board requested Laura E remind HSP to not shut down the pool until the leak is fixed.

Raman V asked Laura E to have the pool company take meter readings at night and the next morning for five consecutive days.

Laura E stated that High Sierra Pool called her today to tell her the baby pool is leaking.

Rajesh S asked why the Association is getting monthly invoices from WSSC. Laura E stated it has been that way since she began managing the Association.

Village Green Court Tree Issue – There are two trees on either side of the asphalt path between 21343 and 21345 Village Green Court that have tree roots causing considerable damage to the path. Both owners are concerned that eventually the roots will cause damage to the foundations of their properties. The owner at 21345 is also concerned about large tree branches hanging onto his roof line and requested they be trimmed back. Laura E discussed the issue with PGC who stated they could do a root pruning but they have not provided an estimate. Raman V stated the best solution may be to remove the trees due to the roots obstructing the path and the tree limbs hanging over the roof of the home. Laura E said that is what both homeowners preferred.

Action Item: Laura E to obtain three proposals for removing the trees.

Committee Reports

There were no reports for this meeting.

Action/Discussion Items

Raman V asked if 97 violations letters were sent out. Laura E stated yes. Raman V request that if the same owner has more than one violation that it be bundled in the same letter to save the Association money. Laura E made a note to do so but clarified that it can only be done in cases where the there is similar violations as the timeframes for compliance vary depending on the severity of the violation.

Pool Operations – Lilly C stated the pool restrooms are not clean. The inside of the toilets are not being cleaned and there are rings around the sinks. If the pool management contract includes cleaning then the pool contractor should be held responsible. Laura E will speak with HSP about being accountable for the cleaning company that comes in once week. The cleaning contractor arrives after the pool closes so there isn't any accountability. Next season Laura E will request the contractor come during the day when the pool is open. The pool furniture needs power washed as well as the tile inside the pool house.

Action Item: Laura E will get proposals to have the furniture and tile power washed at the beginning of the season in 2020. This also needs to be added to the 2020 budget.

James F stated that the cover over the lights do not fit properly because they are not the correct ones. Laura E stated she found the correct ones and has ordered three of them for \$327.00.

The Board decided to replace the shower curtains each season instead of trying to clean them. HSP did find the keys for the paper towel dispensers but they do not have a key for the trash bin. The cleaning company has the key for the trash bin. PGC is supposed to take care of trimming back in any tree limbs or shrubs that are coming through the pool fence. Rajesh S asked what happened to the astro turf carpet that used to be in the lobby area of the pool. Laura E stated it was disposed of because it was worn out.

Late Fee Waiver – An owner requested late fees be waived from his/her account. Laura E stated the Board had waived late fees in the past for this owner. The Board decided that the owner needs to pay the assessment amount owed before they would consider waiving the late fees.

The Board requested IKO contact the attorney to place a lien against an owner that currently owes \$2865.00. James F reminded the Board that the September Board meeting was scheduled on Labor Day so it will be the following Monday. He also reminded the Board that they need to decide on who will be the second signer on the Reserve Account checks by the September meeting.

Meeting Adjourned

The Board meeting adjourned at 8:43 pm.

Respectfully submitted by: Terry Cromwell, CMCA, AMS

Approved by the Board of Directors at the September 9, 2019 Board meeting.