

Montpelier Community Association, Inc.

Board of Trustees Meeting Minutes

March 18, 2003

Trustees in Attendance: Sue Alvarez, Tricia Douville, Ken Jacobs, Shawn Kelly, Todd Matejovich, Paul McCullagh, Richard Rumke

Trustees absent with cause: Georgianne McNeirney-ReWalt

Community Members present: Mary Lee Chatrnuck, John Cholod, Richard Dengler, Mark Haag, David Hartley, Jay Hoverson, Mary Hughes, Anne Hull, Jeri Witt

Trustee McCullagh called the meeting to order at 6:45 PM.

Trustee McCullagh, President, called for attendance and noted there was a quorum. Thanked Board members for paying assessments.

Trustee McCullagh made a motion to appoint Jeri Witt to fill the vacancy on the board. Motion seconded and passed unanimously.

Secretary's Report:

Trustee Alvarez reported 125 assessments still outstanding. The February minutes were reviewed and accepted.

Treasurer's Report: Ken Jacobs

Trustee Jacobs filed the monthly report (attached).

Committee Reports:

FACILITIES, Richard Dengler, Chair

Mr. Dengler reported permits not yet secured, but assured pool will open on time.

Approval requested for \$10,423 Contract for Green Thumb for grounds maintenance. Motion to accept the contract made and seconded. The motion was amended to include a penalty payment clause to the payment schedule. Trustee Jacobs to sign on behalf of the board. The amended motion passed unanimously.

TRAFFIC, Sean Kelly, Chair

Trustee Kelly reported on preparations for traffic safety program and communications with L. Green and T. Dernoga re light at Montpelier.

ACCC, Jeri Witt, Chair

Trustee Witt filed the ACCC report. Copy attached. Highlights:

- Furniture stored on Montpelier Drive porch picked up by bulk trash.
- Repairs and hedge work needed on Mt. Pleasant.
- ACCC adopted new form.
- Painting and drywall help for Oxwell house.
- Screen porch renovation to four-season room approved.
- Boat storage violators to be notified of storage requirements. If violation continues, second notification of violation and fines assessed.

GOVERNING DOCUMENTS, Ken Busic, Chair

Montpelier Community Association, Inc.

No report.

SOCIAL AND RECREATION, Cheryl Moran, Chair

No report.

SECURITY, Richard Dengler, Chair

Mr. Dengler reported:

- Cpl. Fox is new COPS officer.
- Police apprehended snowball thrower.
- Animal control in custody of pit bull that bit child.

Old Business:

Board meeting for April and May will be at Deerfield Community Center. Location to be announced for June meeting.

Legal Issues: Report deferred to next month. Notice of late payment letters needed for outstanding assessments. By May board meeting list needed of delinquent accounts for submission to lawyer.

New Business:

Trustee Rumke moved that the board, through committee action, review the present method of developing a slate of prospective members to determine if there are other ways to complement the present method. The motion passed unanimously.

Trustee Rumke moved that the board, through committee action, develop a plan to recognize those positions on the board and/or committee chairs, who have to put an inordinate amount of time and effort, and to recompense them such as by forgoing their year's association fee. No second to the motion. The board cannot waive covenants. Concern expressed that foregoing assessments was bad precedence. Motion made to amend previous motion to develop a plan to recognize outstanding effort. Motion passed unanimously.

Comments from Attending Members:

Web committee presentation by A. Hull, J. Cholod, D. Hartley, M. Haag. Motion made and seconded to accept Web Intellects as web site host on monthly basis. Motion passed unanimously. Content of web site discussed. Website area: Public – open to all; Members Only – password protected; Board Only. Motion made to accept the electronic advertising and referral guidelines draft presented by the web committee. The motion passed unanimously. Questions regarding sensitive issues will be presented to board president for final decision.

Trustee McCullagh thanked neighbors who cleaned leaves from streets.

County will be picking up leaves, resurfacing Cedarbrook, and repairing potholes.

Next meeting scheduled for the **third Tuesday of April, April 15, 2003, 6:45 PM** at the **Deerfield Recreation Center, preschool room.**

The motion was made and seconded to adjourn at 8:30 PM. The motion passed unanimously.

MONTPELIER COMMUNITY ASSOCIATION
2003 FINANCIAL ACTIVITY REPORT

Committee members in attendance: Ken Basic, Brian Dennis, Ron Lenart, Bill McClellan and Jeri Witt. It was noted a quorum was present for conducting business.

Committee members absent Georgianne McNeirney, Dave Friel and Thomas Jaehnigen.

Jeri Witt called the meeting to order t 7:30 PM. Old Business:

1. Storage of sofa on front porch area at 9302 Montpelier Drive. Georgianne McNierney and Brian Dennis visited the house and discussed the violation with the people at the residence. Brian offered to call the bulk trash removal for them and they accepted his offer stating they would make sure the offending furniture is at the curb on the pickup day and time. He made the call and will follow up to make sure the furniture is indeed gone.

Action: No further action is needed at this time unless sofa has not been removed.

2. Blue house on Silverbirch - the Board is in the process of contacting the attorney regarding the fines to be imposed on this homeowner. The sum of \$500.00 was agreed upon. We also have an issue with the fence in the side yard that extends past the front of the house .

Action: A letter will be written to the homeowner explaining the fence does not comply with the covenants and must be removed.

3. Maintenance problems on some homes in general was discussed and it was decided to put off any further action until the weather gets better and we can decide if the homeowners take care of the issue on their own.

4. House on the corner of Mt. Pleasant and Muirkirk. There was a complaint regarding the unsightly hedge growing around the front of the house and the general disrepair of the property itself. This has been an ongoing problem - there have been visits to the house but no one ever seems to be home.

Action: A letter will be sent to the homeowner once again.

5. Discussion on the new form introduced by Jeri Witt at the February meeting. It was decided that the ACC Committee Verbal Contact Summary form would be used when actual contact is made with a homeowner on a visit from a committee member. The new form (as yet un-named) would be mailed to a homeowner when contact was not made so that the homeowner is informed of the visit and the violation under investigation. It gives the homeowner a place to respond, if they so choose, and invites them to our next meeting if they desire to discuss the violation.

6. 8719 Oxwell Lane - a neighbor has stepped forward to co-ordinate the roofing on the house and the project will begin when there is a long enough break in the weather to completely tear off the old roof and rebuild the new one.

New business:

1. 12604 Silverbirch - homeowners submitted plans and all properly paperwork was in order to remove a screened porch from the back of their house and replace it with a four season room.

Action: A letter to the homeowner will be sent stating project is approved.

2. A discussion was held on the problems with the committee not knowing if a scheduled project, such as a visitation to a home in violation, is actually being done before the next meeting. It was agreed that the chairperson would call the committee member during the month to get an update. If the project has not been done and the committee member responsible doesn't think they will have time the chairperson will re-schedule it with another member so it will be completed before the next ACCC meeting.

3. Ken Basic submitted a Due Process Worksheet which the ACCC will use to make sure the proper steps are followed when following complaints.

The next ACCC meeting is scheduled for April 3, 2003.

Meeting was adjourned at 8:50 PM

MONTPELIER COMMUNITY ASSOCIATION, INC.
Architectural Control and Compliance Committee
Report - March 6, 2003

FEBRUARY/MARCH

Mid-Atlantic Pool Management Co.

The following payments have been made to Mid-Atlantic as per the contract:

- Down payment on Management Contract: \$ 400.00
- February Payment on Pool Management Contract: \$3,600.00
- Down Payment on Pool Repair Contract: \$5,555.50

Assessment Payment Status

One 2003 assessment payment was returned to the real estate management company that was exuberant and paid the assessment twice. At this writing (March 14th) we have received \$96,975 in assessments. All but \$27,819.75 has been deposited. 48 pool passes have been purchased for a total of \$720; 7 resale packages have been purchased (\$175), and 16 extended family fees have been paid (\$800).

2002 Audit Activity

DeLeon and Stang have requested the items required for the 2002 audit. Mary Hughes sent the minutes of 2002 Board Meetings. The use of QuickBooks Pro will make the transfer of much financial information via a disk; a quantum improvement over last year. Since taxes are a part of the activity they perform for MCA, this action item will receive top priority this month.

As of March 14th, DeLeon and Stang have been emailed and shipped the complete list of requirements for the 2002 audit. We have also received the balance of the 2002 taxes paid for Feds, which in the amount of \$612. In 2002 we paid the estimated taxes.

Estimated taxes schedule and amounts for 2003 Fed (\$2,508) and MD (\$628) have been received from the CPAs.

Ken Jacobs – 3/14/2003