

# Montpelier Community Association, Inc.

## Board of Trustees Meeting Minutes Deerfield Community/Recreation Center, Preschool Room December 11, 2007

**Trustees in Attendance:** Julia Coldren-Walker, Patricia Douville, Patricia Eisenberg, Sandy Martin, Susan Mathis, Terry Rowland, Jeri Witt, and Kendra Wagner.

**Trustees absent with cause:** Minnie Clark Lamar

**Community Members Present:** Mary Derrick, John Martin, and Mary Hughes

Trustee Wagner called the meeting to order at 6:48 PM. There was a quorum present conducting business.

### **Secretary's Report, Minnie Clark Lamar:**

The November minutes were read and a motion was made by Trustee Mathis to accept the minutes. Trustee Coldren-Walker seconded the motion and it passed unanimously.

### **Treasurer's Report, Jeri Witt:**

A profit and loss report was distributed (copy attached). The Capital Reserve Study is underway. Application was sent for the credit card. E Trade is still in good financial shape so the money in that account was not moved. The name on the E Trade account dates back to 1997 and Trustee Witt is trying to update the account. She has sent them a letter asking that her name be listed as a signer. She would also like to change accountants to someone more local. Greenthumb finally sent a bill for approximately \$8,000.

### **Committee Reports:**

#### **FACILITIES, Paul Petit, Chair**

No report. Trustee Wagner checked on the glass in the parking lot and cleaned up some of it. If it continues to be a problem, cleaning the parking lot can be added to one of the contract worker's contracts. Committee protocols are still needed. ACTION REQUIRED. Painting the bike rack will have to wait until the weather warms up. Trustee Witt mentioned that the shrubs at the entrance to the pool are overgrown and need to be removed or trimmed. Ms. Hughes and Trustee Eisenberg volunteered to investigate and suggest landscaping improvements to the pool entrance. ACTION REQUIRED.

#### **GOVERNING DOCUMENTS, James Mathis, Chair**

Mr. Mathis sent the proposed by law revisions to the new board members. They will be published in the next newsletter with a possible membership meeting to vote on the revisions in late March. For purposes of a member meeting, 35 members constitute a quorum for conducting business. The second post office box can be kept for balloting.

#### **ACCC, Marcia Segura, Chair**

A copy of the ACCC minutes is attached. Representatives of a new assisted living facility on Mt. Pleasant attended the last meeting. All recreational vehicles, trailers and campers will follow the same storage restrictions in 2008 as boats. The board concurs with the ACCC recommendations regarding PODS and dumpsters and the information will be published in the next newsletter.

#### **BENEVOLENT FUND, Jan McCullagh, Chair**

No report.

#### **POOL COMMITTEE, Paul Buehler, Chair**

No report. Trustee Wagner has asked Mr. Buehler to speak to Mr. Dengler regarding the pool contract. Action needs to be taken on the concrete pad at the pool. ACTION REQUIRED. Trustee Wagner will check on the pump reconditioning and the RFP is expected in January 2008. ACTION REQUIRED.

#### **SECURITY, Richard Dengler, Chair**

No report. Enforcement of No solicitation signs was discussed. The county does not control solicitation as some other counties do. Trustee Witt suggested that our community liaison, Ms. Hines, could be asked to get a definite answer from the county on door-to-door sales and flyers.

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SOCIAL, Susan Mathis, Chair

Trustee Mathis reported that no one volunteered to help with the Santa visits so they were cancelled. Volunteers are needed for the lighting contest.

TRAFFIC, Sandy Martin, Chair

Trustee Martin reported that the boat on Barclay is gone. She attended the Transportation meeting in Upper Marlboro for the new Master Plan. More meetings will be offered by Park and Planning.

COMMUNICATIONS COMMITTEE, Tony Fleming, Chair

Trustee Rowland and Mr. Fleming are discussing protocols for the web site and list serv. Most of the board meeting minutes have been updated and work is being done to get the newsletters on the site. Volunteer moderators, not board members, will be needed for a new list serv. Recommendations are needed regarding advertising on the website.

## **Old Business:**

Trustee Rowland reported that the current insurance is being restructured in January 2008. He received a referral to a local broker who reviewed the current policy and offered a new estimate for a policy which is \$4,000 less than we currently pay. Prior claims need to be provided to the broker and it was suggested that Mr. Dengler be contacted for information regarding the claim for repairs to the playground. Trustee Witt asked if the insurance will cover bonding or do we still need to secure separate bonding insurance. Trustee Mathis made a motion to change the insurance to State Farm commercial policy. The motion was seconded and passed unanimously. Coverage of pool parties and other events will be researched. A certified letter will be sent to Mr. Lines that the policy will not be renewed. ACTION REQUIRED.

Trustee Wagner reported that the ad hoc tennis committee obtained three estimates (\$1,600, \$1,400 and \$3,150 plus shipping) for the backboards. They recommended the \$1,600 backboard and the board approved their recommendation, but suggested that they see if a backboard could be made and installed by a local company. ACTION REQUIRED.

The WSSC will pay for the repair to the lamp post, and Trustee Wagner will give Trustee Witt the information. ACTION REQUIRED.

The bank representative did not attend the meeting as expected. Trustee Witt will call them and see if signers can stop by on their own time.

## **New Business:**

Trustee Wagner reported that Tom Dernoga's office notified the community that a car wash has been proposed for the old Exxon station site near Mallard Drive. In addition, the Rio club (near Sakuro) is being monitored for some problems and is willing to meet with local communities. There are no immediate plans for opening the former Sports Bar site. Trustee Wagner will attend any meetings that are arranged.

The next meeting will be held on the second **Tuesday of January, January 8, 2008 at 6:45** at Deerfield Recreation Center, preschool room. The motion was made and seconded to adjourn at 7:52 P.M. The motion passed unanimously.

# Profit and Loss-November 2007

Type	Date	Num	Name	Memo	Split	Amount
<b>Income</b>						
<b>4000.00 - Assessments</b>						
Deposit	11/8/2007		Deposit	Deposit	Chevy Chase ...	410.00
Total 4000.00 - Assessments						410.00
<b>4000.11 - Legal</b>						
Deposit	11/8/2007		Deposit	Deposit	Chevy Chase ...	302.05
Total 4000.11 - Legal						302.05
<b>4000.13 - Administration Fees</b>						
Deposit	11/8/2007		Deposit	Deposit	Chevy Chase ...	100.00
Deposit	11/30/2007				Chevy Chase ...	10.00
Total 4000.13 - Administration Fees						110.00
<b>4000.14 - Interest Late Assessments</b>						
Deposit	11/8/2007		Deposit	Deposit	Chevy Chase ...	42.60
Total 4000.14 - Interest Late Assessments						42.60
<b>4000.15 - Resale Packages</b>						
Deposit	11/30/2007			Deposit	Chevy Chase ...	25.00
Total 4000.15 - Resale Packages						25.00
<b>4000.16 - Advertising</b>						
Deposit	11/8/2007		Deposit	Deposit	Chevy Chase ...	405.00
Deposit	11/30/2007			Deposit	Chevy Chase ...	2,785.00
Total 4000.16 - Advertising						3,190.00
<b>4000.17 - Misc. deposits</b>						
Deposit	11/30/2007			Swim Team ...	Chevy Chase ...	204.00
Total 4000.17 - Misc. deposits						204.00
Total Income						4,283.65
<b>Expense</b>						
<b>6500.00 - Contract Service - Admin.Assist</b>						
<b>Admin. Assistant - Mileage</b>						
Check	11/9/2007		Mary Hughes		Chevy Chase ..	29.15
Total Admin. Assistant - Mileage						29.15
<b>Admin. Assistant - Wages</b>						
Check	11/9/2007		Mary Hughes		Chevy Chase ...	1,790.00
Total Admin. Assistant - Wages						1,790.00
Total 6500.00 - Contract Service - Admin.Assist						1,819.15
<b>6500.02 - Contract Service - Website</b>						
Check	11/17/2007	7712	Tony Fleming	Reimburse T...	Chevy Chase ...	90.30
Check	11/17/2007	7711	Void		Chevy Chase ...	0.00
Total 6500.02 - Contract Service - Website						90.30
<b>6500.03 - Contract Service - Gate Keeping</b>						
Check	11/7/2007	7710	Ronald Shoupe	October	Chevy Chase ...	200.00
Check	11/30/2007	online	Ronald Shoupe	November	Chevy Chase ...	200.00
Total 6500.03 - Contract Service - Gate Keeping						400.00
<b>6500.04 - Contract Service - News. Del.</b>						
Check	11/17/2007	7714	James Mathis	November	Chevy Chase ...	100.00
Total 6500.04 - Contract Service - News. Del.						100.00
<b>6500.05 - Newsletter Printing</b>						
Check	11/30/2007	online	Cockran Printing		Chevy Chase ...	1,092.00
Total 6500.05 - Newsletter Printing						1,092.00
<b>6600.00 - Reserve Study</b>						
Check	11/17/2007	7713	Becht Engineering	Reserve Study	Chevy Chase ...	1,200.00
Total 6600.00 - Reserve Study						1,200.00
<b>7300.02 - Office Expense - Postage/Copies</b>						
<b>Newsletter Supplies</b>						
Check	11/9/2007	Online	Mary Hughes		Chevy Chase ...	294.31
Total Newsletter Supplies						294.31
Total 7300.02 - Office Expense - Postage/Copies						294.31
<b>8300.01 - Utilities - Electricity</b>						
Check	11/25/2007		BG&E		Chevy Chase ...	150.92
Check	11/25/2007		BG&E		Chevy Chase ...	15.32
Total 8300.01 - Utilities - Electricity						166.24
<b>8300.02 - Utilities - Water</b>						
Check	11/7/2007	online	Wssc		Chevy Chase ...	42.99
Total 8300.02 - Utilities - Water						42.99
<b>8300.04 - Utilities - Telephone</b>						
Check	11/9/2007	online	Verizon		Chevy Chase ...	25.25
Total 8300.04 - Utilities - Telephone						25.25
<b>8300.05 - Utilities - Washington Gas</b>						
Check	11/7/2007	Online	Washington Gas		Chevy Chase ...	15.75
Total 8300.05 - Utilities - Washington Gas						15.75
Total Expense						5,245.99
Net Income						<b>-962.34</b>

# Montpelier Community Association, Inc.

## ARCHITECTURAL CONTROL & COMPLIANCE COMMITTEE

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Meeting Minutes – December 6 , 2007

Committee Members Present: Marcia Segura, Brian Dennis, David Friel, Michael Boddie, Toni Byrd, Diana Sowle and Ron Lenart

Committee Members Absent: Thomas Jaehnigen

Community Members Present: Mary Hughes-Admin. Assistant  
Jeri Witt  
Jessie and Sue Hensley  
Dan DeBolt  
Mary Olivieri  
Christine David, Babar Nawaz and M.Nawaz – CR Care Group

Attendance was taken and the November, 2007 meeting minutes were were approved unanimously.

### **Old Business:**

- 12203 Brittany Place – Have not heard from homeowner but property has been cleaned up.
- 8713 Crystal Rock – Turn over to MCA attorney for further action.
- 8718 Granite Lane – Statement of fines to be sent. Fines will double next month.
- 8785 Oxwell Lane - Jet skis have been removed out of driveway but into yard – fine of \$50.00 monthly imposed for failure to comply.
- 12209 Shadetree Lane – Car is inoperable – Cease and Desist Letter to be written.
- 8714 Oxwell Lane - Complied.
- 12320 Shadetree Lane - Junk out of driveway but no proof of car registration. Cease and Desist to be written
- 8799 Oxwell - lamppost on ground - hold over to next meeting.
- 12704 Silverbirch Lane– Fine to be imposed in January meeting.

### **New Business:**

- Guideline for pods and dumpster adopted.
- Survey area of Silverbirch, Radnor & Golden Pass was assigned to Toni Byrd.
- Precedence for trailers, utility trailers was adopted. They vehicles will follow the same schedule as boats beginning 2008.
- 12613 Cedarbrook Drive – letter written regarding parking vehicle on grass.
- 8805 Eastbourne Lane – replacement of existing shakes approved.
- 8705 Graystone – letter written regarding parking vehicle on grass.
- 8714 Oxwell Lane – sunroom approved.
- 8720 Oxwell Lane – sunroom approved. Letter to be written to neighbor who did not sign approval form.
- 12316 Shadetree Lane – 4 ft. picket fence approved.

There being no further business the meeting was adjourned at 8:45 pm. The next meeting of the ACCC will be January 3, 2008 at 7:00 PM at Deerfield Community Center.