

# Montpelier Community Association, Inc.

## Board of Trustees Meeting Minutes Deerfield Community/Recreation Center, Preschool Room January 8, 2008

**Trustees in Attendance:** Minnie Clark Lamar, Julia Coldren-Walker, Patricia Douville, Sandy Martin, Terry Rowland, Jeri Witt, and Kendra Wagner.

**Trustees absent with cause:** Patricia Eisenberg, Susan Mathis

**Community Members Present:** Joe Bacarelli, Paul Buehler, Richard Dengler, Bob and Mary Derrick, Tony Fleming, John Martin, and Mary Hughes

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

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

The December minutes were read and a motion was made by Trustee Coldren-Walker to accept the minutes. Trustee Witt seconded the motion and it passed unanimously. Trustee Clark-Lamar advised the board that another room will be made available for the meetings due to activities scheduled for the room. She will have more information by the end of the month.

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

A finance report was distributed (copy attached). The attorney wrote a letter to ETrade asking them to close the account and send a certified check for the balance because they could not provide the name of the account holder. All signatures for account signers are collected. After receiving information from the Capital Reserve Report the funds from the CD are still in the checking account. The budget was discussed and Trustee Witt explained the two changes. The line item "Pool Furniture" was changed to "Pool Equipment." Trustee Coldren-Walker made a motion to accept the budget as amended. The motion was seconded and passed unanimously. Trustee Witt reported that the 2006 audit was not completed but all taxes were paid and the accountant recommends that it would be costly and unnecessary at this date. After review of the Governing Documents by Mr. Mathis, Trustee Clark-Lamar made a motion to forego the 2006 audit based on the recommendation of the accountant. The motion was seconded and passed unanimously. The treasurer has an appointment with a potential new accountant.

### **Committee Reports:**

ACCC, Marcia Segura, Chair

No report as the ACCC meeting was postponed.

BENEVOLENT FUND, Jan McCullagh, Chair

No report.

FACILITIES, Paul Petit, Chair

Trustee Eisenberg is looking into landscaping at the pool. ACTION REQUIRED. Protocols and committee members are needed. Trustee Wagner will contact Mr. Petit and Trustee Eisenberg regarding both issues. ACTION REQUIRED.

GOVERNING DOCUMENTS, James Mathis, Chair

The bylaws were published in the newsletter and one comment was received.

POOL COMMITTEE, Paul Buehler, Chair

The Pool Committee is R. Dengler, T. Douville, B. Derrick, E. Brown de Colstoun, P. Buehler. Mr. Buehler is continuing as committee chair. Trustee Witt did not feel that the whole community was being represented and offered the chairperson several additional names of community members interested in the committee. Trustee Coldren-Walker made a motion to accept the members as proposed. The motion was seconded and passed with Trustees Witt and Rowland abstaining. Mr. Dengler gave Ms. Hughes three sets of pool keys. There are five sets of three keys.

Mr. Dengler reported that the pump is being picked up. Basic service will cost \$300 and if bearings are bad it could cost as much as \$800. Mr. Buehler did not advise they be removed. After discussion, the board was assured that the work and parts would be guaranteed. The plumber, Mike Owens, assisted with winterizing the pool at no cost to the community and he will be consulted regarding seal replacement. Mr. Buehler wanted to add event insurance and high dive coverage to the insurance policy. Our new State Farm policy does not cover these items. He will check into the costs and coverage for these with another company. ACTION REQUIRED

#### SECURITY, Richard Dengler, Chair

Mr. Dengler reported that GPS systems are currently being targeted for theft. Do not leave them or the brackets or any evidence of them in your car. Honda Civic and Toyota Corolla air bags are also being stolen. The police station will issue free clubs to those interested in going to the station and filling out the paperwork. There has been an increase in crime at the shopping center at "Crystal Plaza." The fence at Starling has helped. A No Soliciting sign will be put in the next newsletter. Mr. Bacarella reported on a software program that can be used like an emergency broadcast system. The cost is approximately \$400. Mr. Derrick requested a "cut sheet." ACTION REQUIRED. The members of the Security Committee are P. Brown, R. Mason, M. Boddie, M. Tomassoni, R. Bacarella, and R. Dengler (chair). Trustee Coldren-Walker made a motion to approve the committee. The motion was seconded and passed unanimously. Mr. Dengler reported on a video camera system which could be installed on the common grounds. He will continue investigating the idea. ACTION REQUIRED.

#### SOCIAL, Susan Mathis, Chair

No report. The winners of the lighting contest were in the newsletter and the next event will be the Easter Egg Hunt. The committee members are S. Mathis (chair), L. Collman, and S. Thompson. Trustee Witt made a motion to accept the committee and protocols. The motion was seconded and passed unanimously.

#### TRAFFIC, Sandy Martin, Chair

Trustee Martin reported no new action. She is waiting to receive additional information regarding the traffic and planning meetings from the county. Mr. Dengler was to ask the police department about additional speed monitoring in the community.

#### COMMUNICATIONS COMMITTEE, Tony Fleming, Chair

Mr. Fleming distributed the protocols to the board. He is trying to explore a way to get a digest of emails for the new list serv. Trustee Coldren-Walker made a motion to accept the committee of Tony Fleming (chair), T. Rowland, and M. Hughes. The motion was seconded and passed with Trustee Rowland abstaining. Board members and committee chairs will be able to have "authoring" privileges on the web site. Membership of the moderated list will be limited to homeowners, family members, tenants, select community leaders such as T. Dernoga or police. This will be the "official" MCA list serv, owned by the association, but is not a decision-making tool and moderators may limit discussion.

#### Old Business:

The ad hoc tennis committee was authorized to purchase a backboard. Trustee Wagner will contact them. ACTION REQUIRED.

Trustee Wagner will locate the bill from R.L. Thompson in which the association paid for repairs to the lamp post and submit it to WSSC for reimbursement. ACTION REQUIRED.

#### New Business:

The Capital Reserve Study was discussed. Mr. Derrick will make a recommendation on the concrete pad. Mr. Buehler discussed replacing the wading pool if the concrete pad is replaced. Bids are needed on the electric panel, wading pool, concrete pad and planters from the pool committee. ACTION REQUIRED. A wish list can be prepared to prioritize upgrades. The bylaws require that the reserve fund be kept at 90% of the amount recommended by the engineering report. The full report is expected in the next few weeks. Mr. Derrick offered to review the old and the new reports. ACTION REQUIRED. Mr. Bacarella asked if the Gypsy Moth Fund could be used for capital improvements, but it was explained that it had to be kept in place for the use specified.

There was a short recess at 8:39 pm. The meeting resumed at 8:44 pm.

Trustee Mathis resigned from the Board of Trustees effective immediately. She will continue to be the Social Committee Chairperson. Mr. Paul Petit, who intended to run for a board position but missed the deadline, agreed to fill the vacant board position. Trustee Coldren-Walker made a motion for Mr. Petit to fill the trustee position and Trustee Witt seconded the motion. The motion passed unanimously.

The draft Request for Proposal for a new pool management company was discussed. The defibrillator was not specifically mentioned in the proposal, but it will be added. A penalty for failure to open the pool on schedule will be added. A question arose whether guards are required during swim team practice. ACTION REQUIRED. Discussion arose whether the pool should be opened earlier or later in the day. Separate bids will be requested for additional hours per day and for an additional two weeks after Labor Day. A manager or assistant manager, two guards and a gate attendant are needed. The gate attendant's position will be advertised in the newsletter, but will be employees of the management company. Proper winterization was also added to the proposal. Discussion arose whether lifeguards can be community members. The board advised that the manager and assistant manager should be from outside the community and they were concerned that some members did not respect the authority of lifeguards from within the community. Additional comments were requested to be emailed to the committee.

The next meeting will be held on the second **Tuesday of February, February 12, 2008 at 6:45** at Deerfield Recreation Center, preschool room. The motion was made and seconded to adjourn at 9:40 P.M. The motion passed unanimously.

Financial Report – January 8, 2008

Green Thumb submitted their bill and has been paid thru December, 2007.

The new insurance from State Farm has been paid.

I closed out a CD at Chevy Chase to move it to a higher yielding account but after the Capital Reserve Study came back with the electrical problems at the pool I did nothing with the funds until the Board decides if we are going to need it for these repairs.

A 25.00 check which was given to us this summer at the pool was finally made good by the homeowner plus 6.00 bank charges and \$10.00 handling fee.

The accountants sent back the 2006 paperwork and said it would be too costly to do an audit with what was submitted. They charged \$600.00 for their work so far but felt it was not in our best interest to pay to have an audit done that was over a year old and would have no useful information. I have contacted a firm in Laurel and after I get the 2007 audit to them I will work with them on doing the 2006 if that is what the Board directs me to do. Since I was not the treasurer at the time of this incident I will charge \$20.00 per hour to put this information together – if it can be put together. Since the current auditors cannot work with the information, or lack of, I don't see how a new auditor could either. My suggestion would be not to do this audit as the information is outdated and the project is cost prohibitive. James should inform us as to whether or not this audit is mandatory.

E\*trade is still in limbo – they won't release the funds – Corinne is working on it.

The 2008 budget has been revised and is submitted for approval for the Board.

The paperwork to change the signatures on the checking account has finally been completed.

I haven't heard anything regarding the credit card – will check on it when I take the signed papers back to the bank on Wednesday.