

MILESTONE HOMEOWNERS ASSOCIATION
Board of Directors Meeting
April 4, 2022 – 7:00pm
Meeting was held by video/telecon.

Board Members Present: Mike Johnson, President
Mahendra Pandey, Member at Large
Romain Tweedy, Treasurer
Raman Veda, Member at Large
Rajesh Sreedharan, Secretary
Vic Dua, Vice President
Dennis St. Jean, Member at Large

Management Present: Laura Etchison, Community Manager

Recording Secretary: Marcy Grove

Others Present: Twelve 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.

Call to Order

Mike J called the meeting to order with a quorum of seven Directors at 7:01 pm. He reported the Owner Forum portion of the meeting will now be recorded for minute-taking. This will aid in collecting questions on the record for the Board follow up. All homeowners present on the video telecon must be identified by name or address.

Owner Forum

Melissa J attended for follow up on the pet waste stations and reported the tot lot swing is still broken. Laura E will address with the contractor.

Rachele N also attend for pet waste station information.

Craig S requested an update on the Air BnB situation. Mike J reported the Board voted against short-term rentals and violations should be reported to management to investigate and take appropriate action. Raj S added management conducts regular inspections and complaints should be provided to management in writing and could not be anonymous. Laura E stated website searches were conducted as well to monitor short term rental activity in the neighborhoods. Raj S observed Montgomery County requires permits for short-term rentals, could this list be obtained from the County? He asked that inspections not be confused with rules; all rules must be evenly applied. Craig S inquired as to due process; Mike J stated reports should be made to management for action.

Rajeev D asked whether, when violations were reported to management, the reporting owner could receive feedback regarding management action. Laura E said the complainant could be informed action was taken but no details of the notification should be released. Raj S noted that complaints must be verified by management. If action is taken outside the HOA, complainants should be prepared to appear before the Court or CCOC.

Approval of the February 7, 2022, Board of Directors Meeting Minutes

Vic D has amendments to propose to the February minutes. *Raj S made a motion to defer discussion of the February minutes to Executive Session. Dennis SJ seconded the motion which carried unanimously.*

Approval of the March 7, 2022, Board of Directors Meeting Minutes

Raj S presented a motion to approve the March 7, 2022 minutes are presented. Vic D seconded the motion which was approved seven to zero.

Financial Report – The January 2022 financials were provided to the Board. Regarding the FY2021 financials, the \$54,000 was the total of accrued expenses for 2021 paid in 2022 and the list will provide the auditor with details for adjusting journal entries. FY2021 ended with a \$24K deficit. Through January 2022 expenses were \$34,418.01 which is within budget. The reserve funds stand at \$600K.

The question regarding check signatures was raised. Discussion revealed that in 2018 the Board had authorized management to process utility payments to ensure prompt delivery. The treasurer had also approved these payments.

Management Report

The tree work on Emerald and Milestone Manor Lane has been completed. The reserve study has been approved on the third version. Laura E met with the covenants inspector Robyn and inspections will commence once the Board has reviewed the checklist Robyn prepared. Robyn will also visit a meeting and provide written reports if the Board request this.

Mike J requested the status of various tasks from Laura E:

1. a. Sports court bids – Laura E awaits two bids which are being revised and received the correct third proposal.
- b. A power washing quote for the fences is in hand.
- c. The stonework Request for Proposal has been prepared.
2. All governing documents are on the website and have been for some years.
3. All Board members have access to the IKO portal.

Action/Discussion Items

Hearing – 21405 Rabbit Glen Court Tabled for Executive Session consideration.

Pet Waste Stations

Romain T has developed a map of existing trash cans and the single pet waste station on Stardrift. Having walked the property, he has noted gaps and recommends adding six trash cans or pet waste stations as the Board would prefer. Adding this service to Potomac Garden Center would entail additional cost to the contract. Several members noted that while convenient to provide stations with bags, some pet owners will still not comply with removing waste. Romain T noted a pet waste station costs approximately \$500; stocking bags and clearing the station would be an ongoing expense. Dennis SJ reported that homeowner chat on the call indicated a preference for the waste stations over trash cans. Mike J directed Romain T to obtain costs for the stations and bags. Romain T will have Laura E contact Potomac Garden Center for servicing costs. Potential costs and service fees will be presented along with a revised map at the May meeting.

Tot Lot Mulch Proposals Management obtained three proposals for tot lot mulch refreshment: Potomac Garden Center (\$4,454), Brighton Dam (\$4,900) and Eden (\$5,500). *Raman V presented a motion to accent the Potomac Garden Center proposal for \$4,400. Dennis SJ seconded the motion which carried unanimously.*

2022 Pool Management Contract Laura E contact several pool contractors for service proposals. Georgetown Aquatics declined to bid. Premier offered \$87,900 and their proposal was not as comprehensive as the RSV Pools' offer of \$80,815 which include janitorial supplies and permits. The extra September weekend has been verbally agreed to by RSV Pools as well. *Dennis SJ motioned to accept RSV Pools' proposal for 2022 season pool services at a cost of \$80,815 stipulating the additional weekend service be elucidated on the executed agreement. Raj S seconded the motion and all were in favor.*

Covenant Enforcement and Due Process

Laura E presented this as a discussion item only. The Board should review the inspector's checklist provided in the report. The checklist is utilized as a basis for covenant enforcement and due process under the Bylaws. Dennis SJ inquired whether a fining schedule with amounts and deadlines exists, as this policy would strengthen enforcement. Laura E will provide the fining schedule to the Board, noting other Associations have increased fines recently. Dennis SJ noted the policy should contain a ceiling for total fines. Raj S stated the policy was established in 1999 and calls for \$25 per violation per day. Fines may be waived if deficiencies are remedied. Lingering issues may be sent to the attorney for correction, if the legal cost is balanced to potential collections. Raman V said the Association fines violations and also by late fees. Are fines collectible under the court system? May fines be escalated over time? Raj S replied the Maryland HOA Act does not permit liens to

be filed for fines, only assessments. But if no lien is filed, assessments may not be collectible. Mike J said the fine cap should be when the fines exceed the cost of collection action.

Owner Handbook Laura E visited the depository and has a second appointment to review the archives as the document was outside the twenty-year limit storage period. She will inform the Board this week whether the document was recorded.

Fence Power Washing Commercial Restoration offered the power washing at only a small increase over the 2020 cost. A discount is also available to residents wishing to engage their services on an individual basis.

Raman V made a motion to accept Commercial Restoration's proposal. The motion was seconded by Raj S and all were in favor.

Mosquito Control: Raj S directed Laura E to ensure the Milestone HOA was on the mosquito treatment list.

Committee Reports

Architectural Committee

No report was made.

Social Committee

Michael D announced a Community Yard Sale on May 14. The committee continues preparations for the June 4 event by the pool. Paperwork has been sent to management for the Memorial Day run. The pool opening day event will be smaller with an eye to enhancing the June 4 event.

Adjournment

There being no further business the Board of Directors mutually adjourned to Executive Session at 8:24pm to discuss the draft February meeting minutes, a homeowner ARC appeal, a CCOC case, a proposed homeowner payment plan and request for a meeting recording.

Respectfully submitted by Marcy Grove

Minutes approved by the Board of Directors at the June 2022 Meeting.