

MILESTONE HOMEOWNERS ASSOCIATION
Board of Directors Meeting
September 13, 2021 – 7:00PM
Meeting was held by video/telecon.

Board Members Present: Mike Johnson, President
Gerald Schmidt, Vice President
Rajesh Sreedharan, Secretary
James Halton, Member at Large
Romain Tweedy, Treasurer
Raman Veda, Member at Large
Mahendra Pandey. Member at Large

Management Present: Laura Etchison, Community Manager

Recording Secretary: Terry Cromwell

Others Present: Several 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.

Owner Forum

The owner of 21327 Emerald Drive requested an update regarding a fence issue that has been going on for approximately three months. Laura E stated the issue has been turned over to legal. The owners of the property filed a complaint with the CCOC. Legal council for the Association has prepared a written response for the CCOC and the Association should receive a hearing date in the near future.

The owner of 21200 Emerald Drive asked if he should expect a response from the letter he sent to the Board regarding section 7.3 of the covenants? Laura E stated she has spoken to legal counsel regarding his concern but she does not have a written opinion. Mike J stated this is in regards to owners renting out their basements. Dennis S stated that anyone living with you whether they are relatives or not need approval from the HOA. The Board needs to get a count of homes that are rentals or subletting to someone. Dennis S stated the HOA should have a directory as they did 27 years ago. Laura E confirmed that IKO has record of the owner of the home and if someone is subletting, they should get approval from the Association. Rajesh S suggested Laura E get a legal opinion on the matter. Mike J stated it is impossible to enforce who is living in the home. James H stated he understands Dennis S's concern but the Association covenants is over 20 years old and privacy laws have changed and it is best to get legal advice on the issue. Dennis S suggested the Board assign a Board member to look into the issue. Mike J stated the Board will wait for the legal opinion and then move forward if any action is necessary.

Call to Order

With quorum of the Board achieved, Mike J called the meeting to order at 7:25pm.

Approval of the August 2021 Board of Directors & Executive Session Meeting Minutes

James H motioned to accept the Board of Director minutes from August 2, 2021 as presented. Gerald S seconded the motion, six members were in favor, Rajesh S abstained, the motion carried.

Raman V motioned to accept the Executive session minutes from August 2, 2021. James H seconded the motion, six members were in favor and Rajesh S abstained, the motion carried.

Financial Report

Laura E gave an overview of the July 2021 financials which were included in the Board packet and available on line through Vantaca.

Management Report

Laura E stated that covenant inspections have been top priority. There have been a lot of violations in the community. Robyn D has been doing biweekly inspections and sent out 230 letters in July. Trees in the community have also been a big issue. David Angell from Potomac Garden Center reached out regarding scheduling an on-site meeting with IKO and a few Board members to discuss the tree removal proposal he submitted to the Board. Mr. Angell stated he would provide a map of the trees at the time of the on-site visit.

Board comments:

Rajesh S stated the violation report is very long and some of the violations listed have already been resolved. It is hard to know what is open and are major items. Is there a way to shorten the report? Laura E stated she had intentionally included all violations on the report so the Board has record of them but she can shorten it to just open items.

Mike J asked if Laura E had an update regarding the trees that Mr. O'Connell asked for the Board to look at on Emerald Drive and Stage Coach Court. Laura E stated there are proposals in the Board packet for the Board to review regarding the trees.

Mike J asked if the lights at the entrances had been replaced with the florescent light bulbs yet. Laura E stated she had a very hard time communicating with the contractor and it took four or five emails before he completed the project but he did complete it about 10 days ago. She stated the contractor was very apologetic for the delay and is still trouble shooting some of the lights on Stardrift Drive.

Laura E stated she will keep the Board up to date on the CCOC case and will email them the written response from the Association attorney.

Action/Discussion Items

Tree Removal Proposals: Laura E obtained three proposals for tree removal of nine trees on Emerald Drive and Milestone Manor Lane. The proposals came from Myers, Johnson and Greenstone. All three proposals came in for the exact amount (\$12,600). Myers has completed tree removal in the community before and did a great job, the Board asked Laura E to ask him if he could reduce the price and to remind him there might be more work for him in the future. Laura E said she already mentioned that to him and he said he could possibly reduce the stump grinding 50% which will save \$1800.00.

Romain T made a motion to approve the tree removal proposal from Myers and Law Tree Service, Raman V seconded the motion, all were in favor.

The payment for the tree removal will come out of line items 6345,6346 and 6325.

Tot Lot Mulch: Laura E stated the tot lots are getting low in mulch, she has acquired two proposals and is waiting on a third. Rajesh S asked if they could wait to replace the mulch after winter so it is fresh for the spring. Laura stated she agrees with that idea. Gerald S asked if the Association has ever looked into the rubber tot lot mulch. Mike J stated his neighbor is familiar with that type of mulch and he will speak to him.

2020 Draft Audit Questionnaires: Laura E stated she had included two audit questionnaires in the packet for 2020. Romain T stated he would fill them out and return them to her.

2022 Draft Budget: Laura E stated the 2022 draft budget was emailed to the Board before the meeting this evening. She also emailed them an explanation for the key changes and included a timeline for the budget and Board election. She requested the Board review the budget and have questions or changes to her by September 20 so it can be mailed to owners by September 21. Laura E reviewed the key changes in the budget with the Board. Mike J stated he will send some dates to the Board members to schedule a meeting to discuss the draft budget.

Raman V made a motion to send the draft budget presented tonight out to owners for comments. Mahendra P seconded the motion, all were favor.

2021 Annual Meeting/Elections: Laura E provided a timeline of the dates for notices to go out to the community regarding the annual meeting and elections. Laura E reminded the Board that the following Board members are up for re-election: James H, Raman V and Gerald S.

Committee Reports

There were no reports.

Laura E stated that there were two hearings scheduled for this evening but neither owner was on the call.

Laura E will check with Marcia G to make sure the notices went out and to see if either owner replied. Bill the Chair of the ARC committee was also supposed to join the call and was not present.

The hearings were tabled until the next Board meeting.

Laura E stated she spoke to Mike, the chair of the Social Committee and he said the end of the year party went very well.

Adjournment

The Board meeting adjourned at 8:20pm.

Respectfully submitted by Terry Cromwell