

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

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

Board Members Absent: Romain Tweedy, Treasurer

Management Present: Laura Etchison, Community Manager

Recording Secretary: Marcy Grove

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.

Call to Order

Mike J called the meeting to order with a quorum of six Directors at 7:01 pm.

Owner Forum

Rajeev D asked if there is an update on the Air B&B situation and commercial vehicles in the community. He has made this request for over one year. Mike J reported the Board of Directors has voted against transient rentals as these violate the covenants. Notices will be sent when rental violations are identified and offer the owners an appeal to the Board. Raj S inquired whether Rajeev had sent anonymous complaints to the Board. Rajeev D replied he had not. Raj S then stated that the Board has contracted out the covenant enforcement to the management company. The expectation is that the covenants will be enforced fairly, uniformly and consistently across all homeowners. This is to ensure that no particular member or group of members influences the enforcement. Raman V observed that management verifies the validity of complaints and information provided to them must be accurate and may not be anonymous. Raj S stated that even when homeowners are in violation, they must be treated with respect and the due process followed. Retaliation is not allowed.

Mike J said commercial vehicles may be transient and photos should be sent to management when the vehicle presence is ongoing. Rajeev D reported that Royal Crown Drive sight lines had been impacted by commercial vehicles one year ago and a new owner has begun parking a vehicle in front of his home. The Board replied vehicles obstructing traffic should be reported to police and 311 for action by Montgomery County.

Craig & Carol S recommend sending notice to all Milestone HOA owner regarding commercial vehicles for safety reasons and AirBnBs. Mike J noted these topics as well as others will be included in the spring newsletter. Raj S stated violation notices should be sent to the correct commercial vehicle owners as the vehicle may be parked in front of other properties who may not be the owner of the vehicle. Craig & Carol S asked whether a list of violations is maintained? Laura E explained a database record is kept by management and reported monthly to the Board of Directors. Management will ensure the governing documents are accessible to all owners on MilestoneHOA.net and the IKO portal.

Dana W asked if the CCOC case has progressed? The Board is waiting for a hearing to be scheduled. Dana W said all ARC applications should be signed by neighbors. She reported a new installation has appeared on the adjacent lot. Laura E has inspected this item and does not recognize this as part of any ARC request. Dana W

inquired whether an ongoing list of approved ARC applications is maintained on the website. Mike J states this goes to the second statement, neighbors' signatures should be obtained. Harshini F, owner of the adjacent lot, said the installation is not construction but a metal lining to repel deer and will be covered by mulch. She continues to await resolution of an open ARC application. She stated a neighbor's shrubbery is encroaching on her property and she is being discriminated against as an immigrant. MJ observed that neighbors calling to complain about others and argue is creating a non-productive meeting. Raj S stated the Board does not want anyone targeted, all members are welcomed in the community. He stated he had not received ARC reports, Laura E noted these are included in the monthly management reports to the Board. Dennis S had volunteered to serve as ARC liaison. Kim G sent letter to management one week prior regarding a common area tree which had dropped debris on her lot at 12015 Arista Manor Way. Laura E had not seen this email, it will be forwarded again. MJ asked how inspections are performed? Laura E explained that management and the covenants inspector visit periodically to view the common area amenities and homes for maintenance and violations. MJ said there is a broken swing at the small tot lot off Stardrift and Songbird. Jane T had contacted management re: the damaging gumball trees on Emerald Drive and the County has committed to address these trees soon. Carol S is the Association still planning to remove the oak trees along her street? Laura E noted the Association has engaged Myers & Law who plan to begin work over the next month, Craig S observed the sidewalks are being heaved by the roots. Rajeev D reported a prowler along his street. He recommends all owners keep exterior lights on. Mike J suggests security cameras. Craig S said this should be added to the newsletter. Mike J apologized to the owners for the heated conversation this evening.

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

As review of the recording had not yet been performed, the Board of Directors tabled action until the next meeting.

Financial Report – Laura E supplied the year end 2021 financial report to the Board. The financials have surplus tree maintenance funds of \$3,175 which may be added to the 2022 budget. As well, PGC's \$8,000 leaf removal invoice arrived too late to post in 2021 and it is recommended to move the surplus funds to 2022 to accurately balance this expense. Mike J inquired as to the net FY2021 result. Laura E reported the Association had finished FY2021 approximately \$30K under budgeted costs; diverting the \$11,175 total to the 2022 budget would still show a \$20K savings but management defers the decision to the Board. Raj S asked whether the 2021 books had been closed, Laura E affirmed this. Dennis S observed the treasurer should be signing checks but management is. Laura E noted the treasurer approves all payments electronically and will investigate (page 47).

Management Report

Laura E provided updates, the Royal Carriage tot lot benches require repair and a new tennis court net is needed. These have been added to the Request for Proposal for resurfacing the tennis and basketball courts and adding a pickleball option. The monument signs are due for brick pointing, masons will be solicited. She has noted some pool maintenance needs and will provide a full report next month. The final version of the reserve study has arrived. Spring inspections will commence soon; the covenants inspector will provide the Board with the due process and primary twenty items inspected. Raman V noted the inspection should focus on all covenant inspections.

Raj S asked how the reserve study impacted the annual contribution? The study recommends \$73,000, which is higher than the currently budgeted amount. Mike J asked Laura E to confirm the \$200,000 for the pool house had been removed, she confirmed this but noted there was only a \$5,000 reduction in the recommended contribution. Raj S will continue his review of the reserve study and life of asset adjustments for the thirty-year plan. Vic D observed the reserves appeared underfunded related to the reserve study and asked if this had been the case historically. Laura E replied this was the first reserve study performed while under IKO's care. Raj S noted the reserves were fully funded in 2017 and some variance may be attributed to inflation.

Raj S inquired what the \$53282.10 in accrued expenses under the liabilities on the balance sheet, refer page 5, of the financial report represented? Laura E will clarify this figure with accounting but assured the Board this is not an amount due through payables.

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

1. Sports court bids – Laura E has received two bids which are being revised and she awaits a third,
2. Entry fences along Milestone Manor Lane and Stardrift Drive need power-washed, Laura E requested a price from Commercial Restorations and hopes they may honor last year's price of \$500 each for a total of \$1,000.
3. The lights are out at the monument sign at the Stardrift entrance. Laura had sent Montgomery Lighting and this should have been addressed last Friday. Potomac Edison had been working in that area.
4. Has a notice been sent to the Emerald owner re: no transient rentals? Yes.
5. Can Marcy deliver the minutes consistently within two weeks? The estimated delivery will be within seven to ten days.
6. Has the ARC application been revised? Yes, Laura E will verify the correct version is available on the website and IKO portal. Mike J asked whether the fine for construction prior to approval had been added. Laura E noted the Board should determine the proper amount before updating.
7. Newsletter topics should be pet waste, no parking on driveway aprons, bulk trash removal procedure, no transient rental allowed, no commercial vehicle parking and the website and portal links for the governing documents, no patio furniture on front lots, pay assessments on time, only standard black USPS mailboxes are permitted. Satellite dishes are protected under federal law but the Association has some authority over placement and screening.

There was a discussion regarding adding all HOA covenants to the website and portal and including the links in the newsletters so homeowners may have access to all the rules of the association online for reference.

Mike J explained that when previous Board approved or granted exceptions for certain items or actions, precedent has been set for the Association moving forward. Vic D asked if a list of these precedents were available but Mike J noted due to the age of the Association numerous items may have been approved and will allow other owners to adopt the same precedents.

Vic D still needs IKO portal access; Laura E had asked the IKO administrator to provide access to the new Board members and will check with that colleague.

Action/Discussion Items

2022 Pool Management Contract

RSV Pools has provided a one-year renewal with option for a second year. The 2021 agreement was only accepted for one year. The new 2022 proposal presents an increase from \$79,000 to \$81,000. Negotiations have not provided a reduction. Vic D asked whether other bids were solicited. Laura E has obtained comparative bids in the past but could try to obtain some over the next week, although the timing is quite late in the season. Vic D supported seeing a comparison. Raj S stated obtaining three bids should be standard practice under the Board's fiduciary responsibility. Laura E will reach out to other providers for pricing. Recent estimates received for a similar Association pool were significantly higher than RSV Pools' price.

Pet Waste Stations

Due to Romain T's absence and his research on this project, the topic was tabled until the April meeting.

Covenant Enforcement and Due Process

Laura E noted the covenant inspector would be providing this information at a later date.

Committee Reports

Architectural Committee

No report was made.

Social Committee

Michael D reported the committee met in February and began coordinating several events, including a May yard sale which should be included in the newsletter. Alison is working with Laura E and also been referred to Steve V for assistance. Raj S requested the signs he has stored be collected. Other events planned are the Memorial Day Fun Run, an Ice Cream Social at the pool, a Movie Night, and a June 4 or 11 Summer Kick Off

Party at the pool area. The latter event would provide food trucks, music, games and adult beverages. The Social Committee is working with management to provide appropriate insurance coverage. Other ideas are an Ice Cream and Pizza Party, Doggie Dip Day, Halloween Trunk-n-Treat, a Pumpkin Carving Contest, the Turkey Trot and Holiday Tree Lighting. Michael D asked about reporting negligent pet owners leaving waste on property? Reporting these pet owners to 311 will result in having Animal Control respond.

Adjournment

There being no further business the Board of Directors mutually adjourned to Executive Session at 8:28pm to discuss an attorney opinion regarding a CCOC case.

Respectfully submitted by Marcy Grove