

Norbeck Grove Community Association
January 18, 2007 Board Meeting Minutes
Norbeck Grove Community Clubhouse

Board Members Present: Larry Solomon, Susan Berkheimer, Dave Crowley,
Jeff Kinker, Rick Coburn and Mike Barrett

Board Member Absent: James Waring

Others Present: Todd Hassett, Management Agent
Melissa Carroll, Recording Secretary
Kara Rogers, Swim Team
Homeowners

1. Call to Order – The meeting was called to order by Larry Solomon at 7:32 p.m.
2. Homeowner Forum – No issues or concerns were reported to the Board by those members present.
3. Management Report
 - a. Board Officer Positions – Dave Crowley made a motion to keep the current Board Officer positions as follows:

Larry Solomon	President
Jeff Kinker	Vice President
Susan Berkheimer	Secretary
Rick Coburn	Treasurer
Mike Barrett	Member At Large
Dave Crowley	Member At Large
James Waring	Member At Large

Jeff Kinker seconded. The motion passed unanimously.

- b. Meeting Minutes – Dave Crowley made a motion to approve the November 9, 2006 meeting minutes as written. Susan Berkheimer seconded. The motion passed unanimously.
4. Committee Reports
 - a. Architectural – Dave Crowley stated that to date, the Committee received two architectural applications which were both approved.

- b. Extension Request – Dave Crowley made a motion to grant an extension of sixty (60) days in order for Dean & Susan Berkheimer of 18314 Commandery Way to complete their deck and roof as the time allowed for completion of this project has expired. Jeff Kinker seconded. The motion passed unanimously.

- c. Hearing Request – The Board was advised that Mr. & Mrs. Bullit of 18231 Wickham Road requested an Executive Session hearing before the Board at 7:00 p.m. before the March Board meeting. Mr. & Mrs. Bullit were unable to attend the January Board meeting due to scheduling conflicts. The Board approved the Executive Session Hearing with Mr. & Mrs. Bullit.

- d. Architectural Guideline Amendment – The Board discussed the following changes to the Architectural Guidelines:
 - 1. On page 8 of the Architectural Guidelines, change “engineered wood” to “composite decking”.
 - 2. In regard to sheds, wording should be changed to state that sheds can be no closer than 5 feet from the side lot of the adjoining property line and no more than 5 feet from the rear property line.
 - 3. Revise the wording under single family attached lots, that fences shall be no more than 6 feet in height from the “ground level”. This wording also needs to be changed under the guidelines for the single family detached lots as well.

The Architectural Guidelines will be revised and posted on the website as well as mailed to community membership.

- e. Pool/Clubhouse – Dave Crowley inquired as to the proper procedures for members renting the clubhouse to dispose of their trash. Todd Hassett stated that he will purchase two 55 gallon trashcans but arrangements will have to be made for someone to place these containers outside near the road for collection for each rental.

- f. Swim Team - Kara Rogers reported that two new assistant swim coaches will be hired as well as one head coach.
- g. Website/Directory – No report.
- h. Community Events – No report.
- i. Grounds – Todd Hassett reported that the lawn contractor will continue to trim the street liner trees throughout the community. Other improvements to the common grounds will be planned and Mr. Hassett stated that the Board may wish to consider using funds from the snow budget towards additional landscaping improvements in the event we experience a warm winter. The Board will discuss this further at the March and April Board meetings.

Mr. Hassett reported that the townhome section has several areas that need to be addressed such as improvements to the grounds and sealcoating the parking lots.

Board Meeting Signs – The Board discuss how each member will share in the responsibility of installing/removing the Board meeting notice signs before and after each meeting. It was recommended that these signs be placed out the Sunday prior to the Board meeting.

- j. GOCA – Rick Coburn advised the Board that GOCA has been dealing with the Pulte property which entails 32 acres. Mr. Coburn reported that there is discussion that this site will be used for affordable housing and there is also talk that the site is also being considered for an Olney Boys & Girls Club. Mr. Coburn also reported that the Olney Coalition decided to cease independent operations and transition its money and functions into GOCA.
- k. Neighborhood Watch – Susan Berkheimer reported that the vehicle that was heard/observed in the community during the early morning hours and under suspicion turns out to be a newspaper delivery person.

Ms. Berkheimer stated that two incidents recently occurred in the community where two individuals who are approximately 18-20 years old were observed in the community around 2:15 a.m. with flashlights. These individuals went through a car but nothing was taken. The owner

of the car came out of their home and yelled out that they have contacted the police and these individuals immediately left the property. This incident happened on a Monday and the same two individuals returned two days later to break into the same car. Another car was broken into where a window was broken and a phone, computer, and palm pilot were taken.

Ms. Berkheimer reported that there are only two police officers assigned to patrol this area. Dave Crowley stated that the Neighborhood Watch Committee needs more support of the residents than those who have come forward to date. There is currently a list of 16 homeowners who volunteered for the Neighborhood Watch Committee.

Katherine Fredericks stated that it is important for the Association to notify the residents in the community and make them aware when each incident occurs. Ms. Fredericks reported that there is a home in her neighborhood where an incident occurred three times within the last six months.

The Board discussed installing Neighborhood Watch signs at each entrance to the community.

Ms. Berkheimer reported that she has been patrolling the community during the early morning hours around 2:00-4:00 a.m. to try and catch the individuals who are responsible for breaking into vehicles. Ms. Berkheimer also stated that she observed several garage doors that were left open when patrolling the community at 3:00 a.m. Ms. Berkheimer feels that the individuals responsible for the break-ins/vandalism live in the neighborhood.

Mike Barrett stated that the Association has to move forward and contact the 16 residents who volunteered for the Neighborhood Watch Program and get them more involved.

Dave Crowley stated that installing "Neighborhood Watch" signs would hopefully serve as a deterrent.

Katherine Fredericks stated that residents are not aware that incidents are occurring in the community. Ms. Fredericks would like to see

updates to the community website on a daily basis listing if any incidents have occurred, etc.

Larry Solomon stated that residents need to volunteer to become Block Captains. Rick Coburn stated that a small group of residents need to get together and come up with a plan. Residents could be notified via email or by phone of incidents that are occurring in the community.

It was reported that the community directory has not been updated since 2005.

Dave Crowley stated that he would contact the 16 individuals who were interested in the Neighborhood Watch Committee. Susan Berkheimer and Katherine Fredericks will continue to patrol the community.

- l. Sealcoating Proposals – Rick Coburn made a motion to award Dominion Paving the contract to crackseal, masterseal and stripe the parking spaces in the townhome section for a cost of \$12,645.00. Jeff Kinker seconded. The motion passed unanimously. Funds for this project will be taken from the reserve account. Todd Hassett will contact Dominion Paving to schedule this project for the spring or fall.
- m. Investments – The Board was advised that the funds (\$309,000) in the money market account with Wachovia Securities should be invested in C.D.'s.

Rick Coburn made a motion to take \$250,000 and invest it into C.D.'s with a \$100,000 going into a 3-year CD, another \$100,000 in a 2-year C.D, and \$50,000 invested into a 1-year C.D. Susan Berkheimer seconded. The motion passed unanimously.

5. Pending Action Items

- a. CCOC – Norbeck Grove I – Todd Hassett updated the Board in regard to the Commission Hearing with Norbeck Grove I Condominium on December 22, 2006. Mr. Hassett stated that the Commission requested additional information be submitted by both sides no later than January 10, 2007. The Commission then has 45 days to make their decision. Norbeck Grove I Condominium is disputing \$8,500.0 owed by them to

the Norbeck Grove Community Association. Mr. Hassett will keep the Board abreast of any future developments.

- b. CCOC – Masters – The Board was advised that the Commission requested additional information be submitted by both sides by no later than January 22, 2007. The Commission then has 45 days to make their decision. The Board will be kept abreast of any future developments.
 - c. Stormwater Management Pond – Todd Hassett updated the Board and advised that no decision has been made about the reconfiguration of the stormwater management pond next to 18516 Rushbrooke Drive. Day Development is currently working with Montgomery County on an alternate plan to deepen the pond rather than expand it.
6. General Information Items
- a. Lockbox Processing – Todd Hassett updated the Board with information on Smart Street’s online payments which allows residents to pay their assessments online with a credit card or via checking account.
 - b. Stormwater Management Pond Transfer – Todd Hassett advised the Board that all the necessary paperwork has been turned into Montgomery County to sign off on the document to finish the process of transferring the ponds in the community over to the County for them to maintain.
 - c. Delinquencies – The Board reviewed the Delinquency Status Report as provided by Andrews & Puglia Law Group.
7. New Business – None.
8. Old Business – None.
9. Adjournment – Rick Coburn made a motion to adjourn the meeting at 9:10 p.m. Mike Barrett seconded. The motion passed unanimously.

