

Norbeck Grove Community Association
March 8, 2007 Meeting Minutes
Norbeck Grove Community Clubhouse

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

Board Member Absent: James Waring

Others Present: Todd Hassett, Management Agent
Melissa Carroll, Recording Secretary
Homeowners – Jorge Ramirez and Yefim Shafiro

1. Call to Order – The meeting was called to order by Larry Solomon at 7:30 p.m.
2. Meeting Minutes – Rick Coburn made a motion to approve the January 18, 2007 minutes with the following revisions:
 - a. Page 1, under Board Officer Positions, add Board member, James Waring, as Member at Large.
 - b. Page 1, under Meeting Minutes the sentence should read “Dave Crowley made a motion to approve the November 9, 2006 minutes as written”.

Susan Berkheimer seconded. The motion passed unanimously.

3. Homeowner Forum
 - a. Mr. Yefim Shafiro of 4801 Abbeyville Place attended the meeting to discuss the application that he submitted to add stairs to his deck which was denied by the Architectural Committee. Todd Hassett advised the Board that this application was denied because presently there is no fence that screens the deck and the Committee requested that additional landscaping is needed to soften the view of the steps. Mr. Hassett advised Mr. Shafiro that he would need to discuss this matter with the Architectural Chairperson, Dave Crowley.
 - b. Mr. Jorge Ramirez of 4844 Abbeyville Place advised the Board that he was in attendance to learn more about the community.
4. Committee Reports
 - a. Architectural – Dave Crowley reported that to date, three architectural applications for change have been received. One was approved, one was approved with modifications and one was denied.

Mr. Crowley provided the Board with pictures of the property owned by Brian Dunn of 18539 Rushbrooke Drive who would like to build a screened-in porch on the left-hand side of his property. Mr. Crowley stated that because of how this property is situated, only one neighbor across the street from Mr. Dunn would be able to see the screened-in porch. Mr. Crowley stated that once the application is received, the Architectural Committee would have to deny it and he would forward it to the Board for their review and decision.

- b. Spring Architectural Walk-Through – Rick Coburn made a motion to authorize property manager, Todd Hassett, to perform the spring walk-through of the community to note any violations that may exist at a cost of \$1,000.00. Jeff Kinker seconded. The motion passed unanimously.
- c. Pool/Clubhouse – The Board approved the draft 2007 Norbeck Grove pool pass mailing to be sent to the Association membership. Mr. Hassett inquired if pool passes should be held for those residents who are delinquent and live in Norbeck Grove 1 Condominium. Currently there are roughly 14 or 15 unit owners who are delinquent. Management will withhold pool passes for those unit owners who owe over \$236.71.
- d. Swim Team – Mr. Hassett stated that he has not received any news regarding the swim team but will follow up.
- e. Website/Directory – No report.
- f. Community Events – Mr. Hassett advised that Cynthia Halper is coordinating the community Yard Sale scheduled for April 28, 2007 with a rain date of April 29th. Mr. Hassett stated that volunteers are needed to take over as Chair for this committee to coordinate the Halloween parade, festivities, etc.
- g. Grounds – Mr. Hassett stated that McCarthy Landscaping performed a great job during the most recent snow/ice storm. The only delay involved the clearing of ice and snow from the sidewalks due to the thickness of the ice. Mr. Hassett stated that the cost for these services totaled \$6,340.00.

Jeff Kinker made a motion to approve the proposal submitted by McCarthy Landscaping to prune the dead wood off of the top of street liner trees at a cost of \$2,800.00. Rick Coburn seconded. The motion

passed unanimously. The Board also requested that if pruning the dead wood does not take the full two days as proposed in their contract, that they have their crews also do any shaping of trees, prune the trees in the parking lots and entrance areas, and prune any other common area trees where it is needed.

- h. GOCA – Rick Coburn made a motion to renew the GOCA membership for 2007 at a cost of \$100.00, as well as contribute \$100.00 to the 2007 Olney Days Fireworks Display. Jeff Kinker seconded. The motion passed unanimously.
- i. Neighborhood Watch – Dave Crowley reported that Lori Frederick stated that she is unable to serve as Chairperson for the Neighborhood Watch Committee. Mr. Crowley requested help in contacting the homeowners who signed up for the Neighborhood Watch Committee.

Susan Berkheimer updated the Board in regard to two individuals who were arrested in the Norbeck Grove community. One was in the act of burglarizing a car and then a home and the other was waiting in the get-away car. Ms. Berkheimer and her husband were very active in patrolling the community late at night and the early morning hours in order to have the individuals in question apprehended. Mike Barrett thanked Ms. Berkheimer for her time and dedication towards the apprehension of those individuals.

- 3. Audit Proposal – Jeff Kinker made a motion to approve the proposal submitted by Schreiner, Legge & Company to provide audit and tax preparation services for the period ending December 31, 2006, with an option to contract for 2007 and 2008 at a cost of \$1,675.00 per year. Mike Barrett seconded. The motion passed unanimously.
- 4. Mosquito Control – Mike Barrett made a motion to set aside \$450.00 for use by the Maryland Department of Agriculture Mosquito Control Program, if needed. Jeff Kinker seconded. The motion passed unanimously.
- 5. CCOC-Norbeck Grove 1 – Mr. Hassett updated the Board of Directors with the decision from the Commission on Common Ownership Communities in regard to the case between Norbeck Grove 1 Condominium and the Norbeck Grove Community Association. Mr. Hassett stated that the Commission rendered a decision on February 7, 2007 stating that the Norbeck Grove Community Association had the right to take the entire amount that was owed to them and split it amongst the 36 unit owners for the purpose of collecting this debt. Mr. Hassett stated that the amount owed by each unit owner is \$236.71 The Condominium has 30 days to appeal this decision.

6. CCOC-Masters – Mr. Hassett stated that hopefully he can provide the Board with an update at the April Board meeting.
7. Sealcoating Project – Mr. Hassett advised the Board that the sealcoating project for the townhome and condominium sections of the community will be scheduled in April or the beginning of May 2007.
8. Stormwater Management Pond – Mr. Hassett advised the Board that Day Development has submitted a plan that was approved by the Department of Environmental Protection to lower the pipe and not expand the pond outward as originally planned at the pond off of Rushbrooke Drive. This plan has been forwarded to the Department of Permitting Services for their review and approval. The Board will be kept abreast of any future developments.
9. Reserve Investments – Mr. Hassett updated the Board with respect to their request to invest \$100,000 into a two and three-year C.D, however; Wochovia Securities reduced the amount to \$95,000, as any interest earned would bring the amount of the C.D. over \$100,000 which is un-insured.
10. Insurance – Larry Solomon inquired if the Association should raise their \$1,000,000 Directors and Officers Liability Policy? Mr. Hassett stated that the amount of this policy is the same (\$1,000,000) for each community he manages. The Board inquired about the pool company and the amount of liability coverage they carry. Mr. Hassett believes it is \$10,000,000 but he will confirm this amount with RSV Pools.
11. Delinquencies – The Board requested Mr. Hassett to research and provide an account history listing legal cases and the fees involved by the Association's attorney.
12. Clubhouse Leaks – Todd Hassett updated the Board with respect to five pipe leaks that occurred in the meter room of the clubhouse. Dave Crowley feels that insulation is needed and the window should be removed as well. Mr. Hassett stated that there are currently two space heaters in the meter room which has resolved the problem with the pipes freezing.
13. Reserve Fund – Rick Coburn inquired if there are different reserve funds for the townhouses and condominiums? Mr. Hassett stated that there is only one reserve fund for the Norbeck Grove Community Association.

14. Accident – It was reported that there was an accident at intersection of Wickham Road and Bowie Mill Road. Mr. Hassett stated that a study was performed by the County one month ago and the Association has requested flashing lights, rumble strips, etc. be installed.
15. Extension – Susan Berkheimer stated that she will need to appeal her fence issue to the Board at the next meeting. Ms. Berkheimer will submit a landscape plan for approval.
16. Adjournment – Jeff Kinker made a motion to adjourn the meeting at 8:52 p.m. Rick Coburn seconded. The motion passed unanimously.