

Norbeck Grove Community Association  
June 14, 2007 Meeting Minutes  
Norbeck Grove Community Clubhouse

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

Others Present: Todd Hassett, Management Agent  
Melissa Carroll, Recording Secretary  
Brenda Egeland, Newsletter/Website Chairperson  
Kara Rogers, Swim Team Chairperson

1. Call to Order – The meeting was called to order at 7:35 p.m. by Larry Solomon.
2. Homeowners Forum

Website Improvements – Brenda Egeland stated that she would like to convert the email list and utilize “Yahoo Groups” in order to better communicate with the residents who are included on the email list so they can receive updates, newsletters, etc. Ms. Egeland stated that this software program will allow residents to respond back and forth. Ms. Egeland will moderate all comments/questions received/posted by the residents. Ms. Egeland advised that the property manager, Todd Hassett, and the Board members would also be able to utilize this program. Wayne Chung of 4806 Tothill Drive will also help to moderate this program. Ms. Egeland advised that there are two advantages by using Yahoo Group:

- a. The Association will be able to post emergency notices/messages;
- b. Residents can discuss issues and communicate to each other as well as advertise community oriented activities.

Ms. Egeland stated that the Yahoo Group is free. She stated that in prior years the Community Association had paid her expenses to maintain the website. Ms. Egeland mentioned that currently the community does not allow advertising on the website. Ms. Egeland would like approval from the Board to allow advertisements to be posted in the website and she would keep the money and not charge the Association to maintain or host the website. Ms. Egeland stated that there is currently a contractor page where homeowners make recommendations in regard to contractors that they have used such as carpet cleaners, dog walkers, etc. Ms. Egeland would review and approve all advertisements for the newsletter. Ms. Egeland mentioned that an approximate cost for an ad would be \$10.00 per month. Ms. Egeland will publish the rates to advertise (size, text, etc.) on the community website. The Board gave their approval to move forward with the new email list service (Yahoo Group).

Jeff Kinker made a motion to allow advertising in the community website and any income generated from advertisements will be given to Brenda Egeland for overseeing the site. Susan Berkheimer seconded. The motion passed unanimously.

Ms. Egeland also stated that she will consider updating the community Directory in the near future.

Swim Team Update – Kara Rogers stated that the swim team will begin competing this weekend. Ms. Rogers mentioned that there is still a problem with the name plates disappearing off of the plaque in the clubhouse. Ms. Rogers advised that there are 112 kids participating and the coaches are great.

Larry Solomon inquired as to how someone can make arrangements for swimming lessons. Ms. Rogers stated that an individual just needs to ask a lifeguard at the pool for lessons.

3. Meeting Minutes – Jeff Kinker made a motion to approve the May 10, 2007 minutes as written. Dave Crowley seconded. The motion passed unanimously.

4. Committee Reports

a. Architectural – Dave Crowley reported that to date, 35 applications have been reviewed by the Committee, 30 have been approved, 1 was denied, and 4 were returned requesting additional information.

Shed, 4836 Broom Drive - Mr. Crowley discussed a shed that was installed at 4836 Broom Drive (Kotsiras) where the homeowner built the shed on their deck. Mr. Crowley stated that the shed is only 9 feet tall but since it was installed on the deck the shed is now 11 feet tall. Todd Hassett stated that a letter was sent to the homeowner requesting them to either remove the shed or plant trees around the shed to screen or soften the view.

James Waring made a motion to make an exception and allow the shed to remain since it is only 9 feet tall but since it was built on a hill the shed measures 11 feet tall. Susan Berkheimer seconded. The motion passed unanimously.

Architectural Exceptions - Mr. Crowley stated that the Covenants were written a long time ago and issues arise where he would like authorization from the Board to allow the Architectural Committee members to make decisions where it is clear that the exception is more beneficial to the homeowner and the

Association, which would reduce the number of appeals that need to be heard by the Board of Directors.

Jeff Kinker was concerned that if issues arise where the Board did not make an exception in the past for a particular modification, then the Board may wish to consider having it brought to their attention. James Waring feels that conflicts may arise. Mr. Waring requested that the Architectural Committee notify the Board members via email if they make an exception in regard to a modification, or provide the necessary information to the Board at their next meeting so that they can review the issue and make sure that the proper judgment/exception was made.

Jeff Kinker made a motion to allow the Architectural Committee to use their best judgment in approving exceptions for modifications that are not addressed in the Architectural Guidelines and report their decisions to the Board at their next Board meeting. Susan Berkheimer seconded. The motion passed unanimously.

Mailboxes – Todd Hassett advised the Board that he has observed throughout the community where homeowners have installed larger mailboxes which are the exact same style but about 50% larger. Mr. Hassett requested the Board to advise if the larger mailboxes are allowed, as long as they are the same style as the original builder installed.

Dave Crowley made a motion to allow the larger style mailboxes as long as they are the same style and color as originally installed by the builder. James Waring seconded. The motion passed unanimously.

Architectural Applications/Final Decision – The Board requested that only the applications which have been denied or those who were given exceptions be included in future management reports for Board review.

5. Pool/Clubhouse – Todd Hassett and the Board discussed the Swim Safe Program as recommended by RSV Pools. This program would be used to identify children who can and cannot swim and issue colorful wrist bands to those who can so that the children who cannot swim would be more easily identifiable. The cost of the bracelets would be \$1.00 per bracelet and RSV Pools estimates that 150 bracelets would be needed.

The Board feels that this is a very important issue and a great idea; but they are still concerned about situations that arise when the child forgets to bring his bracelet to the pool and if he should have to pay for another bracelet. The Board is also concerned if parents feel that if their child (under 10 years of age) passes the swim test that they would not need to be present at the pool or supervise their child. Susan Berkheimer is very concerned about a tragic incident that happened at a community pool last year where the parent was not at the pool at the time the incident occurred. James Waring feels that the enforcement of the bracelets will break down and parents have responsibilities as well. The Board discussed the Pool Rules where a child under the age of 10 needs to be at the pool with a parent or with a childcare provider. Children who are between the age of 10 and 13 can be admitted unattended if their parents have signed a Permission Form and they have passed a swim test. Todd Hassett will contact the Association's attorney to see if the Association would be liable if someone drowns and the Association did not accept the Swim Safe Program as presented to them by the pool company. Rick Coburn feels that more constraints are being put on the residents. Mr. Coburn is opposed to the Swim Safe Program at this time until further information is provided. Todd Hassett will consult with the other property managers he works with to see if other Association's have initiated the Swim Safe Program.

Vending Machine Vandalized – It was reported that the vending machine at the pool was broken into and items were taken. Mr. Hassett advised the Board that the vending company either wants to remove the vending machine or have the machine moved inside the clubhouse or have it enclosed.

Mr. Hassett will solicit proposals to install an enclosure (shed type structure) for the vending machine at the pool.

Jeff Kinker made a motion to authorize up to \$1,000 to install a shed/enclosure for the vending machine at the pool. James Waring seconded. The motion passed unanimously.

6. Community Events – Todd Hassett advised the Board that Victoria Cooper of 18308 Bluebell Lane has expressed an interest in taking over the Chair of the Events Committee. Mr. Hassett stated that an email was received from Adam Greenbaum and Christina Costas who will once again be overseeing the 4<sup>th</sup> of July Bike Parade along with Cynthia Halper.

7. Grounds – Jeff Kinker reported that there are two trees on Downland Terrace that need to be addressed. Todd Hassett stated that he is aware of these trees. The Board discussed the condition of the community grounds. Todd Hassett stated that fertilization is included in the lawn maintenance contract. Mr. Hassett stated that weeds seem to be an issue throughout the community. The Board requested Mr. Hassett to solicit bids for the 2008 lawn maintenance season.
  
8. GOCA – Rick Coburn stated at the last GOCA meeting there were two presentations made. One presentation was in regard to the expansion of Montgomery General Hospital where plans will be made to expand their emergency room area as well as add additional rooms to convert semi-private rooms to private rooms. This project will begin in January 2008 and will take approximately two years to complete. The expansion will be three stories tall and will include a helipad. This expansion will also include an administration building in order to offer more services to the communities. Mr. Coburn stated that residents are concerned about the helipad/noise issues.

The other presentation was in regard to land located at Route 108, between Prince Phillip and Old Baltimore Road, where a 65,000 square foot assisted living center is being proposed. The proposal is to install a three-story building which will include 80 units.

Another topic of discussion was in regard to a foster home in Ashland.

9. Neighborhood Watch Program – Susan Berkheimer updated the Board in regard to an incident that occurred in the community two weeks ago where teenagers (12 total were divided in three cars) were playing “car tag” in the community. These teenagers were driving at a high rate of speed through the community with no headlights on. Ms. Berkheimer stated that these teenagers were apprehended by the police and their parents were notified.

Ms. Berkheimer stated that no break-ins have been reported since the last Board meeting. Ms. Berkheimer stated that the Police Officer parks his car at the end of Wickham Road and if anyone observes any suspicious activity, to please contact her so she can alert the Police Officer.

Police Vehicle – Todd Hassett stated that an issue recently came up where a Montgomery County Police Officer was looking to move into the Norbeck Grove community and wanted to know if he would be allowed to park his Police vehicle in Norbeck Grove. Mr. Hassett stated that technically the vehicle falls under the definition of a commercial vehicle (5 inch lettering).

Susan Berkheimer made a motion that all County Police/emergency vehicles be exempt and allowed to park within the Norbeck Grove community. All members were in favor. The motion passed unanimously.

10. Masters, 18266 Wickham Road - Todd Hassett stated that a hearing is scheduled for August 11, 2007. Presently, Julie Dymowski with Whiteford, Taylor & Preston, is working on a rebuttal for the Association. Mr. Hassett will keep the Board abreast of any future developments.
11. CCOC-Norbeck Grove I Condominium – Todd Hassett advised the Board that the District Court dismissed the suit filed by Janice Fontell with Norbeck Grove I Condominium. Mr. Hassett stated that the CCOC is still trying to serve Ms. Fontell since she has not complied with their decision. Mr. Hassett stated that on July 1, 2007 the first step will be to send letters to those unit owners who still owe their assessments and go forward with collection procedures thereafter. Mr. Hassett stated that roughly 14 unit owners owe \$250.00 or more.
12. Homeowner Request – Mr. Hassett advised the Board of an email received from Glenn Wyman of 4806 Abbeyville Place who is complaining about the basketball hoop in the townhouse section of the community. He reported that teenagers are loitering and he feels that the basketball court is being used by teenagers who do not live in the community. Mr. Wyman also reported that trash is strewn all over the surrounding grounds. Mr. Hassett reported that the Board would have to schedule an open forum in order to obtain the opinions of the homeowners, who live near or around the basketball court, prior to removing the basketball hoop.

Susan Berkheimer stated that she will monitor the trash situation and advise the Board of her findings. In the interim, no further action will be taken by the Board of Directors.

13. Stormwater Management Pond – The Board was advised that an alternative plan was found and Day Development has agreed to re-do some of the piping which is acceptable to the County and will not cause the pond to be expanded.
14. Norbeck Grove II Condominium – The Board was presented with a request to install one reserved parking space per unit. The Norbeck Grove II Condominium will be responsible for the stenciling and enforcement of the reserved parking.

Dave Crowley made a motion to approve the reserved parking request (1 space per unit) for the Norbeck Grove II Condominium. Rick Coburn seconded. The motion passed unanimously.

15. Reserve Investment – The Board was advised that their money market account with Wachovia Securities now totals \$129,000 and needs to be re-invested. Mr. Hassett will provide the Board with C.D. rates with financial institutions used by The Management Group Associates. Susan Berkheimer stated that she will also perform some research with other financial institutions and report her findings at the next Board meeting. The Board will review this information at their next meeting and advise of their decision.
16. Adjournment – Rick Coburn made a motion to adjourn the meeting at 9:55 p.m. All members were in favor.