

Norbeck Grove Community Association
October 11, 2007 Meeting Minutes
Norbeck Grove Community Clubhouse

Board Members Present: Larry Solomon, James Warring, Jeff Kinker,
Mike Barrett, and Dave Crowley

Board Members Absent: Susan Berkheimer and Rick Coburn

Others Present: Todd Hassett, Management Agent
Melissa Carroll, Recording Secretary
Homeowner – John Kotsiras

1. Call to Order – The meeting was called to order at 7:30 p.m. by Larry Solomon.

2. Homeowner Forum

Homeowner Complaint/Request – Mr. John Kotsiras of 4836 Broom Drive attended the meeting to advise the Board that his home backs up to Bowie Mill Road and recently a 30 foot white pine tree was removed by a contractor in error. It was reported that Todd Hassett and McCarthy Landscaping inspected this tree and confirmed that this tree was dead. Mr. Kotsiras stated that two Leyland Cypresses were installed within the last couple of days where the white pine tree was removed. Mr. Kotsiras was notified by Todd Hassett, that only one tree should have been installed by the contractor and that the second Leyland Cypress was supposed to be installed at another location. Mr. Kotsiras was advised by the contractor that it would cost \$250.00 to plant another tree behind his property.

Todd Hassett talked to the contractor who stated that they would either move the second tree to the correct location or they will charge the Association \$200.00 to install another tree in the correct location. Mr. Kotsiras offered to split the cost with the Association and pay \$100.00 if the two new Leyland Cypresses are allowed to remain behind his home. The Board advised Mr. Kotsiras that they will discuss this issue later in the meeting and he will be notified of their decision.

3. Committee Reports

a. Architectural – Dave Crowley reported that two applications were recently received by the Committee for review. Mr. Crowley stated that one application was to tint their first floor windows. Mr. Crowley advised that the Committee will allow the tint to be installed on the rear windows and once completed, the Committee will inspect this property and determine if the film can be installed on the front windows.

Todd Hassett inquired if the Board of Directors would like to revise the Architectural Guidelines for the new fiscal year to allow black rural-style mailboxes as well as the removal of gas lamps without seeking approval from the Architectural Committee. In the interim, Dave Crowley stated that he will contact the Committee members to inquire if they have any recommendations on revising the Guidelines. Mr. Crowley will notify the Board and Mr. Hassett of any further suggestions.

b. Pool/Clubhouse

- i. Clubhouse Cleaning Contract – Jeff Kinker made a motion to approve the contract submitted by Diversified Cleaners to clean the community clubhouse for 2008 twice per month from January through May and September through December at \$200.00 per month, as well as weekly from June through August for \$435.00 per month for a total of \$3,105.00. James Warring seconded. The motion passed unanimously.
- ii. Clubhouse Entrance Tile – Jeff Kinker made a motion allow Bob Tull Carpeting to strip and wax the entrance tile at the clubhouse at a cost not to exceed \$200.00. James Warring seconded. The motion passed unanimously. Todd Hassett will obtain a recommendation from Bob Tull Carpeting to see if the tile needs to be replaced in its entirety prior to performing this work. Mr. Hassett will advise the Board of their recommendation.
- iii. Pool Furniture Re-Strapping – Jeff Kinker made a motion to accept the proposal submitted by Criterion to re-strap 41 arm chairs, 6 sand chairs and to replace 12 fiberglass tabletops at a cost of \$3,083.90. Dave Crowley seconded. The motion passed unanimously.
- iv. Swim Team – No report.

c. Website/Directory – No Report.

- d. Community Events – Todd Hassett stated that Paula Thewes and her Girl Scout troop will organize the Halloween community party and festivities. Ms. Thewes will be forwarding Mr. Hassett a flyer to be sent to the Association membership.

Larry Solomon requested that the Annual Meeting/refreshments be put on the November Agenda for discussion.

- e. Grounds – Dave Crowley inquired if anything can be done with the utility boxes in all of the townhome areas. Mr. Crowley stated these boxes are right in the middle of the common area. Todd Hassett stated that these boxes have been installed within a Public Utility Easement and they cannot be moved. Mr. Crowley stated that the contractors for Verizon installs underground lines but does not restore the ground back to its original condition. Mr. Hassett stated that the Association should have their own landscaping company address these areas but he can send a letter to Verizon if the Board so desires.

Mike Barrett advised the Board that he has been working with several contractors along with Todd Hassett in regard to turf renovations as well as the stormwater management screening project. Mr. Barrett discussed the drought which has been a major problem this year. Mr. Barrett recommended that the Board go forward with the proposal submitted by Bethke Landscaping to plant 80-3 gallon Forsythia along the fronts of the two small ponds on Wickham Road for a total of \$3,600.00, and then aerate, overseed and fertilize the three areas in the townhomes which were discussed with the Grounds Committee on-site for a total of \$2,900.00 as well as aerate, overseed and fertilize all the rest of the common areas in the townhome section of the community for \$4,000.00.

Mr. Barrett stated that he will notify Bethke Landscaping as to when it is okay to proceed with the aeration, overseeding and fertilization as he is recommending that this work not be done until after the Association has received some rain and if the drought continues through the end of November, then the Association should not have the aeration, overseeding and fertilization done this Fall but will wait until Spring 2008.

Dave Crowley made a motion to award \$10,500.00 to Bethke Landscaping to perform the aforementioned scope of work. Jeff Kinker seconded. The motion passed unanimously.

Funds that were collected from the townhome owners that were earmarked for snow removal services in 2006/2007 but not utilized, will be used towards the turf improvement project.

Landscaping Contract – The Board was advised that landscaping and snow removal proposals were solicited from six contractors. The Board requested that representatives from Bethke Landscaping, Chapel Valley, and U.S. Lawns be invited to attend the November Board meeting where the Board will allow a 10 minute presentation from each contractor along with a 10 minute question/answer session.

Tree Request – Dave Crowley made a motion to allow Mr. Kotsiras of 4836 Broom Drive to keep the two new Leyland Cypresses that were installed in the easement behind his home provided Mr. Kotsiras pays \$100.00 towards the cost (\$200.00) of the one extra tree. This payment should be received within thirty (30) days of receipt of the letter that will be sent to him by management. Jeff Kinker seconded. The motion passed unanimously.

- f. GOCA – Todd Hassett presented the Board with an email which provided an update with regard to GOCA issues such as meetings which will discuss the development of the 32 acre County-owned property on Bowie Mill Road, a meeting with representatives with the State Highway Administration to discuss improvements to the intersection with the two main State roads crossing Olney – Georgia Avenue (Route 92 and Route 108) as well as phase 1 of the ICC project.
 - g. Neighborhood Watch – No report.
4. 2008 Proposed Budget – Jeff Kinker made a motion to approve the 2008 draft budget with no increase across the board. Dave Crowley seconded. The motion passed unanimously. Todd Hassett will mail the 2008 draft budget to the Association membership for their review and comment at the November Board meeting.

5. Community Directory – Mike Barrett inquired as to how much the previous advertising fees covered for the expense of printing and distributing the Community Directory. Todd Hassett stated approximately \$750.00. Dave Crowley volunteered to contact the previous vendors who advertised in the Directory to inquire if they are interested in placing an advertisement again. Mr. Hassett will provide Mr. Crowley with the advertising costs for a business card ad, ½ page ad, etc.
6. Homeowner Complaint – Mr. Hassett advised the Board that he received a complaint from Julieanne Mann of 4808 Tothill Drive in regard to the trash dumpster area on Tothill Drive. Ms. Mann complained about the appearance of the trash dumpster area and how it has become a dumping ground for tires and other bulk items that have been deposited next to the dumpster area.

Mr. Hassett stated that the incident where residents placed bulk items and furniture around the dumpster would have been an issue whether the trash dumpster was at that location or not. Mr. Hassett also stated that the Board of Directors for the Norbeck Grove 2 Condominium will be discussing a proposal submitted to have a set-back wall installed within the trash enclosure area in front of the door opening which will screen the trash and recycling from view from outside without needing a closed door. Mr. Hassett will respond to Ms. Mann's complaint and advise her of the Board's intentions. Mr. Hassett will keep the Board abreast of any future developments.

7. 2007 Annual Meeting – Todd Hassett advised the Board that notices will be sent to the Association membership advising them of the Annual Meeting scheduled for December 2007. Mr. Hassett stated that the positions for Larry Solomon, Rick Coburn and Jim Warring are up for re-election.
8. Adjournment – Jeff Kinker made a motion to adjourn the meeting at 9:30 p.m. in order to proceed into Executive Session to discuss legal matters. Dave Crowley seconded. The motion passed unanimously.