

APPROVED

Park Summit HOA, Inc.
Regular Meeting Minutes
February 1, 2017

The Board of Directors of Park Summit Home Owner's Association, Inc. met at the Fields Road Elementary, Gaithersburg Maryland, on February 1, 2017 at 7:00 p.m.

PRESENT:

Mr. Young B. L., President
Mr. Jim W., Treasurer
Ms. Melissa L., Secretary

ABSENT

Ms. Shelley G Vice President

OTHERS PRESENT:

Ms. Debbie Montgomery, Vanguard Management
Ms. Erin Barry, Recording Secretary
Mr. Craig Wilson, Vanguard Management

I. Call to Order

Mr. Young B. L called the Regular Board meeting to order at 7:15 p.m. with a quorum present.

II. HOMEOWNER FORUM

There was no homeowner forum at this time.

III. MINUTES

Motion: To accept the Regular Meeting Minutes and the Hearing Minutes from November 2, 2016 as presented.

Ms. Melissa L./ Mr. Young B. L

Vote: Unanimous

IV. COMMITTEE REPORT

A. Newsletter

There was nothing to report at this time.

V. REPORT OF THE OFFICERS AND DIRECTORS

There were no reports of Officers and Directors at this time.

VI. MANAGEMENT REPORT

A. Lawn Systems for Repair of the small retaining wall

The Board tabled the repair of the small retaining wall until they can get more information.

Action: Management will get more information regarding the repairs for the small retaining wall located at the rea of 630-644 Lakeworth Drive.

B. Lawn Systems for Landscape Improvements at the path near Coral Reel and Palmtree

Motion: To accept the proposal from Lawn Systems to repair the asphalt path from 518 Palmspring Drive down to 626 Coral Reef Drive for the cost \$1250.00.

Young/Melissa

Vote: Unanimous

C. Community Pools to repaint Depth and Safety Stencils

Motion: To accept the proposal from Community Pools to repaint the depth and safety stencils for the total cost of \$712.98.

Melissa/Jim

Vote: Unanimous

D. Community Pools for Preseason repairs

Motion: To accept the proposal from Community Pools for preseason repairs for the cost of \$2058.46 as presented.

Young/Jim

Vote: Unanimous

E. New Refuse Agreement with Potomac Disposal

Motion: To accept the new refuse agreement with the Potomac Disposal as presented.

Young/Jim

Vote: Unanimous

F. Ratify Email Approval for Architectural Change Request for 421 Palmtree Drive

Management asked for a Board member to manage the approval of architectural requests between Board meetings. The Board agreed to continue to manage architectural change requests as a group.

Motion: To ratify the Minutes to reflect that the Board voted via email to approve the architectural request for roof replacement of the same material for 421 Palmtree Drive.

Jim/Young

Vote: Unanimous

Action: Management will email architectural change requests to the Board upon receipt

Action: Management will email an editable version of the architectural guidelines to the Board to begin to review and update.

G. Owner Fine Waiver or Extension Request

Motion: To approve all three requests to waive the fines for; 624 Coral Reef Drive, 654 Coral Reef Drive, and 442 Palmspring Drive and to grant the request for the extension to spring for completing the painting.

Melissa/Jim

Vote: 2/0/1

H. 2017 Maintenance Inspection

Action: Management will schedule the Maintenance Inspection for 2017.

I. Ratify email vote for pretreatment for ice, early January storm

Motion: To ratify the Minutes to reflect that the Board voted via email to accept the recommendation for the pretreatment for ice for the January storm.

Jim/Young

Vote: Unanimous

J. Correspondence re trash on Coral Reef Drive

Action: Management will send out a letter to residents regarding trash etiquette and where trash should be placed on trash day.

K. Reserve Investment Review

Motion: To implement investments into the ladder as recommended in the Investment Review dated 12/27/2016.

Jim/Melissa

Vote: Unanimous

L. Vehicles on Lakewood Drive

The Board discussed four abandoned vehicles on Lakewood Drive and two abandoned vehicles on Philmont Drive.

Action: A Board member will email a written complaint stating the make and model of the abandoned cars.

M. Required Board Training

Action: Management will confirm if members in the City of Gaithersburg are requested to follow the Montgomery County law that requires Board members go through their mandatory Board training.

N. Regarding Fair Housing Rules

Motion: To have the attorney review the documents regarding the fair housing rule and make recommendations to the Board of their responsibility.

Young/Jim

Vote: Unanimous

VII. ARCHITECTURAL APPLICATION

There were no architectural applications at this time.

VIII. UNFINISHED BUSINESS

There was no unfinished business at this time.

IX. NEW BUSINESS

A. Off-Duty Police Patrol

Action: To add to a future Board meeting agenda the discussion of adding off-duty police patrol during the spring and summer.

X. ADJOURNMENT

There being no additional business, the Board adjourned the meeting at 8:42 p.m. for the purpose of going into a closed session to discuss collection matters.

Motion: To adjourn the Board meeting at 8:42 p.m.

Melissa/Jim

Vote Unanimous.

Respectfully Submitted,

Erin Barry
Recording Secretary