

**APPROVED**

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

The Board of Directors of Park Summit Home Owner's Association, Inc. met at the Fields Road Elementary, Gaithersburg Maryland, on March 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:**

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

**I. Call to Order**

Mr. Young B. L called the Regular Board meeting to order at 7:20 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 from February 1, 2017 as presented.

Young/Melissa

Vote: Unanimous

Motion: To accept the Executive Meeting Minutes from February 1, 2017 as presented.

Young/Jim

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. 2017 Swimming Pool Pass Distribution**

The Board discussed the pool pass distribution packet, the pool rules and the importance of the lifeguards enforcing the pool rules.

Motion: To accept the 2017 swimming pool pass distribution materials as presented.

Melissa/Young

Vote: Unanimous

Action: Management will meet with the lifeguards before the 2017 pool season and discuss the importance of enforcing the rules.

Action: To invite a representative from Community Pool Inc., to the May meeting.

**B. City of Gaithersburg Storm water Management Letter**

Management noted that the Association received a letter from the City of Gaithersburg regarding a potential credit to reward property owners who provide stormwater treatment on their properties.

Action: Management will research the credit being offered from the City of Gaithersburg to the Association and its ramifications and report her findings to the Board at a future Board meeting.

**C. Trash Reminder Mailing**

Action: Management will confirm whether the trash reminder mailing was sent to the condominiums as well. If it is determined it wasn't sent out, she will mail it to them.

**D. 2017 Recording Secretary Fees**

Motion: To accept the 2017 recording secretary fee increase as presented.

Melissa/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. Trees**

A Board member asked about how to address trees in the neighborhood that are a concern.

Management noted the Landscaper is usually the first to notice an issue with a tree. Management also checks the condition of trees during her walkthroughs and they encourage homeowner's to report concerns regarding trees if and when they notice them.

**B. Maryland Personal Property returns**

Action: The President signed the Maryland Personal Property Returns for the Association.

**C. POD Request**

Motion: To accept the request from 612 Lakeworth Drive to have a POD on their parking space from March 7, 2017 until April 7, 2017 to store the contents of their basement, while it is being fixed from a recent sewage back-up.

Jim/Melissa

Vote: Unanimous

Action: Management will request that the resident 612 Lakeworth Drive inform her neighbors about the POD and that it was approved by the Board. Management will request that if the resident of 612 Lakeworth Drive needs the POD for longer than a month's time to file a request for an extension with the Board of Directors.

**X. ADJOURNMENT**

There being no additional business, the Board adjourned the meeting at 8:02 p.m.

Motion: To adjourn the Board meeting at 8:02 p.m.

Jim/Melissa

Vote Unanimous.

Respectfully Submitted

Erin Barry  
Recording Secretary