

APPROVED

Park Summit HOA, Inc.
Regular Meeting Minutes
June 7, 2017

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

PRESENT:

Ms. Shelley G., Vice President
Mr. Jim W., Treasurer
Ms. Melissa L., Secretary

ABSENT

Mr. Young B. L., President

OTHERS PRESENT:

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

I. Call to Order

Shelley called the Regular Board meeting to order at 7:04 p.m. with a quorum present.

II. HOMEOWNER FORUM

A homeowner on Clifftop Drive removed a dead tree in front of his house and requested permission to replace it with flowers or shrubbery instead of another tree.

Motion: To approve the request to replace the dead tree from the front of Clifftop Drive with flowers and shrubbery instead of another tree contingent upon receipt of concurring opinion from legal counsel verifying the replacement covenant has been abandoned.

Shelley/Melissa

Vote: Unanimous

A homeowner at 631 Corral Reef Drive asked for clarification regarding a letter they received requesting they remove/adjust wires on their antenna.

Action: Management will re-inspect the antenna wires at 631 Corral Reef Drive and advise the homeowner.

III. MINUTES

Motion: To accept the Regular Meeting Minutes from March 1, 2017 as presented.

Shelley/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. Swimming Pool Rules Regarding Adult Swim

Motion: At discretion of Pool Manager, use of the pool may be restricted to lap swimming or other aquatic, aerobic exercise, not to exceed fifteen (15) minutes per hour.

Shelley/Jim

Vote: Unanimous

B. Ratify Swimming Pool Maintenance and Repair

Motion: To ratify the Minutes to reflect that the Board authorization for Community Pools to replace the wading pool pump and filter at a cost of \$2700.00. The Board authorized the cost from Community Pools via email vote.

Jim/Shelley

Vote: Unanimous

Motion: To ratify the Minutes to reflect that the Board authorized Gaithersburg Plumbing to repair pool bathroom fixtures identified in the Invoice estimate #369914. The estimated cost is \$411.19 plus labor at \$120.00 per hour.

Jim/Shelley

Vote: Unanimous

Motion: To ratify the Minutes to reflect that the Board authorized the pump room ventilation repair with Montgomery Lighting Service at a cost of \$198.56, which is within Management's spending authority.

Jim/Shelley

Vote: Unanimous

C. Pool House Refurbishing Scope of Work

Action: Management and the Board will inspect property to determine Pool House refurbishing direction.

D. Ratify Tot Lot Maintenance

Motion: To ratify the Minutes to reflect that the Board authorized the invoice estimate #1154 from Lawn Systems for maintenance to the tot lot behind 514 Palmspring Drive.

Shelley/Melissa

Vote: Unanimous

E. Consider Shrub Pruning and Tree Removal Estimate

Motion: To approve Lawn Systems proposed estimate #1167 of \$4,820 for removal of five (5) dead tree and pruning of shrubs at entrance, and second estimate #1174 for \$1,200 for removal of two (2) additional dead trees.

Shelley/Jim

Vote: Unanimous

F. Tennis Court Nets Replacement

Motion: To accept Metropolitan Tennis' proposal to replace two tennis court nets for the cost of \$550.

Melissa/Shelley

Vote: Unanimous.

G. Resident Request for Exception to Tree Replacement Rule

This was voted on during the homeowner's forum.

H. Ratify Architectural Change Applications

435 Palmtree Drive

Motion: To ratify the Minutes to reflect that the Board voted via email to authorize the Architectural application for the fence replacement for 435 Palmtree Drive as submitted.

Shelley/Jim

Vote: Unanimous

531 Philmont Drive

Motion: To ratify the Minutes to reflect that the Board voted via email to authorize the application to install the front entry door and lower level fiberglass door for 531 Philmont Drive as submitted.

Shelley/Jim

Vote: Unanimous

623 Lakeworth Drive

Motion: To ratify the Minutes to reflect that the Board voted via email to authorize the application to replace siding, gutters and downspouts and window for 623 Lakeworth Drive as submitted.

Shelley/Jim

Vote: Unanimous

621 Lakeworth Drive

Motion: To ratify the Minutes to reflect that the Board voted via email to authorize the application to replace front door and storm door for 621 Lakeworth Drive as submitted.

Shelley/Jim

Vote: Unanimous

I. Ratify Resident Request to Hold a Yard Sale

Motion: To let the Minutes reflect that the Board voted via email to allow a yard sale on March 18 and April 1, 2017 provided that the neighbors are made aware of the event in advance.

Shelley/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.

There was no new business at this time.

X. ADJOURNMENT

There being no additional business, the Board adjourned the meeting at 7:50 p.m.

Motion: To adjourn the Board meeting at 7:50 p.m.

Shelley/Melissa

Vote Unanimous.

Respectfully Submitted

Erin Barry
Recording Secretary