

APPROVED

Park Summit HOA, Inc.
Regular Meeting Minutes
August 2, 2017

The Board of Directors of Park Summit Home Owner's Association, Inc. met at the Fields Road Elementary, Gaithersburg Maryland, on August 2, 2017 at 7:00 p.m.

PRESENT:

Mr. Herbert B., President
Mr. Jim W., Treasurer
Ms. Melissa L., Secretary
Ms. Eva M., Member at Large

ABSENT

Ms. Shelley G., President

OTHERS PRESENT:

Ms. Debbie Montgomery, Vanguard Management
Ms. Erin Barry, Recording Secretary
Ms. Barbara B., resident

I. Call to Order

Motion: To call the Regular Board meeting to order at 7:32 p.m. with a quorum present.

Melissa/Eva

Vote: Unanimous

II. HOMEOWNER FORUM

There was no homeowner forum at this time.

III. MINUTES

Motion: To accept the Regular Meeting Minutes from June 7, 2017 as presented.

Melissa/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. Election of the Officers for the Board of Directors.

Motion: To accept the following Officer positions for the 2017 Board of Directors; Ms. Shelly G., as President, Herbert B., as Vice President., Jim W., Treasurer, Melissa L., as Secretary and Ms. Eva M., as a Member at Large, by acclamation.

Melissa/Jim

Vote: Unanimous

B. Pool Winterization Recommendation

Motion: To accept the recommended winterization items for 2017 from Community Pool Services for the cost of \$2,492.00 as presented.

Melissa/Jim

Vote: Unanimous

C. Pool Contract FY2018

The Board discussed issues with Life Guards such as, being on their cell phone and using earbuds while sitting in the chair. Management alerted Community Pools. They responded that they were new guard and that they would write him up.

The Board also had concerns regarding issues with the pool passes and requested that the Manager attend the Regular September Board meeting.

Action: To go out to bid, including Community Pools, for the Pool Management Contract for the 2018 pool season.

Action: Management will invite a representative from Community Pools to attend the September Board meeting to discuss the 2017 Pool Season.

D. Ground Maintenance 2018 and 2019 Addendum

Action: Management will schedule a walkthrough with Lawn Systems. The Board suggested Thursday September 14th around 10:00 am. for the walkthrough. Once the date is confirmed, Management will email the details to the Board.

E. Large Retaining Wall

Management shared four proposals from engineering firms regarding assessing the stability of the large retaining wall behind Lakewood and Clifftop.

Motion: To accept the engineering inspection to be performed on the retaining wall behind 630-644 Lakewood Drive not to exceed \$2320.00 upon Mr. Wilson's recommendation based on his review of the proposals submitted.

Melissa/Eva

Vote: Unanimous

Action: One confirmed, Management will send the accepted engineering proposal to the President to be signed and will cc the Board members.

F. Ratify Architectural Change Application

Motion: To ratify the minutes to reflect that the Board approved the application for 613 Lakeworth Drive, to replace their fence and approved the application for 712 Clifftop Drive to install a fence, via email.

Melissa/Jim

Vote: Unanimous

G. Discussion of Architectural Committee

Action: The Board will add the discussion of an Architectural Committee to the September Regular Board meeting agenda. The Board will invite residents who have expressed interest in serving on the Architectural Committee to attend the September Regular Board meeting.

H. Board of Director Instruction Binders

Action: Management will obtain copies of the Board of Director Instruction Binders and distribute them to the Board at the next Regular Board meeting.

VII. UNFINISHED BUSINESS

A. Lighting on Corral Reef Drive

Management gave an update regarding the lighting in the neighborhood. She noted that lights owned by the County have numbers on them, whereas lights owned by the

Association do not. Management has directed residents, when they identify lights that are out that don't have a number on them, to tie ribbons on them so she can submit them to be fixed.

Action: Melissa will confirm if the light on Pensacola that needs to be fixed belongs to the Association or the County and will email her findings to Management.

B. Expired Vehicle

Action: A Board member will email the information regarding the vehicles with expired tags on Corral Reef, to Management.

VIII. NEW BUSINESS.

A. Easement Documentation

Management shared a request for an easement.

Action: Management sent the easement documentation to the Association's Attorney to assess if it needs to be signed and will report to the Board once she receives a recommendation.

IX. ADJOURNMENT

There being no additional business, the Board meeting adjourned to executive session for the purpose of discussing delinquent business at 8:53 p.m.

Motion: To adjourn the Board meeting at 8: 53 p.m.

Melissa/Eva

Vote Unanimous.

Respectfully Submitted

Erin Barry
Recording Secretary