

Norbeck Hills Homeowners Association  
Board of Directors Meeting  
August 20, 2015

Board Members Present: Barbara Beccles  
Av Wofsey  
Jacque Labovitz

Others Present: Stephon Collins, TMGA  
John Arthur  
Sheila Wright  
Becky Ellett  
Roslyn Chavez

Call to Order

The Board meeting was called to order at 7:47 p.m.

Homeowner Forum

Mr. John Arthur of 17333 Sandy Knoll Drive was present. Mr. Arthur presented his case in question as to the structure built in the common area and park land. He wanted to know if the Board would support the structure and what he would need for the Board's approval. The Board recommended and advised Mr. Arthur that he should first seek to obtain the County's permission from Park and Planning, as well as from Montgomery County. Once he obtains those approvals, then he should submit an Architectural Application to the Board for review. The Board cited liability issues with the structure and Mr. Arthur asked if the structure could be relocated. He stated that it did get a lot of use from the children and their families. He was just trying to ensure that the kids had a place to play.

The Board expressed that there were approved locations over at the tot lot. Mr. Arthur asked if his structure could be attached to the tot lot and it was explained that this would require a bigger footprint for the tot lot and changes that would have to be approved by the County as well as the Board and it could be at a great expense to the Association. Mr. Arthur was advised that he had until the 25<sup>th</sup> of September to seek approval and notify the Board or to remove the structure. Management will inspect after this time to see if the structure has been removed or if the application has been submitted.

Meeting Minutes

A motion was made by Barbara Beccles and seconded by Av Wofsey to approve the minutes of the June 18, 2015 Board of Directors. The minutes were approved as presented unanimously.

GOCA

Av Wofsey had no report to present to the Board at this time.

Pool and Swim Team

Initially, there were some concerns with the cleanliness of the bathrooms and changing stations that have since been resolved. The lifeguards complained that the pine needles that have fallen into the pool make it difficult to clean. Management continues with the weekly inspections of the pool for cleanliness and operation.

There were two incidents of vandalism that occurred at the pool between August 9<sup>th</sup>-August 12<sup>th</sup> where chairs and tables were thrown into the pool and damage done to the diving board. The repairs to the diving board were estimated at that point to be \$1,750.

#### Swim Team and Lifeguard Coverage

TMGA presented copies of the email correspondence concerning the payment of the lifeguard coverage of the swim team practices and events. The total cost for the season was \$2,787.50.

#### Capital Repairs - Pool

TMGA presented several proposals from RSV Pools to white coat the main and wading pools after the pool closes as well as replace the tiles and coping stones of both pools. White coating should be done every 5-7 years. The pool was last white coated in 2007. The cost of white coating both pools is \$25,200. The second proposal to replace the tiling and coping stones around both pools so it would be flush with the white coating would cost \$25,815. The last item to be replaced is the caulking around the pool to prevent damage to the new tiles and coping stones. The cost is \$2,655. All of these items would be paid from the Reserves.

TMGA would recommend that this be put off for one more year to allow management the opportunity to inspect the pool in the spring once it has been drained.

#### Newsletter

Management presented a copy of the August Newsletter that was published to the community for review.

#### AECC

Barbara Beccles moved to affirm the AECC's decisions on the following applications:

Name	Address	Modification	Status
Polkoff	10 Hines Court	Painting Siding/Door/Trim	Approved
Zamora	17512 Longview Lane	Replace Roof	Approved
Jordan	4308 Scotch Meadow Court	Remove Trees	Approved
Ambrose	1417 Fishermans Court	Replace Roof	Approved

The motion was seconded by Jacque Labovitz and passed unanimously.

#### Community Tree Removals

TMGA presented two proposals to remove the dead or dying pine trees throughout the community. Proposals were received from Musser Tree Services and AW Landscapes. The trees to be removed were on Sandy Knoll Drive (in front of 17306, 17307, 17313, and 17323), on Hines Court (in front of 2 and 10), on Cannes Lane (across from 4506 and in front of 4500), on Gallagher Way (the island in front of 17520 and in front of 17525), and on Longview Lane (in front of 17623). The cost from Musser Trees was \$13,200 and from AW Landscapes was \$14,250. TMGA recommendation is that this be relooked at due to the cost and ask that the landscapers go and put these into a priority list and ask that these be done in phases.

### Tree Removal – 17429 MacDuff Avenue

Management presented proposals from Musser Tree Services and AW Landscapes to remove a very large Maple tree next to this address. The Board voted to go with AW Landscape to remove the tree at a cost of \$4,900 to take it all the way down. Jacque Labovitz made a motion to accept the tree proposal as present by AW Landscapes. A second was made by Av Wofsey and the vote was unanimous.

### Storm Water Management Repairs

TMAG presented proposals for storm water management pond repairs. These repairs were based on inspections that had been conducted by the Department of Environmental Protection for the facilities located next to the pool and behind Jenner Court. Proposals were obtained from Potomac Garden Center, Mainscapes and Goshen Enterprises. Potomac Garden Center (PGC) came in at a price of \$10,200, Mainscapes at \$7,510 and Goshen Enterprises at \$5,427. The Board asked if Management go back to PGC and ask if they could reduce their price. If not, they would go with Goshen Enterprises to have the work completed. A motion was made by Av Wofsey and seconded by Jacques Labovitz. The vote passed unanimously.

### 2016 Operating Budget

Management presented the 2016 operating budget and budget notes for review. The Board approved the draft budget to be mailed out to homeowners for comment and approval at the October Board meeting. The Board vote that the proposed budget show a 5% increase over last year's assessments. A motion was made by Barbara Beccles and seconded by Av Wofsey. The vote was unanimous.

### Storm Water Management Issues

Management presented correspondence received from Patrick DiNicola from the State Highway Administration with an update on replacing the dead Leyland Cypress tree to the right of 17572 MacDuff Avenue by the pond. As noted, this tree is scheduled to be replaced; however, Mr. DiNicola is trying to ascertain the landscaper's scheduling of doing so. Management was advised that this tree should be replaced around mid-September.

Management also presented correspondence sent by Amy Stevens at DEP requesting warning signs be installed around the pond behind Jenner Court and Gallagher Way. We are awaiting these signs so they can be posted.

### Reserve Study

Management presented the 2016 Reserve Study update as prepared by Miller Dodson.

### Asphalt Repairs

TMGA presented a copy of the schedule for Dominion Paving for the scheduled work to take place September 9 - 24, 2015 (rain days pending). The work will entail resurfacing the 4500 block of Cannes Lane and the pool parking lot, concrete repairs in the 4500 block of Cannes Lane and the pool parking lot, seal coating on Boastfield Lane and Longview Lane, and repainting the parking logos and yellow curbs on Fishermans Court and Hines Court. Dominion paving has resurfaced all of the streets in the community with the 4500 block of Cannes Lane and the pool parking lot being the last area to be addressed.

## CCOC

Management presented the correspondence from the CCOC advising communities of another avenue for Associations to utilize to achieve compliance through the Code Enforcement Office.

## PGC Correspondence

TMGA presented the various correspondence sent or received from PGC Landscapes since June 2015.

## Adjournment

The meeting was adjourned at 9:15 p.m.

Submitted by,

Stephon Collins, The Management Group Associates

SC/kmd

NH: IIL6