

Norbeck Hills Homeowners Association
Board of Directors Meeting
February 21, 2013
(Approved at the April 18, 2013 Board of Directors Meeting)

Board Members Present: Barbara Beccles, President
 Av Wofsey
 Eva Tax
 Jacque Labovitz

Others Present: Ruchita Patel, Management Agent

Call to Order

The meeting was called to order by Barbara Beccles at 7:10 pm.

Homeowner Forum

No homeowners were present to discuss issues during Homeowner Forum. Eva Tax moved to close Homeowner Forum at 7:15 p.m. The motion was seconded by Av Wofsey and passed unanimously.

Minutes

Eva Tax moved to approve the minutes of the October 18, 2012 Board of Directors meeting as written. The motion was seconded by Av Wofsey and passed unanimously.

Street Captains

Eva Tax reported that no new volunteers had stepped forward to serve as a Street Captain. Barbara Beccles offered to work with Eva Tax in the spring to try to recruit volunteers. An article will also be included in the upcoming newsletter.

AECC

The Board's consensus was to approve the decisions made by the AECC, as listed in the management report, with respect to the architectural change requests that had been submitted since the October Board meeting.

Pool Issues

Eva Tax moved to defer the purchase of a defibrillator for the pool until the 2014 season. The motion was seconded by Av Wofsey and passed unanimously.

The Board's consensus was to keep the fees for outside pool memberships at their current rates, but to consider increasing them for the 2014 pool season.

Jacque Labovitz moved to approve the purchase of the following pool parts and supplies for a total cost of \$1,168.67:

- One rescue tube
- Two vacuum port covers
- One hair and lint strainer (main pool)
- One 12 foot equipment pole
- One 16 foot equipment pole
- One garden hose
- One hose
- One nozzle
- One vacuum hose
- Three umbrellas

The motion was seconded by Av Wofsey and passed unanimously.

Pin Oak Tree Pruning

The Board reviewed proposals from several contractors to limb up and prune pin oak trees throughout the community. Ruchita Patel noted that \$4,000 had been set aside for this project; however, in order to address more trees, the Board should consider also using \$3,000 from the savings from snow removal.

Eva Tax moved to allocate \$3,000 from the snow removal savings to supplement the \$4,000 budgeted for this project, and to award a contract to Musser Tree Service provided that they reduce their cost to \$200 per tree. The motion was seconded by Av Wofsey and passed unanimously.

Landscaping Improvements

Av Wofsey moved to award a contract to Potomac Garden Center to complete the following projects for a total cost of \$2,047.50:

- Repair the slope behind 17532 Longview Lane that was damaged due to an uprooted tree.
- Create a mulch bed underneath a grove of trees at 4512 Jenner Court to conceal a large bare area of dirt.
- To relandscape the center island of Sir Walter Road, where the existing landscaping is dying.

The motion was seconded by Jacque Labovitz and passed unanimously.

Security Coverage

The Board discussed whether to increase the amount of security coverage by combining the use of security guards with off duty police officers. Av Wofsey moved to reallocate the security

coverage to allow for off duty police officers to patrol for 507 hours and security guards to patrol for 164 hours. The motion was seconded by Eva Tax and passed unanimously.

Asphalt and Concrete Repairs

The Board reviewed a proposal submitted by Dominion Paving to mill and pave Section 4 (Cannes Lane and the townhome section of MacDuff Avenue) and to repaint the fire lanes and parking logos in Section 1 (Longview Lane and Boastfield Lane). The Board noted that the new asphalt may be damaged during the reconstruction of 4508 Cannes Lane.

After discussion, Av Wofsey moved to approve the proposal submitted by Dominion Paving, with the exception of any work listed on the 4500-block of Cannes Lane. This street will be deferred until 2014, following the completion of work at 4508 Cannes Lane. The motion was seconded by Eva Tax and passed unanimously.

Trash Can Replacement

The Board reviewed proposals from several contractors to replace the street liner trash cans at the entrance to Longview Lane and Sandy Knoll Drive. Av Wofsey moved to accept the proposal submitted by Knoble, Inc. for a total cost of \$1,975. The motion was seconded by Eva Tax and passed unanimously.

Old Business

There was no old business.

New Business

The Board questioned a balance due for 17308 Sandy Knoll Drive, which is an HOC-owned property. Ruchita Patel will research this balance and follow up with HOC as needed.

Adjournment

The meeting was adjourned at 7:42 p.m.

Submitted by,

Ruchita Patel, The Management Group Associates