

**NORBECK HILLS HOMEOWNERS ASSOCIATION**  
**2005 ANNUAL MEETING**  
**JULY 21, 2005**  
**7:00 PM**

(As Approved at the 2007 Annual Meeting)

Board of Directors present: Jeff Chavis  
Av Wofsey  
Ellsworth Romer

Others present: Ravi Parkie, Management Agent  
Ruchita Patel, Management Agent.

Homeowners Present: Barbara Beccles  
Ingrid Romer  
Claira Smith  
Karen Vanduser  
Folly Kuevey  
Lalani Green  
Monica Ramey  
Sheila Wright  
Hope Speight  
John Miller  
Alfred Goldman  
Karl Borst  
Steven Rappaport  
Frances Marcus  
38 homes represented by Proxy.

Call to Order

Av Wofsey, being the only Board Member present, called the Annual Meeting to order at 7:00pm.

Meeting Minutes

Folly Kuevey moved to approve the minutes from the 2004 Annual Meeting as submitted. The motion was second by Karen Vanduser and passed unanimously.

## Officer Reports

Av Wofsey reported that the Association has paid off all of the invoices due to H&H Landscaping and had hired Mainscapes Inc. As of December 2004, the Association was approximately \$84,000 in debt. As of the current date, the Association is no longer in debt. The Association will now make a priority of fully funding reserves again. In order to do so, the Board of Directors is trying to hold down expenditures to the best extent possible.

Karen Vanduser reported that the debt started in 1997 as an operating deficit when security was brought in. This resulted in an expense of \$30,000 which was not budgeted. Because this additional expense was not covered by assessments, the deficit continued to roll over from year to year. In 2003, the blizzard increased the debt to approximately \$60,000. Small overruns in the budget subsequently increased this deficit. She also advised that cash flow at the end of the year is typically lower than at the beginning of the year due to the fact, that at the beginning of each year, homeowners tend to prepay their assessments. There is also a spike in payments of assessments in May because pool passes are withheld from delinquent homeowners. Because of these fluctuations in cash flow, it has been difficult to calculate what the Association's deficit at year end will be during the course of the year. Av Wofsey thanked the Finance Committee for their hard work in helping the Board to analyze the financial statements and reduce the Association's deficit.

Av Wofsey advised that the Association has paid off all outstanding bills by reducing the reserve contribution by \$30,000 in 2005.

Av Wofsey advised that there is a large problem in the community with homeowners dumping bulk trash incorrectly. He advised that a contractor has been hired to pick up the dumped trash and the homeowners responsible for this trash are being billed.

Karen Vanduser added that the County's hazardous materials trash collection policy had been changed. Hazardous materials can now be dropped off from Thursday to Sunday of each week.

## Committee Reports

Karl Borst advised that the website is working well and that information regarding the Association is routinely posted on it.

Ingrid Romer advised that the next issue of the newsletter is scheduled for late September

or early October. Articles for the newsletter can be submitted to her via the website.

Barbara Beccles reported on the Street Captains Committee. Street Captains distribute newsletters and quick notes to their neighbors. She needs volunteers, especially for the single family streets. The Committee has been requested to perform a lighting inspection of the community. They will have a meeting in late August. Barbara Beccles stated that she would forward a listing of those streets for which Street Captains are still needed to Karl Borst to post on the website.

Av Wofsey reported that the sidewalk from Sandy Knoll Drive to Cashell Road had been repaired by Montgomery County at no expense to the community. Karen Vanduser advised that the lumber had been delivered this week to one of the homes that had experienced a fire and work is going to begin shortly. With regard to the Peterson house, the contractor has 120 days from the date of the contract to make the necessary repairs. She reminded the homeowners present that a Fire Victims Fund had been set up at the Bank of America. Directions regarding how to make a contribution have been posted on the website.

Ellsworth Romer advised that no major security incidents had been reported. The only issue now is concerning illegal parking (e.g., parking in the fire lane). The committee is working diligently with the police to address problem homes. Three or four homes have been raided for drugs, cars with suspected drug dealers have been pulled over, and there has been an immediate response with regard to robberies. Overall, he has noted a lot of improvement. The community has begun to trim up a lot of the trees that could pose security issues, and will make this a priority again in 2006.

Ellsworth Romer reported that the ACC had recently conducted an inspection of each home in the community and found that many residents were in violation. The Division of Housing & Code Enforcement was working with the community to enforce against violations.

Ellsworth Romer advised that he had not had a chance to review the most recent financial package and did not have an updated finance report. He advised that the H&H Landscaping bills had been paid, as had the Minuteman Press bills. Invoices from Kenco Plumbing had been written off.

### Inspectors of Election

Av Wolfsey appointed Steve Rappaport, Alfred Goldman and Fran Marcus to count the ballots.

### Nomination of Directors

Barbara Beccles, Folly Kuevey and Sheila Wright introduced themselves to the homeowners present and made brief statements as to their reasons for wanting to serve on the Board. Eva Tax was not present; Karen Vanduser read her candidate statement aloud on her behalf.

### Old & New Business

A homeowner reported a significant amount of erosion behind her home. Ellsworth Romer advised that the Board is in the process of obtaining bids to repairs erosion issues throughout the community.

A homeowner expressed concern regarding the maintenance violation letters that were issued and the wording of the letters. She advised that violations that were cited were extremely petty, in her opinion. She also stated her belief that the letters should be made more polite. Another homeowner commented that the letter does not provide the opportunity for homeowners to request an extension, if needed. An extended discussion ensued regarding the inspection and enforcement process. Ellsworth Romer and several homeowners explained the need to inspect the homes consistently and enforce against maintenance violations, particularly as the community ages. Homeowners present stated that enforcement should be limited to egregious violations and that the process used should be reviewed. It was also suggested that the newsletter and website carry a list of preferred contractors in order to assist homeowners in making needed repairs.

### Board Member Elections

The results of the Board elections were as follows:

Barbara Beccles	36 votes
Folly Kuevey	29 votes
Eva Tax	37 votes
Sheila Wright	20 votes

As a result of the election, Barbara Beccles and Eva Tax were elected to serve on the Board for terms of three years each. Folly Kuevey was elected for a term of one year.

## Adjournment

Folly Kuevey moved to adjourn the Annual Meeting at 9:20pm. The motion was seconded by Steve Rappaport and passed unanimously.

Submitted by Ruchita Patel, The Management Group Associates

RP:jb

NH: I.L.L.6, I.L.L.6C

NH/Minutes/Meeting Minutes – 07.05 – Annual Meeting