**KINGSVIEW RIDGE COMMUITY**

**ASSOCIATION, INC.**

**REGULAR MEETING MINUTES**

**February 1, 2017**

The Board of Directors of the Kingsview Ridge Community Association met at the Germantown Recreation Center on February 1, 2017 at 7:00pm.

**Present: Absent:**

David Brooks, President John DiNardo, Treasurer

Jim Parker, Vice President

Lori Teachum, Secretary

Hari Singh, Director (departed at 8:10pm)

Ian Dodoo, Director

Carmen Celis, Director (departed at 7:55pm)

**Others Present:**

Nancy Keen, Vanguard Management

Shelly Henning, Recording Secretary

1. **CALL TO ORDER**

Mr. Brooks, President, called the regular meeting to order at 7:01pm with a quorum present.

1. **MINUTES:**

Reviewed and approved the minutes of the December 7, 2016 Board meeting.

**Motion: To accept as written.**

**Sing/Parker Vote: Unanimous**

1. **HOMEOWNER FORUM:**

No Homeowners were present to address the Board**.**

1. **MANAGEMENT REPORT:**
   * 1. **Tree Removal/Replacement:**

PGC has given a proposal to remove several dead trees, replace those that are in visible locations, and complete trash clean-up.

These trees are in the common areas. There are three trees that would be replaced. The Board would like to look at the areas to see if they want to replace the trees; the Board stated they would respond to Management by email.

**Motion: To remove the dead trees. The Board will determine if the trees need to be replaced and if clean-up of trash is needed they will notify Management by email.**

**Brooks/Teachum Vote: Unanimous**

* + 1. **Trash Collection Renewal Contract:**

Due to minimum wage increase in Montgomery County, Potomac Disposal has had to increase their monthly contract price. This is the first contract increase in three years. It is a minimal increase ($53.40 per month) from $5.05 per unit per month ($1,797.80) to $5.20 per unit per month ($1,851.20).

**Motion: To renew the contract.**

**Teachum/Dodoo Vote: Unanimous**

* + 1. **Asphalt Milling/Overlay:**

The Board had previously requested that Management get an estimate from Dominion Paving for the milling and overlay of the townhouse streets and parking areas on Palmetto Circle, Palmetto Court and Marksburg Court. In addition to the asphalt repairs which total $168,827.00 they recommend concrete repairs to curb, gutter and sidewalk, be completed at the same time, which total $21,250.00. The pricing is in line with the Reserve Study.

A Board member asked if the Milling/Overlay was delayed a few years that we could use funds to clean up trash in the Townhome/Condo area. Several Board members stated they were not in favor of providing a service for only a portion of the neighborhood. The Board discussed the trash problem for the townhomes and the condos. The Condos do not have a place for their trash. The Board would like to invite the Management Company for the Condo Association to the next Board meeting. That Management Company is responsible for enforcing the rules for the trash for the Condos.

A Board member would like to see brighter lights (LED) in the townhome area. Management will check into what can be done.

* + 1. **Legal/Collection:**
       1. **Write-Off to Bad Debt/\*\*\*\*:**

This home foreclosed and the attorney has been unable to locate the homeowner. Further legal action is not likely to be cost effective. The attorney recommends the balance be written off to bad debt.

**Motion: To approve the write off.**

**Parker/Singh Vote: Unanimous**

* + - 1. **Late Fee/Urgent Waiver Request \*\*\*\*\*:**

The homeowner is requesting $320.50 in Late Fees and an Urgent Notice fee be removed from her account. The homeowner moved in 2014 and did not notify Management of her forwarding address. Therefore, she did not receive notices, payment coupons and was unaware of the increases in fees. The Board agreed to remove one $15.00 late fee, reducing the amount owed to $305.50.

**Motion: Waive one late fee of $15.00 but still owes the remainder of $305.50**

**Parker/Dodoo Vote: Unanimous**

* + - 1. **Late Fee/Urgent Waiver Request\*\*\*\*\*:** The homeowner is requesting $105.00 in Late Fees and an Urgent Notice fee be removed from her account. She lost her job and her husband’s business has not been doing well. The Urgent Notice fee is a hard cost to the Association. The Board members agreed to waive one late fee of $15.00.

**Motion: Waive one of the late fees of $15.00. The Homeowner to make payments for the remainder $90.00 and pay by April 2017.**

**Brooks/Teachum Vote: Unanimous**

* + 1. **Miscellaneous Correspondence:**
       1. **Homeowner Concerns:**

A homeowner had emailed Management wanting to know who was responsible for the culvert maintenance in front of single family homes, she is concerned for the water flow with the overgrowth and some debris. The Board stated the culvert maintenance would be up to each individual homeowner. The homeowner was also concerned about pet owners picking up after their pets. Management will send a notice to any dog owner that is doing this if it is reported in writing. The Homeowner also suggested a Community clean-up day. The Board thought it sounds good in theory but putting it in practice is another thing.

1. **OLD BUSINESS:**

A Board member stated behind the townhomes children are playing in the common area. They have left soccer cones there. There is no longer grass in the area. Trash is being left behind. The townhome’s fences are getting damaged. The Board member suggested planting shrubbery by the townhomes to help protect them. Board members stated that if a child damages property the homeowner should go to the child’s parents. Several Board members did not want to take away an area for the children to play.

1. **NEW BUSINESS:**

There was no New Business discussed.

**VIII. ADJOURNMENT:**

There being no additional business for the Board to conduct now, the Board meeting adjourned at 8:20pm.

**Motion: To adjourn.**

**Parker/Teachum Vote: Unanimous**

**\*NEXT MEETING:** The next meeting of the Board of Directors is scheduled for Wednesday, April 5, 2017 at 7:00pm.