**KINGSVIEW RIDGE COMMUNITY ASSOCIATION, INC.**

**REGULAR MEETING MINUTES**

**October 5th, 2021**

Kingsview Ridge Community Association Board of Directors met via Zoom on October 5th, 2021 at 7:00 pm.

**Present:**

Jim Parker, President

Carmen Celis, Secretary

Hari Singh, Director

Iyabo Martins, Director

**Absent:**

John DiNardo, Treasurer

Lori Teachum, Vice President

Richard Barney, Director

**Others Present:**

Nancy Keen, Vanguard Management

Renee Bilinski, Recording Secretary

2 Homeowners

1. **CALL TO ORDER:**

 Mr. Parker, the President, called the regular meeting to order at 7:19 pm with a quorum present.

1. **2021 ANNUAL MEETING:** See Annual Meeting Minutes attached.
2. **HOMEOWNER FORUM:** Please see the Annual Meeting Minutes for reference to Homeowner concerns raised during that portion of the meeting.
3. **MINUTES:** Reviewed and approved the minutes of the June 1st, 2021 Board Meeting.

**Motion: To approve the June 1st, 2021 Board Meeting minutes.**

**Parker/Singh Vote: 4/0/0**

1. **MANAGEMENT REPORT:**
	1. **Briarwick Dead Tree Removal:** A Homeowner from Briarwick Street has requested a large common area pine, that is behind their home near the railroad tracks, be removed as it is dead. The PGC Landscape removal proposal, totaling $950.00, was provided to the Board for review.

**Motion: To approve the proposal from PGC Landscape to remove the dead tree.**

**Parker/Singh Vote: 4/0/0**

* 1. **Ranworth Tot Lot Maintenance:** The Community Inspector noticed weeds coming through at the Ranworth Drive tot lot. Brandon Lowe, with PGC Landscapes, inspected the tot lot and noted the mulch is in need of replenishing. The Board reviewed the proposal and noted that the mulch is very low. Management noted that it hasn't been done in a long time.

**Motion: To approve the proposal from PGC Landscape to replenish the tot lot.**

**Singh/Parker Vote: 4/0/0**

* 1. **Snow Clearing Contract Renewal:** The Board reviewed the 2021/2022 Snow Clearing contract from PGC Landscapes. All costs have remained the same, with no increases.

**Motion: To approve the Snow Clearing Contract from PGC Landscapes.**

**Singh/Celis Vote: 4/0/0**

* 1. **2022 Operating Budget:** The Board reviewed and approved the 2022 Draft Budget with a 2% increase for the General assessment ($139.00 per quarter) and no increase for the Townhouse assessment ($238.00 per quarter).

Under Montgomery County law, the Draft Budget must be sent to all Homeowners for comment at least thirty (30) days prior to the final adoption by the Board. The Draft Budget was posted on the Association’s website and a postcard notice was mailed to all Homeowners on 8/18/21. To date, there have been no Homeowner comments. Upon the Board’s final approval, the assessment notice and new coupons will be mailed in November/December.

A Board Member asked why there had not been an increase this year for the Townhouse Budget. Management explained it was because the Reserves Study suggested it and contributions were lower. It may have been due to road repairs and items similar that may have reduced that.

**Motion: To approve the 2022 Operating Budget.**

**Celis/Martins Vote: 4/0/0**

* 1. **Draft Audit for 2019-2020:** Management provided the 2019 and 2020 Draft Audit from Goldklang Group for the Association. The Board needs to formally accept the Audit, so they meet the 60-day requirement as noted in the cover letter.

**Motion: To approve the 2019 and 2020 audit financial statement provided by Goldklang Group.**

**Parker/Singh Vote: 4/0/0**

* 1. **Reserve Investment Update:** The account record, as of 8/31/21, was provided for the Board’s review. A $10,000 CD will mature on 10/12/21. Management would recommend investing that $10,000.00 plus $10,000.00 from the MM into a $20,000.00 CD that will mature in 2025 to continue laddering the investments.

**Motion: To approve the investment suggested by Management listed above.**

**Celis/Parker Vote: 4/0/0**

1. **OLD BUSINESS:** There is no old business at this time.
2. **NEW BUSINESS:** There is no new business at this time.

**VIII. EXECUTIVE SESSION:**

1. **Payment Plan - 14015 Briarwick Street:** The Homeowner requested a payment plan of $100 per month and a waiver for the collection costs. The attorney recommends approving the payment plan request and possibly waiving only the soft costs, after the payments have been made in full. This would stop collection proceedings.

**Motion: To approve the payment plan as written and recommended by attorneys, and to only waive the soft costs once payment has been made in full.**

**Martins/Parker Vote: 4/0/0**

 **VIII. ADJOURNMENT:**

There being no additional business for the Board to conduct at this time, the Board meeting adjourned at 7:34 pm.

**Motion: To adjourn the meeting at 7:34 pm.**

**Celis/Singh Vote: 4/0/0**

**NEXT MEETING:** The next meeting of the Board of Directors is scheduled for Tuesday, December 7th, 2021, at 7:00pm.

Respectfully yours,

Renee Henning Bilinski

Recording Secretary