**KINGSVIEW RIDGE COMMUNITY ASSOCIATION, INC.**

Regular Meeting Minutes

October 6, 2020 @ 7:00 p.m. Zoom conference call

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| **Board Members Present:** | **Others:** |
| Jim Parker, President | Nancy Keen, Vanguard Management |
| Lori Teachum, Vice President | Liz Van Brunt, Recording Secretary |
| John DiNardo, Treasurer |  |
| Carmen Celis, Secretary  Iyabo Martins, Director  Hari Singh, Director  Richard Barney, Director |  |

1. CALL TO ORDER

Meeting called to order at 7:10 p.m.

Motion to approve the Agenda. DiNardo/Singh Vote: 6/0/0

1. review and approval of minutes

The board reviewed the minutes from the August 4, 2020 regular board meeting.

Motion to approve the minutes from the August 4, 2020 regular meeting as is. Teachum/DiNardo Vote: 7/0/0

1. homeowner forum

No homeowners were in attendance.

1. Management Report
2. Snow Clearing

PGC Landscapes submitted a proposal for the 2020-2021 snow clearing. This line item came under budget last winter. No increase in this year’s proposal.

Motion to approve the snow clearing proposal from PGC. Singh/Teachum Vote: 7/0/0

1. Tot Lot Maintenance

The Board previously approved to have the four tot lots power washed. This was completed in August. In addition, Management requested PGC Landscapes submit a proposal to replenish the wood chip surfacing at the Palmetto Circle and Marksburg Court tot lots.

Motion to approve the proposal from PGC for tot lot maintenance. Teachum/DiNardo Vote: 7/0/0

1. 2021 Operating Budget

The Board reviewed and approved the 2021 draft budget with no increase for the General assessment ($136 per quarter) and a 0.4% increase for the Townhouse assessment ($235 per quarter). Under Montgomery County law, the draft budget must be sent to all homeowners for comment at least thirty 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 8/18/20. To date, there has been no homeowner comments. Upon the Board’s final approval, the assessment notice and new coupons will be mailed in November/December. A question was raised as to why the townhouse rate is increased every year. The townhouse grounds cleaning line item was increased to cover litter pick-up weekly at tot lot and islands.

Motion to approve the 2021 operating budget as proposed. DiNardo/Barney Vote: 7/0/0

1. Director assignments

The board of director officer assignments are as follows: Jim Parker, President; Lori Teachum, Vice President; Carmen Celis, Secretary; John DiNardo, Treasurer; Hari Singh, Director, Richard Barney, Director and Iyabo Martins, Director.

1. New business
2. Halloween

Montgomery County announced on 10/5/2020 that they are advising against door to door trick or treating. The board will refer people to the county guidelines. This will be posted on the website and people will be directed to call 311.

Motion to move to adjourn the regular meeting and move to executive session. Parker/Teachum Vote: 7/0/0

1. Executive Session
2. Write Off Bad Debt

13602 Palmetto Circle - this home foreclosed on April 23, 2019. The attorney recommends the balance on the account be written-off to bad debt as one owner is confirmed deceased, and the other owner has been unable to be served with the lawsuit.

Motion to write off the balance of $2,754 to bad debt for 13602 Palmetto Circle. Parker/Teachum Vote: 7/0/0

1. unfinished business

There was no unfinished business.

1. Adjournment

There being no further business, the meeting was adjourned at 7:31p.m.

Respectfully Submitted,

Liz Van Brunt

Recording Secretary