**KINGSVIEW RIDGE COMMUNITY ASSOCIATION, INC.**

**REGULAR MEETING MINUTES**

**December 7th, 2021**

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

**Present:**

Jim Parker, President

Lori Teachum, Vice President

John DiNardo, Treasurer

Carmen Celis, Secretary

Richard Barney, Director

Hari Singh, Director

**Absent:**

Iyabo Martins, Director

**Others Present:**

Nancy Keen, Vanguard Management

Renee Bilinski, Recording Secretary

1 Homeowner

1. **CALL TO ORDER:**

Mr. Parker, the President, called the regular meeting to order at 7:03 pm with a quorum present.

**Motion: To call the meeting to order.**

**Teachum/DiNardo Vote: 6/0/0**

1. **HOMEOWNER FORUM:**
   1. **Trash Bags Violation:** A Homeowner received a letter regarding their trash bags being placed out on the curb instead of placing them in the trach cans at the curb. They had a concern regarding the rules quoted in the letter. They opened their Community Guidelines from when they originally purchased their home in 1993, but it was missing some of the pages, including the referenced section. Management said they could send the Community Guidelines to them electronically if they email Management since, they do not have their email address. Management also noted that the Guidelines are also housed on the website for reference as well. Updates are stored in the HOA Repository on the website. Architectural Guidelines are also on the website.

The Homeowners also wanted to clarify that the rules around trash bags vs a trash can and their unique case. They explained that they have had a history of issues with Potomac Disposal not picking up all the bags in their can, only taking the tope 1-2 bags and leaving the rest. When that had started, they spoke with Management, and it was suggested that they reach out to Potomac Disposal personally since that should get a better result than a general note from Management. They have called Potomac multiple times about picking up only a few bags from the can and it did not change. They did have results when they put their trash bags out on the curb directly. Claimed that animals do not get into the bags and that the one time it did happen they cleaned it up.

The Homeowner believes that the Community Inspector is targeting them because of their location, near the front end of the community. A Board Member asked Management about the Inspector’s schedule, asking if they normally go out on trash days or not. Management noted that they normally do not go out on trash days and did this round that resulted in the violation letter. Management also confirmed that the Inspector goes through the whole community and noted all those that had bags out on trash day. There were approximately fifteen other homes that also received a letter.

It was noted that the Guidelines state a trash can or a concealed container, a construction bag was noted as an option. Those were not the type of bags used by the Homeowner, they considered their tightly tied trash bags to be concealed. Management was asked if they could send out a reminder regarding trash cans and concealed containers.

A Board Member asked the Homeowner what solution they believe would be reasonable. The Homeowner said they wanted Management to speak with the Contractor. Another Board Member asked the Homeowner when the last time was that the trash can was not fully emptied. The Homeowner said that it has been years since that last happened. The Board asked the Homeowner if they could start using their trash can again and then contact the Board if they continue to not empty their whole can. When that happens, Management will reach out to the Contractor on their behalf and revisit this issue. The Homeowner agreed to try using their can and following this plan of communication, should the trash not be emptied. They have not opted to be on the communication list in the past, but they can sign up on the website at [www.kingsviewridge.com](http://www.kingsviewridge.com).

1. **MINUTES:** Reviewed and approved the minutes of the October 5th, 2021, Board Meeting.

**Motion: To approve the October 5th, 2021, Board Meeting minutes.**

**Singh/Celis Vote: 6/0/0**

1. **MANAGEMENT REPORT:**
   1. **Tattershall Court Tree Removal:** A Homeowner on Tattershall Court has concerns with the “weed” trees growing out of the common area trees behind their home. PGC looked at the area and determined that the four (4) pines trees growing out the Red Bud, Tulip Poplar, and Maple trees should be removed as overcrowding is occurring. Management provided the proposal from PGC to remove the four (4) pines for a total of $962.50 for the Board’s review.

The Board discussed that it is not an emergency or requirement to decide on this project at this meeting. They want to check out the area and determine whether it is necessary to complete and will table this for further discussion.

* 1. **Trash Service Contract:** Management received a letter from Potomac Disposal regarding significant changes to service and fees with their trash collection starting in January 2022. Due to the unprecedented labor shortage, CDL driver shortages, minimum wage increases, and insurance premium increases, Potomac Disposal has found it necessary to implement these changes in order to continue doing business. These changes include a service price increase to $10.00 per unit per month, automation of trucks due to insurance coverage increases and requirements, switching to Potomac Disposal supplied trash cans that are 95-gallon containers for the single-family homes and 65-gallon containers for the townhomes and converting from twice a week collection to once a week collection. All trash disposal companies are experiencing the same pressure and it is likely that their fees may be increasing as well. Management contacted several trash companies for competitive pricing and provided the quotes to the Board for their review.

The current Budget for trash removal is $5.53 per unit per month. The proposals were: B&B Refuse – still waiting to receive a proposal/response; Ecology Refuse Services – $7.50 per unit per month; J&J Trash Services – declined/full; and Potomac Disposal - $10.00 per unit per month.

The Board discussed that they have not heard of issues or personally had issues with the current company, Potomac Disposal. Today’s Homeowner Forum aside, they have seemed like a great company. The increase is a significant jump and twice the budgeted amount. It was asked if they would supply the trash cans, and they have confirmed they would. They are specific to the trucks’ requirements. The Board discussed the fact that the cans seem large and noted that it may be difficult for the Townhomes to store them. The automation has reduced the need for labor but has created an influx of cost in equipment that seems like it is being now included in the cost for the Association and Homeowners. The price would come in effect in January, but the actual change of equipment and cans would be phased.

In comparison, the Board discussed Ecology Refuse Services’ offer at $7.50 per unit per month and that it is still going to be picking up twice per week. It was asked if Management has worked with Ecology elsewhere, in other communities, and what the experience has been with them. Management has worked with them in other communities, and they have been great. Potomac Disposal is the preferred company, but Ecology Refuse Services is up there with quality and experiences.

The Board discussed that going from two pick ups in a week to just one would be a difficult transition and selling point to the community to go with Potomac, on top of the rate increasing to double. They also discussed whether Potomac is just at the forefront of these transitions for upgraded and automated equipment and cans. If they switched companies, would they then have the same process in the future and would it be cheaper in the long run to stay with Potomac. There is no guarantee that the price increase with Ecology would not be significantly more when that occurs. Management noted that Potomac requires only a month’s notice, but that would take them into January and there is not enough in the budget to absorb the cost increase. A Board Member asked if a counter could be offered to Potomac, to match the $7.50 offered by Ecology for this year. It would allow for the Board to reassess and increase the budget according to the cost and what options they want to move forward with for next year. It will also give the Board the time to determine if they want to go with an alternative. If they do not accept the counteroffer, then the Board thinks they should pursue Ecology’s proposal. It is more than likely that Potomac already have their contracts updated and plans in place because they expect the new terms to be met.

The Board also discussed that if they went with a new company, they would need to find out the notice required before they would start the new contract. There would also be a need for advanced notices to be sent to the Homeowners (email, letter, website, etc.) to inform them of the change and new pick-up schedule.

**Motion: To request Potomac Disposal accept $7.50 per unit per month with the current services, and if they do not accept the offer, to then approve Ecology Refuse Services’ proposal instead.**

**Barney/DiNardo Vote: 6/0/0**

* 1. **Towing Contract:** The Association was under contract with Custom Towing to provide towing services in the townhouse areas within the community. Management was recently informed that Custom Towing has closed its doors. The Customer Service Manager with Custom Towing, Rick Moore, has relocated to Grace Towing & Recovering. Grace Towing is on the Montgomery County approved list as well as their impound lot meets the 20-mile radius from the community as required by Montgomery County code. Grace Towing will update the required towing signs in the community with their contact information. As the Board is aware, the vehicle owners are responsible for all towing costs. If, on the rare occasion, a vehicle has not been retrieved from Grace’s impound lot within 10 days, the vehicle will be transferred to the Montgomery County impound for abandoned autos and this towing fee will be charged to the Association.

**Motion: To approve the Tow Contract with Grace Towing.**

**Barney/Celis Vote: 6/0/0**

* 1. **Deferred Assessment Resolution:** Goldklang Group sent a memo regarding their recommendations for tax purposes, as they do each year. They recommended the Board pass a Deferred Assessment Resolution. This resolution simply means that the Association will plan to use any surplus earned this year during the following year.

**Motion: The Association elects to apply all of part of the excess assessment income to the following year’s assessments and that such a final amount shall be at the Board’s discretion.**

**Barney/DiNardo Vote: 6/0/0**

1. **OLD BUSINESS:** There is no old business currently.
2. **NEW BUSINESS:** 
   1. **Fence Repair:** There was a proposal from Gardeners for fence repair at Steeple Road that was approved by email between meetings.

**Motion: To ratify the email approval vote.**

**Parker/Singh Vote: 6/0/0**

1. **ADJOURNMENT:**

There being no additional business for the Board to conduct at this time, the Board meeting adjourned at 7:49 pm.

**Motion: To adjourn the meeting at 7:49 pm.**

**Barney/DiNardo Vote: 6/0/0**

1. **NEXT MEETING:** The next meeting of the Board of Directors is scheduled for Tuesday, February 1st, 2022, at 7:00pm.

Respectfully yours,

Renee Henning Bilinski

Recording Secretary