

**KINGSVIEW RIDGE COMMUNITY  
ASSOCIATION, INC.  
REGULAR MEETING MINUTES  
April 6, 2011**

The Board of Directors of the Kingsview Ridge Community Association met at the Germantown Recreation Center on April 6, 2011 at 7:00pm.

**Present:**

Tim Martin, President  
David Brooks, Vice-President  
John DiNardo, Treasurer  
Jim Parker, Director  
Hari Singh, Director

**Absent:**

Lori Teachum, Director

**Others Present:**

Nancy Keen, Vangaurd Management  
Shelly Henning, Recording Secretary

**I. CALL TO ORDER**

Mr. Martin, President, called the regular meeting to order at 7:02pm with a quorum present.

**II. MINUTES:**

Reviewed and approved the minutes of the February 2, 2011 Board meeting.

**Motion: Accept the minutes as written.**

**Martin/Singh**

**Vote: 1 Abstain 4 For**

**III. HOMEOWNER FORUM:**

There were no homeowners present to address the Board.

**IV. MANAGEMENT REPORT:**

**A. 13604 Palmetto Circle Tree/branch removal:**

There is a tree branch that is hanging over the homeowner's deck and he is concerned that it could fall and damage his deck. Mainscapes has given an estimate of \$1,000.00 to remove the branch and \$2,000.00 to remove the entire tree. The Board asked Management to get competitive bids from tree companies since Mainscapes doesn't usually do large tree removal. The Board wanted to take care of this as soon as possible. Management stated she would send the bids to the Board by email.

**Action: Management to get bids from tree companies and send the bids to the Board by email.**

**B. Marksburg Court Tot Lot Surfacing:**

Sports Systems is recommending that we install an additional 3” of wood fiber surfacing so all areas will have the recommended 6” of surfacing. The cost for the wood fiber is \$1,990.00. It was last done about 3 years ago. The Board chose to table this until the next meeting.

**C. Reserve Analysis:**

The Association has never had a professional engineering firm complete an evaluation on the common elements and establish the appropriate funds that should be set aside for their maintenance and replacement. Currently, the Association’s Reserve contribution amount is based on information provided by the Developer and simple review of the site plans. Management has obtained 3 proposals; all the companies use the Community Association Institute (CAI) National Reserve Study standards to perform the Reserve Analysis.

Commercial Assessments @ \$1,800.00

Miller Dodson Associates @ \$3,675.00

Thomas Downey, LTD @ \$4000.00

Management has worked with Miller Dodson Associate

**Motion: To approve Miller Dodson to complete the Reserve Study.**

**Brooks/DiNardo**

**Vote: Unanimous**

**D. Reserve Investments:**

1. The Association’s Smith Barney Money Market General Reserve Account currently has \$14,814.94 with a \$10,000.00 CD maturing on 4/21/11 for a total of \$24,814.94. At this time there are no current General Reserve projects in the future and \$14,000.00 could be invested into a 2013CD to continue to ladder the funds. Don’t foresee any projects.

2. The Townhouse Reserve Account currently has \$25,724.94 in it. Currently, there are no additional Reserve projects in the near future so \$15,000.00 could be reinvested into a 2016CD.

**Motion: As suggested by Management for both accounts.**

**Martin/DiNardo**

**Vote: Unanimous**

**E. Homeowner Fee Waiver Requests:**

1. \*\*\*\*\*is requesting the Association waive the \$45.00 and \$5.00 late fees. He uses online payment at Chevy Chase Bank but recently Chevy Chase was purchased by Capital One Bank. Capital One Online banking did not schedule his recurring bill.

**Motion: Deny the \$45.00 waiver and approve the \$5.00 late fee waiver.**

**Singh/DiNardo**

**Vote: Unanimous**

2. \*\*\*\*\* is requesting a waiver of the \$5.00 late fee and \$45.00 Notice of Intent Fee. The Homeowner stated in a letter to Management that they have been using “Bill Pay” instead of the coupon book. Because they were working out of the country at the time they were unaware of the address change and mailed their payment to Baltimore lockbox instead of Las Vegas. Their payment was marked “return to sender” and they were assessed fees.

**Motion: Deny the \$45.00 waiver and approve the \$5.00 fee waiver.**

**Singh/DiNardo**

**Vote: Unanimous**

**VI. OLD BUSINESS:**

There was no old business discussed.

**VII. NEW BUSINESS:**

**A. Scheduling a Hearing:**

The Board spoke with Management about a homeowner that has had multiple violations. The home has been sent multiple violation notices. Management stated that she would schedule a hearing for June meeting.

**VIII. ADJOURNMENT:**

There being no additional business for the Board to conduct at this time, the Board meeting adjourned at 7:26pm.

**Motion: To close the meeting.**

**DiNardo/Brooks**

**Vote: Unanimous**

**\*NEXT MEETING:** The next meeting of the Board of Directors is scheduled for Wednesday, June 1, 2011 at 7:00pm.