

Montgomery West HOA Minutes – Annual Meeting, Nov 13, 2012

Attendees: Sign-in sheet attached

Meeting opened at 7:30 PM

Introduction of 2012 Board

Neighborhood Watch Presentation: MCPD 6th district Community Services Officer Scott Zimmerman provided an overview of the Neighborhood Watch Program and associated services. Ofcr Zimmerman also provided the results of a walk-thru of the MWHOA neighborhoods that he performed along with MW residents in Oct. He mentioned that our neighborhood has several path systems and that despite outdated street lighting, overall the neighborhood looks good. Residents should be vigilant about potential theft from auto and possible burglaries, both of which are prevalent in this area of MontCo. Ofcr Zimmerman also mentioned that a useful site to monitor crimes is www.crimereports.com.

Secretary's Highlights from 2012 Minutes: Rob read a summary of the highlights from all of the 2012 minutes. Attached.

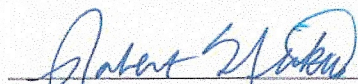
Treasurer's report: Ed provided a summary of MWHOA financials from the 2012/13 budget (attached).


Nominating Cmte/Election of Board of Directors: John and Steve were nominated for two-year terms by the Nominating Cmte (Michele Heffner, Heather Patton) and elected to the board by unanimous vote of the membership.

Discussion of new MWHOA signage: Extensive discussion by the membership on the desire and benefits of updated signage took place. The proposed cost for 2 new signs from the 2013 budget (\$16k) was not exorbitant to the members. While that estimate includes a MontCo permitting fee, the membership recommended that long-term maintenance of the sign (cleaning, repairs, etc) also be built into the final cost. John mentioned that perhaps Greenlink could provide maintenance of the sign as part of their contract. Reflective paint was also recommended by a member for the signs to enhance visibility.

Website: Board agreed to add more links to the website for County services.

Meeting Adjourned 9:00 PM


Rob Mitkus, Secretary


John Patton, President

2012 Annual MWHA Meeting

<u>Name</u>	<u>Address</u>	<u>email (optional)</u>
John Patton	18932 Marsh Hawk	
Kallas, Ed	19106 Kinglet	
Rob Mittens	8813 Swallow Ct.	
Rud Olson	8800 Waxwing Terr.	
Charles LaBarge	8805 Swallow Ct.	
Michele Heffner	18901 Blue Heron.	
John Clay	8835 Mourning Dove Ct.	
Beryl Liu	18905 Marsh Hawk Ln.	
Anna Whor	18909 Marsh Hawk	
Carolyn E. Dudley	18916 Marsh Hawk Ln.	
Slunkin		
MAURA RYAN	18901 MARSH HAWK LN	
MARYBETH DAUGHTER	18912 Blue Heron Ln.	
Steve Kwilas		
& Anna		
Chris Rhawn	8816 Mourning Dove.	
Raynette Lyles	8820 Waxwing Terrace	

Secretary's Highlights from 2012 Minutes

MWHOA Annual Meeting – Nov 13, 2012

- New officers were elected at the November 2011 annual meeting and began their service on the board in January
- In January, the link to the Montgomery County holiday recycling/yard waste pick-up schedule was placed on the HOA website to make planning easier for residents (trash still provided by private contractor with a slightly different schedule – see website)
- The board heard a proposal from Verizon in January on plans to provide FiOS to all homes in MWHOA along existing utility easements, and also granted Verizon permission to bury cable in the common space behind the townhomes at Kinglet Pl and Swallow Ct in preparation for that service
- MWHOA residents met and participated in a Spring Workday in March – over 10 bags of trash and other items were collected as part of our efforts to maintain our common areas
- The Spring Survey was conducted in late April – overwhelming majority of homeowners were in compliance with our covenants, and board sent friendly letters to those who were not
- Our annual limited bulk trash pickup took place in May
- Rob worked with MontCo police to schedule Neighborhood Watch training in September – despite limited turnout by MW homeowners, attendees gathered a lot of helpful information from Officer Zimmerman. We will also be loosely linking up with Flower Hill HOA, which will forward any relevant info.
- The Fall Survey was conducted in late September
- Two audits of MWHOA finances from previous years (2010 and 2011) were completed and paid for in the fall – the HOA received a rating of “very good” and is in good stead financially.
- Officer Zimmerman of MontCo police kindly accompanied board members on a walk-thru of HOA neighborhoods with an eye on lighting and other safety issues on Oct 25.
- The board solicited quotes for replacement of the fence around the pond, which was in disrepair, and the fence was replaced in early November – MontCo environmental engineers also determined that the pond contains a sinkhole that needs to be repaired and that will be paid for by the county.

	2012 Budget	2012 Projections as of 11/13/2012	2013 Budget
	<u>Jan - Dec 2012</u>		<u>Jan - Dec 2013</u>
Operating Funds			
Income			
4000 · Homeowners Assessment	45,760.00	38,975.00	45,760.00
4010 · Penalty Assessment	0.00		0.00
4020 · Reimbursement for Legal Fees			4,000.00
4200 · Processing Fee	0.00	250.00	0.00
Total Income	<u>\$45,760.00</u>	<u>\$39,225.00</u>	<u>\$49,760.00</u>
Expenses			
<i>Supplies and Administrative</i>	2,376.50	1,673.71	1,030.00
5160 · Copies	87.00		90.00
5170 · Computer and Internet Expenses	1,500.00	1,100.00	150.00
5230 · Office Supplies	100.00	59.35	100.00
5190 · Postage and Delivery	410.00	225.00	300.00
5210 · Rental Room	100.00	36.00	100.00
5220 · Refreshments		71.96	100.00
5150 · PO Box Rental	60.00	62.00	70.00
5240 · Website	119.50	119.40	120.00
<i>Taxes, Fees, Legal, Accounting and Insurance</i>	9,058.00	9,802.40	9,347.00
5180 · Montgomery County HOA Fees	312.00	312.00	312.00
5250 · Taxes	85.00	39.40	50.00
5300 · Insurance	997.00	891.00	1,000.00
5400 · Legal Fees	5,000.00	3,200.00	5,000.00
5500 · Accountant	2,200.00	4,920.00	2,520.00
5600 · Treasurer In Kind Reimbursement	440.00	440.00	440.00
5130 · Bank Service Charges	24.00		25.00
<i>Landscaping and Refuse Collection</i>	27,978.30	27,103.30	25,478.30
5235 · Snow Removal	250.00		250.00
6000 · Landscape/Annals/Debris Removal	5,000.00	4,375.00	2,500.00
6100 · Lawn Service	15,427.50	15,427.50	15,427.50
6400 · Refuse collection	7,300.80	7,300.80	7,300.80
Total Expenses	<u>\$39,412.80</u>	<u>\$ 38,579.41</u>	<u>\$35,855.30</u>
Net Surplus/Deficit	\$6,347.20	\$645.59	\$13,904.70

	2012 Budget	2012 Projections as of 11/13/2012	2013 Budget
	Jan - Dec 2012		Jan - Dec 2013
Reserve Funds (Capital + Legal Reserve Funds)			
Beginning Balance	\$36,427.26 (as of 12/31/2011)	\$36,427.26	\$43,336.46 (projected)
Income			
Interest Income w/in Reserve Accounts	562.00	562.00	550.00
Contribution from Operating Fund	6,347.20	6,500.00	13,904.70
Total Contribution to Reserves	\$6,909.20	\$7,062.00	\$14,454.70
Expenses			
Capital Repairs	0.00	6,000.00 (Fence)	3,000.00
Replace HOA Entrance Signs	0.00		16,000.00
Total Expense from Reserves	\$0.00	\$6,000.00	\$19,000.00
Ending Balance	\$43,336.46 (projected)	\$37,489.26	\$38,791.16 (projected)

Note: For 2012 Capital Reserve Fund Requirement = \$4,000; Legal Reserve Fund = \$39,336.46 ; Total = \$43,336.46

Account Balances (as of 11/13/2012)

Balance Checking Account (Wells Fargo)	\$16,279
Reserve Fund (TRowe Price CDs)	
CD1	\$6,590.54
CD2	\$6,590.54
CD3	\$13,196.32
CD4	\$16,563.75
Total of all CDs	\$42,941.15
Reserve & Checking Acct Balances	\$59,220