

Montgomery West HOA  
Board Meeting  
October 20, 2020

The Board meeting was conducted via Zoom

**Meeting called to order at 7:02 p.m. by Michele Heffner**

**Board members in attendance:** Maureen Serieux, Michele Heffner, Lula Davis and Cheryl Horton, President Steve Stefany joined after the meeting was already underway.

**Non-board member in attendance:** Bill Roberts

**Approval:** The minutes of the September 15 meeting were approved

**Presentation by Bill Roberts:** Bill wanted to update the board on his work with the Izaak Walton League of America Save our Streams Site 2 initiative. Earlier this year, Bill made a presentation to the Board seeking support and sponsorship of his conservation efforts in cleaning up and protecting the Cabin Branch watershed system, which flows into Great Seneca Lake and then eventually the Potomac River. This endeavor is important to our community in view of the location of Site 2—in the area of Mourning Dove Court cul- de- sac. As explained by Bill, the two major issues are sedimentation from storm water runoff and sodium chloride from residential and road salt applications. Bill has approached the Montgomery Village Foundation requesting that they sponsor Site 4. The Board agreed that the Spring newsletter will keep the HOA informed of Bill's efforts and invite homeowners to volunteer in water sampling—currently done spring and fall.

**Treasurer's Report:** Status of outstanding (late) accounts: Overall, most homeowners are up to date and timely with monthly assessments. However, there continues to be several properties that are far behind in becoming current:

14 – 1 quarter late

3 – 2 quarters late

1 – 3 quarters late, and

6 – 4 or more quarters late

One particular property has accumulated fees (late and legal). Homeowners has indicated to legal team that a certified check in the full amount of balance should be received within a week. Another property owner, who was under a payment plan, has not met their obligation, so the Board agreed that it is time that we move forward with legal action. Lastly, another property of a couple who are living in separate locations, it has been brought to the attention of the Treasurer, that paperwork regarding the property should be sent to both individuals.

**Annual Audit:** Underway with a few questions from the Auditors.

**Budget:** Treasurer noted in the profit/loss budget vs. actual report that the HOA is billed, by the Commission on Common Ownership Community (CCOC) Montgomery County, a fee of \$5 for each home within the HOA. Due to the pandemic, this amount was not collected in 2020, therefore, the HOA will be billed for 2020 and 2021 in the next budgeting cycle.

The treasurer also indicated that the County submits a survey to the HOA with respect to the number of properties which are rental units. An indicator of rental status can be gleamed if a property is managed by a company, or the billings are mailed to a different address. Of the 104 properties within our HOA, roughly 15 are rented.

**AERC Committee Report:** Many of the violations noted in the previous two surveys (April and July) have been corrected. The small number who have not made the necessary adjustments will be offered the opportunity to present their case to the Board in a hearing, The AERC Chair will reach out to those affected in order to schedule a Board hearing.

**Tree Removal in the rear area of townhomes along Swallow Court bordering MNCPP parkland:** Discussions underway regarding the property line between the HOA and the MNCPP to ascertain ownership of the trees. No tree removal work will commence until such time as this issue has been resolved.

**Marsh Hawk Retaining wall replacement:** Funds have been included in previous budget and 2021 budget for the replacement of this retaining wall. Estimated age of current wall is 20 years. Board expects that proposed bids for replacement will be solicited in the coming year. It was the view of the Board that materials much like the present wall would be suitable for a replacement.

**Fall bulk pickup is Saturday, October 24:** Notice of the schedule has been hand-delivered to each homeowner in the HOA, and signs posted at entrance to neighborhood streets.

No new AERC requests have been received.

**Annual Meeting preparation:** Information about the annual meeting and proxy slips were mailed to all homeowners. Secretary working on a summary of the Board minutes for the year. The summary will be shared soon.

**Nominating Committee (Maureen and Michele):** Board engaged in some discussion about how the voting would occur at the annual meeting, since the balloting is secret, and the meeting will be conducted via zoom. **So far 7 proxies have been received.** In order to hold our annual meeting, 10% of the total number of homeowners must be present or submit a proxy.

**Other Business:**

**Update from City of Gaithersburg regarding Lakeforest redevelopment:** Sharon Disque from the City of Gaithersburg attended the 2019 annual meeting to present details on the redevelopment of the Lakeforest Mall site. Please refer to the 2019 annual meeting minutes for full details of Ms. Disque's presentation. Attached is the latest from the City as provided by Sharon. (See attachment)

**No further business. Meeting adjourned at 8:30 p.m.**

Lula Davis  
Secretary

Steve Stefany  
President