

Montgomery West HOA
Annual in-person Meeting Minutes

November 11th, 2025

Quick recap

The annual meeting covered the election process for board members, with voting procedures presented by Chair of Election Pia Fuller and financial updates by our Treasurer Sundar Chockalingam. The board addressed various operational matters, including contract price increases, landscape maintenance, and payment systems, and reviewed AERC applications and addressed neighborhood infractions. The conversation ended with updates on boundary disputes, legal opinions regarding HOA governance documents, and plans for future community projects, including a potential playground/shelter.

Next steps

- Pia: Contact Maureen to ask if she would like to be part of the board to fill one of the two

vacant positions

- Pia: Contact the other write-in candidate to ask if they would like to be part of the board to fill the remaining vacant position
- Board: Schedule and reserve the clubhouse for a special board meeting on Monday, December 1st to elect officers
- Board: Reserve the clubhouse at least one week before December 1st meeting
- Jim: Organize another group to go through and verify the violations from the letters that were sent out
- Board: Consult with attorney to review Jim's list of violations and the process for identifying and reporting violations to ensure legal compliance
- Board: Ensure the board votes on all future violation letters before being sent out
- Board: Ensure the President signs future violation letters
- Board: Consider asking attorney to help create specific documentation outlining violations in bylaws to avoid subjective opinions
- Board: Obtain boundary survey for parcel Z to confirm property boundaries with neighboring association
- Board: After receiving boundary survey, send letter to neighboring association requesting

removal of stakes from parcel Z

- Board: If neighboring association does not respond favorably to letter about parcel Z, involve attorney for legal action
- Board: Budget \$8,000 for blacktop treatment of the parking lot and sidewalk at the end of the year
- Board: If proceeding with bylaw amendments, work with assigned attorney to provide feedback on desired changes using their checklist and templates
- Board: Conduct feasibility study for playground and shelter project on Lot W, including research on buildability, piping, costs, agency options, size, and electricity needs
- Board: By end of next year, present findings and project cost for playground and shelter to membership for approval vote
 - Board: Vote on Susanna's request for fee increase from \$750 to \$850 per quarter
- Montgomery: Post September and November meeting minutes to the website after this meeting
- Board: Vote on approving the 2026 budget including the additional \$8,000 for asphalt sealing

Summary

Annual Board Election Meeting

The annual meeting was held on November 11th, 2025, with Pia Fuller leading the election

process. Four candidates were confirmed for the board election: Sundar, Benny Farkish, Pia Puller and Bijay. Additionally, a nomination was made for Kate, but due to the deadline having passed, she will only be considered if nominated by a member during the meeting. The board election will be followed by a meeting to elect officers, including president, vice president, secretary, and treasurer, which is proposed to take place two weeks later in person.

HOA Board Officer Election Plans

The board discussed the election of new members and officers, deciding to hold a special meeting on Monday, December 1st in person to elect officers after the HOA General Assembly Annual Meeting. They clarified that the treasurer and secretary positions can be held by the same person, with the treasurer being the only paid position that includes waiving HOA fees. The board also established that each

household gets one vote for board member elections, with a limit of 5 candidates per household.

HOA Financial Overview and Updates

Treasurer presented a financial overview, noting that the association has \$117,581.75 in total bank accounts, including a CD for the legal reserve fund and savings for capital improvements. The association collected \$50,117.49 in income, exceeding the budgeted amount, and spent \$40,247.37 on various expenses, resulting in a net ordinary income of \$9,870.12. The board discussed the Montgomery County HOA fee, which provides access to CCOC services, including dispute resolution and board member training. They also considered obtaining new bids for lawn care services, as the current contractor has increased their rates by approximately \$800 per year.

Contract and Payment System Updates

The board discussed contract price increases, with Montgomery noting a \$716 difference between years, and reviewed landscape maintenance services, including the addition of five bus stops. They addressed payment options, announcing a new QuickBooks system allowing electronic payments with a \$1.50 fee per transaction, and discussed noise complaints from neighbors, emphasizing that police should be called for persistent issues. The board also confirmed the 2026 budget remained unchanged at \$110 per quarter, and noted that while some members experienced technical difficulties with online payments, the system was working for most residents.

Sidewalk, Parking, and HOA Updates

Montgomery discussed the completion of a sidewalk and parking project costing \$74,000, with plans to set aside \$8,000 for future blacktop treatment. Jim presented a report on AERC applications, noting one approval each in the first two quarters and three approvals in the third quarter. During a fall neighborhood walkthrough, volunteers identified 30 infractions, including improperly placed trash cans and damaged fences, which led to discussions about enforcing HOA rules and grandfathered exceptions.

Standardizing Violation Inspection Procedures

The board discussed concerns about the inspection process and violation letters, with Montgomery emphasized the need for clear, documented procedures and proper board approval of all violation letters to avoid legal issues. The group agreed to seek legal guidance to establish a standardized process for identifying and addressing violations, with Jim as AERC chair handling initial inspections and documentation. They also discussed the importance of maintaining clear distinctions between AERC guidelines,

covenants, and bylaws, with the Board noting that outdated guidelines could expose the association to legal challenges.

Election Results and Board Formation

Pia Fuller (Chairman) reported on the recent election results, noting that only one nomination was valid, and five candidates were elected to the board. The General Assembly approved all boards that were on the floor and approved Maureen. Pia proposed contacting write-in nomination to confirm her acceptance. Montgomery reflected on the year's achievements, highlighting the formation of a strong board team and completion of a major project. President expressed gratitude to fellow board members and encouraged others to join the board to contribute their insights and support the association's goals of kindness, respect, and positivity.

Boundary Dispute Resolution Plan

The board discussed a boundary dispute with a neighboring association regarding a parcel of land near townhomes. They decided to proceed with obtaining a boundary survey, which is expected to cost between \$2,000 and \$3,000, to establish their property lines before taking any legal action. The association will send a letter to the neighboring association based on the survey results, and if they do not respond favorably, they may involve a lawyer to resolve the issue.

HOA Governance and Infrastructure Updates

The board discussed legal opinions regarding HOA governance documents, particularly focusing on common area maintenance responsibilities and assessment mechanisms. The attorney recommended amending and restating the declaration and bylaws to address various issues, including the treatment of sidewalks and townhouse-specific common areas. The board also reviewed plans for a potential community playground/shelter project on unused land, with the next year, dedicated to feasibility studies and cost analysis. Additionally, the board approved a budget increase of \$8,000 for sealcoating work and discussed a proposed increase in the bookkeeper's quarterly fee from \$750 to \$850.