

Amberfield HOA Minutes

September 19, 2019

Present: Margarita, Nelida, Dorian, Gerald, Gaston and Henry from Abaris

- Meeting called to order at 7:20 p.m.
- Gaston excused himself from meeting at 7:30 p.m.
- ACC hearing was at 6:30 p.m. 10 owners were required to attend. No one showed for the hearing. Abaris to charge \$100 to those that were a no show. \$100 will be charged for every subsequent month not acknowledged by owner.
- July 18, 2019 HOA minutes were approved. No quorum met for the August 15, 2019 meeting.
- Board to review and accept the draft 2018 audit report from Goldklang Group. The President or Treasurer must sign the representation letter in order to finalize the audit. Board to review at the Budget Conference Call to be scheduled by Abaris.
- 2 residents expressed concerns regarding turf restoration needed due to the retaining wall construction. Board approved FSC's proposal for fall turf renovation for area 1.
- Email received from resident of 206 Lazy Hollow Drive reporting ongoing problems with trash and recycles placed near the mailboxes. Abaris had sent the row of townhomes notices requesting trash be placed in trash cans and recyclables in appropriate containers and foliage in bags. Additionally, they were informed to place items the night before pick up. Problems still continue. Board **approved** for Abaris to schedule a hearing for identified homeowner who is not complying with trash and recycle regulations.
- Motion made and Board **approved** FSC's proposal for tree replacement as required by City permits in the amount of \$980.00.
- Board reviewed proposal from Palmer Brothers for painting 9 white doors in the community. Board decided to Grandfather the white doors. When owners sell their homes, they are to paint their doors to the accepted color schemes.
- Board to discuss at the Budget Conference Call proposal from Abaris to increase the 2020 community annual inspection services from \$20 to \$24 per home and will hold that fee for two years.
- Motion made and **approved** by Board to get another bid for the pool contract from RSV Pool for the 2020 pool season.
- Management sent the attached request for proposal to pool companies requesting a bid for the installation of a new whitecoat this fall. According to the Pool Consultant, the whitecoat replacement is not absolutely necessary before opening next summer. Board agreed to table this for next fall.
- Board received report and email from Brian Burrows with Pool Consultants regarding his recommendations for the pool. An on-site meeting at the pool needs to be scheduled with Board members with Mr. Burrows to go over report. He offered to meet on a weekend

morning. Abaris requests 2 dates/times so that a meeting can be scheduled. Board members to comply.

- Shireen bid out the HOA's Master Insurance Policy and all related coverages through Association Insurance Management (AIM) and Agent, Jeff Rice who is a specialist in Association Insurance coverage. The current policy with State Farm lacks very important coverage that the HOA should really have. Abaris strongly recommends the Board approve the attached proposal from AIM and to incorporate the annual premium into the proposed 2020 budget. Board to add this item to the Budget Conference Call to review.
- Board adjourned at 8:11 p.m.

Amberfield HOA Minutes

For August 15, 2019

Reviewed on September 19, 2019

Present: Nelida, Dorian, Margarita, Gerald, Gaston and Henry from Abaris. August 15, 2019 minutes reviewed at the September 19, 2019 meeting due to no quorum met in August for a meeting.

- Meeting called to order at 6:45 pm
- Motion made and Board **approved** the July 18, 2019 minutes.
- **Approval** given to 315 Amberfield Lane with a warning letter to inform the AERC of any modifications to the exterior of their property.
- Board reviewed Abaris recommendation to have the 9 white doors painted to an approved color scheme. Tabled for the September HOA meeting.
- Board acknowledged correspondence from City of Gaithersburg police regarding the trespassing signs and their authority to enforce people coming on bulk pick up days to take items. Police can enforce trespassing signs if they are called when it happens.
- Board reviewed email correspondence from multiple owners regarding tree-related issues. FSC submitted proposal to address concerns. Motion made and approved for FSC to trim, remove, and trim back overhanging branches for work on three trees totaling \$1,065.50.
- Board acknowledged Abaris had reached out to an independent pool consultant who visited the pool and reviewed the proposals from Continental Pools. Pending report findings.
- Board reviewed and **approved** FSC's proposal of \$1470.00 for tree replacements where trees have been removed in order to comply with the City of Gaithersburg's permit requirements.
- Now that the retaining wall replacement project has been completed and the commercial loan is in place, Abaris is requesting board authorization for release of payment to Abaris for the commercial loan administration in the amount of \$3500.00. Abaris indicated "as a professional courtesy and given the fact that Amberfield is a 30-year old client of Abaris, they did not charge anything additional for the administration of the retaining wall replacement project from start to finish". They hope the Board will consider rewarding Shireen and Henry with a bonus for the time spend making sure this project went smoothly. Our current contract language calls for administration fees of 5% of all capital improvement projects. That would have potentially cost Amberfield \$37,500 based on a total project cost of \$750,000. **Board approved** to release the commercial loan administration payment in the amount of \$3500.00 to Abaris. Board to discuss bonus payment at the budget conference call to be set up by Abaris.
- Meeting adjourned at 7:30 p.m.