

# Montpelier Community Association, Inc.

## Board of Trustees Meeting Minutes Deerfield Community Center May 13, 2008

**Trustees in Attendance:** Minnie Clark Lamar, Julia Coldren Walker, Patricia Douville, Patricia Eisenberg, and Kendra Wagner

**Trustees Absent with Cause:** Sandy Martin, Paul Petit, Terry Rowland

**Community Members Present:** Mary Hughes, Mary Derrick, Bob Derrick, Richard Dengler, Jeannene O'Neill, Jeri Witt.

President Kendra Wagner called the meeting to order at 6:58 PM. There was a quorum present to conduct business.

### **Secretary's Report:** Kendra Wagner

The April, 2008 minutes were read and a questions arose regarding the accuracy of the minutes. Trustee Coldren-Walker suggested that the minutes be transcribed verbatim. Trustee Douville asked if any member was banned from the building and questioned whether Montpelier board meetings could be held in the facility if a member was not allowed to enter. No one has been banned from the building. The administrative assistant was told to verify that a specific word was correct in the minutes and revise the wording of a motion. Trustee Clark-Lamar made a motion to accept the minutes with corrections. The motion was seconded by Trustee Coldren-Walker and passed unanimously. ACTION REQUIRED.

### **Treasurer's Report:**

The financial report was distributed to all trustees by Ms. Witt (see attached). Trustee Douville asked what the temporary savings were. They are operational funds shifted to a savings account just to get a better interest rate. A member asked why more wasn't in the savings account. Ms. Witt was waiting to find out how much was needed for pool management. Mr. Derrick turned the signed, final copy of the pool contract over to the Administrative Assistant. An adjustment had been made to the contract for the gate attendant and the final contract price was \$53,360. Trustee Douville asked when the swim team would get their donations. She did not feel that the board should "sit" on the money. Ms. Witt explained that the treasurer waits until most of the assessments are paid and deposited so that all donations are collected and one check is issued. She suggested that all donations be disbursed by May 31 and Trustee Douville thought this was a good idea. ACTION REQUIRED. Ms. O'Neill is the Swim Team Chairperson. All miscellaneous donations will be disbursed as needed.

### **Administrative Assistant Report:** Mary Hughes

Ms. Hughes met with the gate attendants. She has five under contract and two more people are interested if they are needed. She announced that she will be out of town from mid-June through mid August and she would like Ms. Witt to take over her position during that time. Trustee Coldren-Walker made a motion to accept Ms. Witt as the assistant in Ms. Hughes' absence. The motion was seconded by Trustee Clark-Lamar and passed unanimously. A member asked for the names of the gate attendants: C. Mills, C. Bowen, A. Issu, S. Robinson and C. Brown de Colstoun.

### **Committee Reports:**

**ACCC:** Marcia Segura, Chair

Ms. Witt reported in Ms. Segura's absence (copy attached). A member requested a six foot fence for a pool and presented a contract for the pool. The ACCC approved the placement of the fence, but the height of the fence will be mandated by Prince George's county once the pool is installed. A 4 foot fence was approved. A member asked what is being done about uncut lawns. The ACCC had asked for

permission to fine members for uncut lawns in the proposed bylaw changes, but they were never voted on.

**Facilities:** Paul Petit, Chair

No report. A member asked if the Criscuoli contract included cleaning the tennis courts. There are two contracts, and Trustee Wagner will check to see if they have been signed. Ms. Witt asked that the contracts include information regarding the 1099 status. The contracts end November 30. ACTION REQUIRED. Mr. Derrick discussed the Reserve Fund and the Engineering Report. The 1998 report showed 61 items and the current report has captured 47 items so far. Mr. Dengler and Mr. Derrick have identified 83 items to date and think that they are almost finished. (Copy of the reports attached.) They are looking through records to determine when some items were installed. Ms. Witt reported that the board had voted last year to put 15% in the reserve fund. The bylaws require a minimum of 10% and the board can vote to increase that amount each year. Mr. Derrick reported that the reserve fund can fluctuate depending on what the board decides is at the end of its useful life and needs to be replaced. Ms. Witt asked if the lifeguards “have a clear and unobstructed view” of the baby pool. When the brick planter is removed, the board needs to be sure that Prince George’s County requirements are followed. She will send out the information that she has. ACTION REQUIRED. Mr. Petit was going to repaint the bike rack, but it was suggested that bikes be put into the side gated area. Mr. Derrick thought that the bike rack is at the end of its useful life and a new one should be purchased. Trustee Petit will be consulted before the old one is disposed of. ACTION REQUIRED

**Pool Committee:**

Pool rules have been finalized and will be disbursed. Ms. Derrick, Ms. Hughes and Trustee Wagner discussed the final revisions and copies will be made available at the pool. ACTION REQUIRED. The pumps have been re-installed. A bill should be sent soon for about \$800. The concrete doesn’t need to be replaced and will pass inspection. The pool cover is removed, stains cleaned, pool drained and power washed, a small leak needs repairing (\$135-Lighthouse bid). A discussion ensued regarding whether to use Lighthouse or Mike Owens. Several other plumbing issues are pending such as repairing the drinking fountains. Mr. Dengler suggested that an outside drinking fountain would prevent kids from asking to get into the pool area to get a drink of water and a hose or temporary fountain could be run out to the common area. Lighthouse suggested one new set of filters be purchased. Mr. Dengler said that there is a new sand filter available and we would never have to replace a filter again. Ms. Witt expressed concern that plumbers and electricians should be hired to do required work rather than relying on the management company. It was a problem in the past when we relied on the management company alone. The inspection is expected in enough time to get a list of things that need to be done. Pool furniture may be required. It was suggested that one person purchase additional furniture rather than several individuals. The kitchen needs to be cleaned. ACTION REQUIRED. The phone is turned on. Lighthouse would like to invoice monthly rather than bi-weekly. Mr. Derrick and Mr. Dengler propose that they now back out of pool management and let the management company run the pool. Trustee Douville is the board liaison to the pool. A list will be made and given to the board of anything that needs to be done to get the pool through inspection. ACTION REQUIRED.

Ms. O’Neil reported that Matt Harris is the coach and Brian Abdo is the assistant coach. A list of swim meets was distributed. They have a CD of about \$6,000 and almost \$5,000 in a checking account and they would like to hold a car wash to raise money for the banquet. Money is used to pay coaches, equipment and dues to the league. Some of the money is kept in reserve to replace expensive equipment as it wears out. The swim team will not take over the pool during swim team practices. They also will inform the community via signs at the pool if swim team use overlaps with general community use. The coaches/lifeguards may schedule swim lessons during their off hours. The pool manager will handle the swim tests and recordkeeping. The bracelets have been used as replacement grounds use passes. Swim team practices are 8:30 to 10:30 AM so Jeannene will need gate keys or the lockbox combination. ACTION REQUIRED.

**Social Committee:** Susan Mathis, Chair

Ms. Mathis resigned as the social chair but will handle the yard sale. Trustee Wagner will check to see if she has anyone interested in taking over the position. ACTION REQUIRED. There are many pool parties scheduled this year. Someone also needs to take on the pool pavilion reservations. The gate attendants can keep the calendar and let people know if dates are available. She has also resigned from the Nominations Committee chair position. ACTION REQUIRED.

**Security Committee:** Richard Dengler, Chair

Mr. Dengler reported that the emergency broadcast system and blog are working. He has no community support for the neighborhood patrol. The playground light will be installed. ACTION REQUIRED. Streetlights on Mt. Pleasant are difficult to get because this is MNCPPC property. The new door is on the utility closet, but a new lock is required for \$50. ACTION REQUIRED.

**OLD BUSINESS**

Ms. Witt reported that the 2006 review is at the accountants and when that is completed he will start on the 2007 review. They are estimated to cost \$2,000 each. It could be more if the accountant runs into problems. ACTION REQUIRED.

Two board members left the meeting and there was no longer a quorum to conduct business. The next meeting will be held on **Tuesday, June 10, 2008 at 6:45** at Deerfield Recreation Center, preschool room. The motion was made and seconded to adjourn at 9:00 P.M. The motion passed unanimously.