

MONTPELIER COMMUNITY ASSOCIATION, INC.
Board of Trustees Meeting Minutes
Deerfield Community Center
November 11, 2008

Trustees in Attendance: Richard Dengler, Bob Derrick, Patricia Douville, Lillian Fazio, Damian Fedoryka, Chris Harris, Tim Jacobs, Jack Keating and Paul Petit.

Trustees Absent with Cause: None.

Community Members Present: Mary Derrick, Marcia Segura, Kendra Wagner and Jeri Witt.

President B. Derrick called the meeting to order at 6:45 PM. There was a quorum to conduct business.

Secretary's Report: Patricia Douville

Trustee Douville presented the minutes of the October 2008 meeting. Trustee Petit made a motion to approve the minutes and Trustee Keating seconded the motion. They were approved unanimously.

Treasurer's Report: Lillian Fazio

- Trustee Fazio reported that Ms. Witt has been helping her with the Quick Books program. She met with Chevy Chase Bank representatives to arrange for new signatories (Trustees Derrick, Douville and Fazio). Trustee Derrick asked if the bank had been informed that the past board was no longer authorized to sign checks and he was told they had. Trustee Fazio said she presented the bank a letter written by Ms. Witt removing the previous Board's signatories.
- Three CD's can be renewed on the 21st of the month (8 months @ 3.75%). Discussion followed whether they should be put in a savings account pending possible expenditures. Trustee Keating made a motion to put the maturing CD's (3) into a savings account. The motion was seconded and passed unanimously. ACTION REQUIRED.
- A profit and loss statement and proposed budget was distributed. Trustee Derrick instructed the board to review the handouts and be prepared to vote on a 2009 budget at the December board meeting. ACTION REQUIRED. Trustee Fazio will also provide 2007 figures for comparison. Committee chairs can also make recommendations, but the budget being discussed is an Operating Budget rather than a Capital Improvement Plan.
- Trustee Derrick proposed a "walk-through" of the common grounds to prepare a plan for improvements. The board and interested individuals will meet on Saturday, November 16 at 9 am or Sunday, November 17 at 1 pm and Trustee Derrick will distribute a final report. ACTION REQUIRED.
- Trustee Derrick asked if the past president, Ms. Wagner had anything to pass to the incoming president, a file or book or any records. Ms. Wagner said she would look but did not think there was anything to pass on.
- Trustee Derrick asked who was authorized to contact the attorney since each call would be an expense to the MCA. He was told that the policy is that the President, the Administrative Assistant (Mary Hughes) and the ACC Chairman (Marcia Segura) are the only ones authorized to contact the attorney. Trustee Derrick asked those present to comply with that policy.
- The 2009 assessment was discussed. The assessment for 2009 and the pro's and con's of increasing it was discussed and tabled until the December meeting. ACTION REQUIRED. Should the assessment be increased?
- The insurance policy was also discussed and we currently have \$300,000 in physical loss per incident coverage and \$4M of liability per incident on the common grounds. The use of the reserve fund is to maintain our existing facilities.

COMMITTEE REPORTS

ACCC: Marcia Segura, Chairperson

Ms. Segura proposed a voice mail box for the committee and estimated the cost to be \$5-\$10 a month. She would also like to do a lot of ACCC work on-line. Details will be presented to the board next month. ACTION REQUIRED.

Benevolent Fund: Jeri Witt, Chairperson

No activity this month. It is funded from homeowner donations and fundraisers such as yard sales.

Facilities: Paul Petit, Chairperson

Trustee Petit reported no activity this month. He will have a report next month. Trustee Fazio asked for assistance disposing of trimmings around the tennis court that she cut but could not haul away. Trustee Petit said he would get them removed. ACTION REQUIRED.

Pool Committee:

Mr. Buehler was out of town. Trustee Derrick reported that most of the winterization is completed although the empty milk jugs were not yet in the skimmers.

Security Committee: Richard Dengler, Chairperson

Trustee Dengler reported little activity in our neighborhood. He and Trustee Derrick will attend a county crime initiative meeting later in November.

Communications Committee: Tony Fleming, Chairperson

Trustee Jacobs is working with Mr. Fleming on transition. Mr. Fleming is out of town, but will furnish passwords when he returns. ACTION REQUIRED. A bill for survey tool expenses was submitted. (Two at \$19.95 each.) Trustee Derrick clarified that this was a onetime fee, not a monthly service.

Governing Documents Committee: Jeri Witt, Chairperson

Ms. Witt distributed the minutes of the last meeting, two past surveys (1998 and 1999) and proposed changes to the bylaws. She asked for input from the board and is hoping to have a survey for the January newsletter distribution. She may need a budget for printing and associated costs. ACTION REQUIRED.

Trustee Derrick had copies of the old survey and encouraged everyone to read the survey and consider all the issues previously raised by the community. A discussion followed whether the version of the Governing Documents that was online included the amendments. Ms. Witt will give copies of the amendments to Trustee Jacobs to post to the web site, if necessary. ACTION REQUIRED.

Old Business:

None.

New Business:

- Trustee Dengler asked about county plans for street re paving for 2009. It is on the county website.
- Trustee Derrick explained the tentative procedures for proposing maintenance and capital improvement projects. Requirements are:
 - project description / scope of work
 - estimated cost and life-cycle costs
 - pro's and con's for the project
 - three bids from vendor (for projects over \$1000)
- Distribution of proposed projects and other information was discussed and several members questioned how to reach the whole community fairly when some have and use e-mail / web pages and some rely on the newsletters alone. If an issue must have the community's input a direct mailing, and/or inclusion in the newsletter would be the best way to reach everyone.

- Newsletter advertising rates were discussed. Ms. Hughes asked in an e-mail to the board to determine whether rates should be increased to cover the increased cost of producing the newsletter. Additional advertising can be solicited and as many pages as we want can be added to the newsletter (within reason). There was also a question about the demand for advertizing space and the number of people in the community that might want to advertize but couldn't because the newsletter was 'full'. Without Ms. Hughes present we did not know if space goes un-used or what the demand was for the existing space. Also, it was suggested that members could opt for an online version only. Trustee Douville made a motion to increase the rates, but no greater than 20% and rounding out to the nearest dollar amount. Trustees Fazio and Keating voted no, but the motion passed with the remaining Trustees voting yes. It was discussed that the annual assessment form could have a block added to it that asks members to elect a paper or electronic newsletter as a way to reduce costs of paper newsletters.
- The Homemakers Club did not respond to the holiday lighting contest. Ms. Witt volunteered to organize it.
- Trustee Keating contacted a dumpster company (Tosca) who promised a 20% discount over our current rates. Trustee Fazio will prepare figures for Trustee Keating. ACTION REQUIRED. There is no contract with the current dumpster company but they are continuing service on a month to month basis.
- The board discussed how to get the minutes distributed to the membership faster than by the newsletter. A suggestion was made to post "reviewed" minutes on the website. Concerns were expressed that members who do not use internet will remain uninformed. Trustee Harris made a motion that board meeting minutes be posted on the website as soon as they are approved. The motion was seconded and passed unanimously. ACTION REQUIRED. Communications Committee must get the passwords and procedures to post the minutes after they are approved.
- Trustee Fedoryka was concerned about the ACCC issuing complaints to itself through regular ACCC surveys and felt this represented a conflict of interest, as the ACCC is the body that adjudicates the complaints and should remain neutral. He stated there is no allowance in the bylaws for the ACCC initiating complaints and this action violates the requirement that complaints be made in writing by home-owners. Ms. Segura explained how the members survey the neighborhood for covenant violations. She also invited board members and interested members to attend any ACCC meeting. They are held the first Thursday of every month at 7 pm at Deerfield Recreation Center. Several board members thought that the ACC committee provides a service to the membership by doing surveys and that members of the ACCC are also homeowners with rights to report violations. ACTION REQUIRED. Ms. Segura will review the guidelines and the bylaws to ensure that the committee is in compliance.
- The 2008 Affidavit was distributed for the board to review for any changes for 2009. ACTION REQUIRED. Discuss changes at the December Meeting

The next meeting will be held on **Tuesday, December 9, 2008 at 6:45** at Deerfield Recreation Center, preschool room. The motion was made and seconded to adjourn at 9:30 P.M. The motion passed unanimously.