

*Washingtonian Towns Homeowners Association
Board of Directors Meeting Minutes
Meeting Location: 22 Pontiac Way
Date: Thursday, April 06, 2006*

Attendees:

Shireen Ambush	Dean Zuras
Joshua Smeltzer	David Chung
Jim Donato	

Board President, Joshua Smelter, called meeting to order at 7:15p.m.

- Owner of property at 601 CF visited the Board to inquire about replacing the fence on his property. The owner will do a like replacement of his existing fence—6 ft, board-on-board and wanted to confirm that this was acceptable. The Board confirmed that a like replacement is acceptable and encouraged the property owner to proceed.
- The March 2006 Board minutes were approved as submitted after a motion by J. Smeltzer, second by D. Zuras and unanimous consent.
- 26 PW window replacement
 - Abaris will send letter to property owner to ask them to inquire about installing grids on the windows.
 - The Board will consider the information from the property owner and make a decision as to whether or not a replacement of the windows will be called for.
- Gaithersburg Police acting as an agent for the HOA
 - Shireen will notify the City of Gaithersburg Police that they may act as an agent for the HOA if the need arises
- 303 WC request to waive legal fees and HOA fees was denied by the Board
- 605 CF desk installation request
 - The Board granted approval to proceed as proposed provided that the property owner obtain the necessary permits from the City of Gaithersburg and that the construction meets all applicable codes; Abaris will send a letter to the property owner to this effect.
- Entry sign to property on Muddy Branch and Suffield
 - Abaris will facilitate getting a bid for a synthetic material replacement sign
 - Abaris will get a bid for redoing the landscaping around the sign; bid will include the removal of the juniper shrub currently in place
- Flowers/landscaping
 - Abaris will get a quote from Facility Service Co., Inc. to provide accent flowers at the traffic islands throughout the community

- Abaris will notify Facility Service Co, Inc. that the installation of summer flowers is on hold pending the receipt and review of the above reference price quote

New Business:

- Abaris will send a mailing out to all property owners to remind them of the architectural guidelines for the community. The mailing will include a blank ACC form, as the Board anticipates an increase in the number of requests during the spring/summer months.
- Abaris will get bids to create a website for the HOA. Board members were asked to look at the Amberfield HOA website (www.amberfieldhoa.com) as an example to consider going forward.
- ACC guidelines—J. Smeltzer asked all Board members to review the current guidelines and to come to the May meeting with comments and recommendations for edits, additions, etc.
- Abaris will send mailing to Architectural Review Committee members to re-engage them to conduct the spring review of properties in the community. J. Smeltzer will reach out to the ARC members as a follow up to encourage participation.
 - Projected timeline going forward:
 - ARC meeting in late April
 - Conduct ARC walkthrough in early May
 - ARC memo to property owners in violation to be sent in late May

The meeting adjourned at 8:10 p.m.

Next meeting: Thursday, May 4, 2006, 7:00 p.m.
22 Pontiac Way

* D. Zuras asked that the issue of car covers, stored cars, and enforcement be addressed at the May meeting.