

*Washingtonian Towns Homeowners Association
Board of Directors Meeting Minutes
Meeting Location: 22 Pontiac Way
Date: March 1, 2007*

Attendees:

Board Members	Management	Homeowners/Address
Dean Zuras	Michelle Grayson	
Jim Donato		
Frank Skinner		

Dean Zuras called the meeting to order at 7:07p.m.

Dean Zuras motioned to approve the February 2007 board meeting minutes. Jim Donato seconded the motion and the minutes were approved.

The Board discussed the financial statements, current as of January 31, 2007. Dean Zuras has asked Michelle Grayson to inquire about the handwritten note on the Monument Bank Money Market Account statement that shows an additional \$3,000. (Following the meeting, Michelle Grayson emailed the Board that, "A \$3000 check was written from the reserve account to the money market account. The note was written on the statement since the statement did not reflect the deposit that was made on 1/31/07").

Update on delinquencies:

No new update on delinquencies

Item 5a – Abaris is currently awaiting a trial date for the personal judgment lawsuit filed on February 16, 2007 to settle a balance of \$1103.40

Items 5b and 5c – Letters of intent have been sent to the owners of these properties.

Item 5d – A lien was filed against the owner of this property for the balance of \$390.60.

Correspondence to/ from Management

Item 6a – The board reviewed the letter requesting permission to install a satellite dish on the property at 816 CFL. Dean Zuras suggested updating regulations regarding the size and placement of satellite dishes for future requests.

Item 6c – There has been no response from the City of Gaithersburg regarding the cleaning and repair of city light fixtures along Suffield Road.

Item 6d – There has been no response regarding the letter sent to the owner of 711 CFL regarding the Board's decision not to waive or reduce the \$500 fine for illegal dumping.

Item 6i – The Board confirmed the appointment of the WTHOA Safety Committee at the February meeting and the appointment of Debbie Axler as the Chairperson of this committee.

Item 6j – The Board reviewed the wavier of one late fee for the property owner at 304 WC.

Item 6k - The Board reviewed the email exchange regarding the snow removal concerns and has suggested that future contacts should be made through emails to ensure proper recordkeeping for auditing.

Board action on issues:

- No issues to discuss.

General Discussion (Old/ New Business):

- Dean Zuras set forth proposed strategic initiatives for the Board for FY '07. These initiatives include managing the aging landscape and budgeting the Board's resources.
- The owners of 25 PW (Alan and Helen Heckerd) contacted Dean Zuras regarding a tree branch that fell into their yard during the night of February 26, 2007, causing minor damage to their gate. While contacting Abaris for a response to this issue, Dean suggested sending a letter to the property owners of 1 – 29 Pontiac Way informing them that they are allowed to trim branches that encroach on their property. The letter will also inform them that the pine trees along Suffield Road are the property of Abaris Realty, while the oak trees are the property of the City of Gaithersburg, who are thus responsible for their maintenance. Dean Zuras also conducted a conference call with Mrs. Heckerd during the meeting so that the Board could learn more about the incident and inform her that it will be looked into.
- Dean Zuras suggested editing and updating the current HOA regulations, as the last update was in 2000. These updates will seek to enhance our community and provide guidance on issues that are of concern to the residents. One provision that specifically needs updating is one that informs the placement of satellite dishes, so that future installation be placed on the back of the homes in our community.
- Dean Zuras suggested the updating and improvement of the current Abaris website so that it can be more accessible to homeowners and can be utilized as a conduit for outbound communication from Abaris to the community. A "Frequently Asked Questions" section was proposed to facilitate better information transfer to the residents. It was suggested that the webmaster, P.J. Hogan of Webster Communications, be communicated so that these revisions could be discussed. Prior to this, the contract agreement needs to be reviewed to ensure that these revisions are within the 1 year time contract period of the agreement.

The meeting adjourned at 7:29 p.m.

Next meeting: Thursday, April 5, 2007, 7:00 p.m.
Fields Road Elementary School