

Minutes of the Flower Hill Central Corporation November 28, 2012
Board of Directors monthly meeting

Call to Order

- Andrew Oxendine called the meeting to order at 7:33 PM

Attendance

In attendance were Board members:

	Present	Absent	Name	Notes
Attendance				
Karl Irikura	x			
Scott Cooper		x		
Biff Gaut Vice President	x			
Paul Rohwer		x		
Fred Goines, Secretary	x			
Chris Reed, Treasurer	x			
Andrew Oxendine, President	x			
Pam Wilbur		x		
Greg Ferentinos		x		
Greenlink	x		Amador Garcia	
RSV Pools	x		Mike Williams, and Scott Vincent	
FHCC Staff	x		Linda Horensavitz	

New Agenda Items

- No agenda changes were made

Open Forum

- Gary Loomis, from the Courts Board showed the FHCC Board a plan for the new replacement Courts sign. The Courts Board is still working on the sign project.
- Mr. Maerhrabi from, 8600 Kelso Terrace, addressed the Board about some of his concerns and agenda item 4.3. The unit owner will need to contact the Southridge Board for approval to extend his fence and repair his front door.

Consideration of Previous Meeting's Minutes

- Biff Gaut moved to approve the October 19, 2012 monthly meeting minutes with the change below, Fred Goines seconded and it passed.
 - Scott Cooper's name will be corrected
 - Chris Reed abstained from voting.

Ground Maintenance Report

- Amador Garcia was present from Greenlink to address the Board with a brief update.
 - The second leaf removal will be done prior to Christmas, if most of the trees have lost their leaves.
- No action was taken on the owner request to shorten the pine trees between 8616 & 8620 Watershed Court, as advised by three arborists.

- Biff Gaut moved to accept the proposal from Greenlink to address the trees and to trim back the pine tree next to the roof of the unit located at 8600 Kelso Terrace, with the \$1,250.00, coming out the grounds maintenance line in the budget, Chris Reed seconded and passed.
- Biff Gaut moved to approve the proposals from McCarthy Landscaping to remove the dead tree and stump and to replace the tree with a 2.5-3” Crimson Maple Trees, (the maple tree will be planted near the basket ball court at the Sedley Court tot lot) with the \$825.00 coming out of the grounds Maintiance line in the budget, Fred Goines seconded and it passed.
- Karl Irikura moved to approve the proposal from McCarthy Landscaping to remove the dead pine tree and stump next to 8601 Kelso Court, with the with McCarthy Landscaping doing the work, with the \$350.00 coming from the grounds maintenance line in the budget, Fred Goines seconded and it passed.

Pool Management Report

- Mike Williams & Scott Vincent, were present from RSV Pools to give a brief update to the Board.
 - The pool is winterized and the new lap pool pumps tanks are working properly.
- Chris Reed moved to approve the RSV Pools proposals to white coating of the main pool, replace target and racing lanes in main pool & replace the main pool expansion joints with the \$87,270.00, coming out of capitol reserves budget. Biff Gaut, seconded and it passed.
 - Fred Goines voted in opposition
- The pool furniture proposals were tabled for the January 2013 meeting.

Treasurer’s Report

- Chris Reed gave a brief update.

Management Report

- Linda Horensavitz gave a brief update to the Board.

Old Business

- Fred Goines moved to approve the resolution below Karl Irikura seconded and it passed.
 - Biff & Chris voted in opposition.

Flower Hill Central Corporation (FHCC)

HOA Late Fee Waiver Policy

Whereas, in accordance with the bylaws of FHCC, it is the responsibility of each homeowner to pay the annual HOA dues by the due date indicated on the annual invoice;

Whereas, the due date of the HOA dues is April, 1st and is identified on the annual invoice sent to each homeowner;

Whereas, when the HOA fees are not paid within 15 days after the due date, a monthly administrative late fee is added to the homeowner’s account;

Whereas, there may be extenuating circumstances causing a homeowner to pay their HOA dues late.

Be it resolved, that FHCC has established the following policy to evaluate and determine whether administrative late fees may be waived.

Conditions for Administrative Late Fee Waivers

The homeowner is unable to pay their dues on time due to a medical condition, death in the family, financial hardship, unscheduled military event, or other circumstance deemed by the

board to warrant a waiver of the homeowner's administrative late fee.

The homeowner has: owned a Flower Hill residence for less than 12 months, prior to the due date of their first HOA dues; or paid their HOA dues on time for the previous five years and has never been granted an administrative late fee waiver.

Administrative Late Fee Waiver Procedures

A written waiver request from the homeowner must be received by FHCC within 30 days after the HOA dues were due. (An optional form is available in the FHCC office.) A longer delay may be acceptable in some situations. The request must explain the reason for the late dues payment.

The HOA dues must be fully paid at the time of the waiver request.

If the waiver is requested because of a medical condition, the request must explain how the condition relates to the late payment of dues.

The FHCC Board will vote on each administrative late fee waiver request to determine whether the explanation provided by the homeowner is reasonable and within the guidelines set forth in this resolution. The Property Manager will send a letter to the homeowner stating the Board's decision and file a copy of the letter in the homeowner's file.

If the board grants the homeowner's request, the Property Manager will waive the administrative late fee or credit the homeowner's account if the homeowner has paid the fee.

If the board denies or takes no action on the homeowner's request, the homeowner must pay the assessed administrative late fee.

*** This policy becomes effective the date the FHCC Board has approved it and is not retroactive

This resolution of Flower Hill Central Corporation policy by vote of the Board of Directors, 3 votes in favor, 2 votes opposed, November 28 2012

_____	Date
Fred Goines, Secretary	
_____	Date
Andrew Oxendine, President	

Critical Issues

- Biff Gaut moved to approve the budget for 2013, making the annual homeowner's assessment \$359.19 per unit for the 2013 calendar year, Fred Goines seconded and it passed.
 - Biff Gaut abstained from voting

Flower Hill Central 2013 Budget

2012	2012 YTD	2013
Board	Thru	Board Draft

Account		<u>Finalized</u>	<u>30-Jun</u>	
	Operating Income			
06310	Assessments	\$710,959.20	710,921.57	\$715,856.21
	Other Income			
06903	Administrative Fees	14,500.00	14,789.74	14,500.00
06315	FHCC-Rental	19,000.00	13,305.00	19,500.00
06910	Int/Div Income	19,000.00	12,706.01	24,000.00
06920	Misc. Income	9,000.00	6,513.14	9,500.00
06980	Less Capital Reserve Int. & Div.	(17,000.00)	(12,282.83)	(22,500.00)
	Less Capital Reserve			
06990	Contribution	(91,511.00)	(91,511.00)	(119,000.00)
06921	Bad Debt Write Off Income	0.00		0.00
	Total Income:	663,948.20	654,441.63	641,856.21
	Service Contracts			
07925	Alarm System	475.00	349.42	475.00
07920	Community Patrol	64,650.00	32,324.76	65,955.00
09610	Landscape	107,000.00	53,477.52	107,000.00
07010	Bookkeeping	20,450.00	10,224.00	20,450.00
08200	Pool	82,100.00	41,034.00	82,075.00
	FHCC Trash			
09700	Removal.(Dumpster)	3,540.00	1,930.38	3,500.00
09710	Outside Trash Cans	6,000.00	2,850.00	5,400.00
08350	Heat Pumps	2,000.00	150.00	1,500.00
07910	FHCC Cleaning	16,700.00	9,692.00	16,520.00
09800	Snow Removal	35,000.00	2,657.50	25,000.00
??	Office Computer Contract	2,000.00	0.00	2,000.00
07450	Copier-Lease Expense	3,000.00	1,577.28	2,900.00
	Total Service Contracts:	342,915.00	156,266.86	332,775.00
	Administrative Expenses			
07300	Payroll Service Expenses	2,000.00	724.85	1,500.00
07140	Audit/Tax Returns	6,300.00	6,350.00	6,550.00
07270	Bad Debt	15,000.00	4,637.63	15,000.00
07880	Bank Charges	900.00	941.50	950.00
07015	Employee Insurance	0.00	0.00	6,000.00
07100	Employee FICA Expense	6,273.00	2,900.43	6,111.13
07280	FHCC Insurance	29,750.00	14,300.40	27,200.00
07120	FUTA/MUTA Taxes Payable	910.20	390.29	820.08
07160	Legal-Collections	12,000.00	(20,251.19)	12,000.00
07170	Legal-General Representation	2,000.00	0.00	2,000.00
07890	Miscellaneous Expense	500.00	934.79	500.00
07310	Permit Expense	0.00	0.00	0.00
07320	Office Expense	6,300.00	3,824.67	6,500.00
07260	Postage	6,000.00	3,388.49	5,500.00
07444	Printing	4,500.00	1,656.12	4,500.00
07180	Professional Development	1,000.00	891.70	1,000.00
07190	Professional Fees	400.00	0.00	350.00

07000	Salaries	82,000.00	39,023.34	82,000.00
07350	Web Site-Domain Name	100.00	0.00	100.00
	Administrative Expenses	175,933.20	59,713.02	178,581.21
	Utilities			
07500	Electric	36,000.00	17,026.27	37,000.00
07250	Telephone/Internet	3,900.00	1,294.56	2,800.00
07600	Water/Sewer	12,000.00	2,923.39	12,000.00
	Total Utilities	51,900.00	21,244.22	51,800.00
	Maintenance and Repairs			
08150	FHCC Main&Repair	10,500.00	2,166.95	10,000.00
09190	Landscape Main.&Repair	40,000.00	3,865.00	30,000.00
09090	Lighting Main.&Repair	5,000.00	4,170.65	5,000.00
08250	Pool Main.&Repair	14,000.00	7,204.87	12,500.00
09100	Misc. Main.&Repair	7,000.00	2,070.00	7,000.00
	Maintenance and Repairs	76,500.00	19,477.47	64,500.00
	Furniture and Equipment			
08100	Community Center	1,000.00	0.00	500.00
08125	Office	500.00	0.00	1,200.00
08300	Pool	5,000.00	2,889.16	4,000.00
	Furniture and Equipment	6,500.00	2,889.16	5,700.00
	Taxes			
07440	Real Property Taxes	1,400.00	0.00	2,000.00
07431	Income Taxes (State)	5,000.00	0.00	3,250.00
07430	Income Taxes (Federal)	3,800.00	0.00	3,250.00
	Total Taxes	10,200.00	0.00	8,500.00
	Total Expenses	663,948.20	259,590.73	641,856.21
	Net Income/(Loss)			
	Annual Assessment	\$357.45	-	\$359.91

New Business

- No action was taken on providing the FHCC forms in alternate languages.
- Fred Goines moved to approve the proposal from PSE to repair the light poles at Jessica's Pond, with the \$1,030.00 from the lighting and maintenance line in the budget, Chris Reed seconded and it passed.
- No action was taken on updating the FHCC website.
- The FHCC Board reviewed the Woodlawn Board President's (Susan Hoffman's) email about the reforestation of the Woodlawn area. The FHCC Board will keep the requests of the Woodlawn Board in mind as they move forward with the planning process for the reforestation of all of Flower Hill.
- FHCC will invite the Montgomery County Watershed planner Darien Copiz to the January 30, 2013 board meeting to address the community before making a decision on the request. The Flower Hill, North 1 & the Flower Hill North 2 sub associations will be

encouraged to attend.

Security Chair

- No comments were made

Notices

- The next meeting will be the November monthly meeting held on January 30, 2013 at 7:30 PM.
- Biff Gaut moved to convene to closed session and to discuss employee issues. Andrew Oxendine seconded and it passed.

Closed meeting minutes

- Biff Gaut moved to adjourn Karl Irikura seconded and the meeting was adjourned at 9:00 PM