

**KENTLANDS CITIZENS ASSEMBLY
BOARD OF TRUSTEES MEETING
MAY 28, 2008**

MEETING NOTES

The Board, CMC, RSV Pools and Kingfish met at 7:00 pm to review pool use issues and contact information for 2008 pool season.

The May meeting of the Board of Trustees convened at 7:30 pm on Wednesday, May 28, 2008, at the Kentlands Clubhouse, 485 Tschiffely Square Road, Gaithersburg, Maryland.

BOARD ATTENDEES:

Robyn Renas	-	Chair
Joyce Whitman	-	Vice Chair
Rachael Hammoudeh	-	Secretary
Peter Shiner	-	Treasurer
Frank Anderson	-	Trustee

OTHER ATTENDEES:

Neil Harris	-	President
Tony Rouhani	-	VP, Condo Division, CMC
Mac Staples	-	General Manager, CMC
Anita Parks	-	Activities Director, CMC

CALL TO ORDER: With a quorum present, the Chair called the meeting to order at 7:45 pm.

ADOPT MEETING AGENDA AND REVISE SEQUENCE IF NECESSARY:

The agenda was tailored to guests and topics as applicable. The order of these minutes reflects the revised agenda course.

CITIZENS' FORUM:

Sigrid McCutcheon requested the removal of the cypress tree on Lake Street Mews as it limits visibility around the corner of the Mews. The Board agreed and directed Management to have the tree removed.

Arleen Denis requested that all Kentlands entrances be reviewed for improvements in landscaping. President agreed to work with Management and review the entrances for landscaping enhancements.

Suzanne MarQuardt expressed a design approval complaint on Firehouse Lane. The Board noted the complaint and will respond to Ms. MarQuardt in writing.

APPROVAL OF MINUTES:

APRIL 23, 2008 BOARD OF TRUSTEES MEETING MINUTES

A motion by Ms. Hammoudeh was adopted, "to approve the April 23, 2008 Board of Trustees Meeting minutes, as submitted by the Secretary with the removal of the 'Notes' header".

TRUSTEE REPORTS:

Chair

Chair presented three options, generated by the City of Gaithersburg's consultant C.P.Johnson, for completing the Ridgepoint Place footpath to Quince Orchard Road sidewalk.

A motion by Mr. Anderson was adopted, "to approve the path completion option presented by Chair labeled '1 of 3'".

Vice Chair

Vice Chair provided a report and a legal memorandum that are attached to these minutes. Vice Chair highlighted her report.

Secretary

Secretary highlighted her report that was included in the May Board meeting package.

Treasurer's Report

(See below.)

Trustee's Report

Trustee provided a verbal report updating attending residents about the GE Tech Park Parcel.

PRESIDENT'S REPORT:

President provided and highlighted a report and a draft Investment Policy that is attached to these minutes.

A motion by Ms. Hammoudeh was adopted, "to approve the appointment of Gary Knapp to the Board of Code Compliance and Mikel Draghici to the Kentlands Historical Trust per the recommendations made by President."

TREASURER'S REPORT:

Treasurer reviewed the April Variance Report included in the May Board meeting package. Treasurer, President, and GM are to provide a recommendation to the Board for guidelines related to appropriate expense reporting, especially for the Social Improvement Fund. Other improvements were suggested for the report.

ACTIVITIES DIRECTOR'S REPORT:

A motion by Ms. Renas was adopted, "to approve the Activities Director proposed \$7,000.00 budget for the Pirate Party." As follow up on the draft "Pool Use Schedule", the Board directed Anita to coordinate the final schedule with Kingfish representative Claire Lane.

COMMITTEE REPORTS/PRESENTATIONS/COMMUNITY BRIEFINGS:

HISTORICAL TRUST

The most recent minutes of the KHT were included in the Board package as the committee report.

BOARD OF CODE COMPLIANCE

The most recent minutes of the BOCC were included in the Board package as the committee report.

ENVIRONMENTAL MANAGEMENT / ARTS & ORNAMENTATION COMMITTEE

The most recent minutes of the EMC were included in the Board package as the committee report.

KENTLANDS COMMUNITY FOUNDATION

A report was included in the Board package. Since no applications to serve on the KCF Board have been received from the community, the Board will honor a member selected by the KCF Board.

KENTLANDS WATCH

A report was included in the Board package.

MANAGEMENT REPORT:

MATTERS FOR BOARD DECISION:

APPROVE FINAL 2006 AUDIT

A motion by Mr. Shiner was adopted, “to approve the draft 2006 audit as presented.”

PAVER PROJECT FUNDING APPROVAL AND CONTRACTOR SELECTION

The Board requested that management prepare a RFP for this project with input on design layout and paver colors from the EMC. RRenas to prepare an illustration plan for EMC review at their June 11th committee meeting".

CONFERENCE ROOM TABLE

A motion by Ms. Hammoudeh was adopted, “to approve a Do Not Exceed amount of \$1,200.00 for the purpose of purchasing a Conference Room table and chairs to be expensed to the Capital Improvement Project Reserves.”

MAPLE TREES – INCREASE IN APPROVED AMOUNT REQUESTED BY MANAGEMENT

A motion by Ms. Hammoudeh was adopted, “to approve an additional \$700 to the previously approved \$5,000.00 for the purchase of large maple trees to be installed adjacent to the Clubhouse Tot Lot.”

MATTERS FOR BOARD DISCUSSION:

CODE COMPLIANCE

President and Management will work together in drafting guidelines for a community wide maintenance inspection. RFP to include language so that vendor writes proposal according to KCA specifications.

DESIGN STANDARDS – LANGUAGE CLARIFYING STORM DOOR REQUIREMENTS – FEEDBACK RECEIVED

A motion by Ms. Hammoudeh was adopted, “Equity Resolution Number 1, The Kentlands Design Standards, the section referred to ‘Architectural Standards: Windows and Doors’, #16, will be amended from stating:

‘Storm doors and screen doors shall be full view and free of decorative trim.’

To stating:

‘Storm doors and screen doors shall be full view or three quarter view glass and / or screen.

Storm doors and screen doors shall not include decorative wood or metal trim such as brackets or ornamentation.

The function of the storm door and screen door may be improved by a minimally apparent center cross rail. Cross rail shall be finished to match storm door or screen door’.”

ADMINISTRATIVE RESOLUTION NO. 16

The Board asked for the following changes to be incorporated into Administrative Resolution No. 16 by Management and presented again at the June meeting:

Section I, Paragraph A, first sentence, change “and” to “an”.

Section I, Paragraph A, third sentence, change “whoa re” to “who are”.

Section I, Paragraph B, first sentence, delete all after “...appointment by the President” to the second sentence, “A Citizen may not serve...”, insert a “.” after “President”.

Section I, Paragraph C, Number 2, insert the proper document reference.

Section I, Paragraph C, Number 7, change first sentence to state, “To assist the Assembly’s Managing Agent in preparing a list of Citizens in good standing who are eligible to vote in the election.”

Section II, Paragraph C, change to state, “Voting shall be conducted by mailed ballot and/or sealed envelope ballot dropped in the ballot box or in-person balloting at the Kentlands Clubhouse...”

Section II, Paragraph F, second paragraph, only sentence, delete “my mailed ballot”.

Section II, Paragraph G, insert at top, “There are three ways to vote:”, then number each paragraph, “1, 2, 3”, then change number 2 to state, “A ballot envelope may be placed in the ballot box prior to the actual election date as long as it complies with the Secret Ballot requirements as listed in paragraph E.”

Section III, Paragraph A, Number 1, delete last sentence that states, “Ballots shall...”

INVESTMENT POLICY

President distributed a draft Investment Policy that is attached to these minutes. President offered to distribute the draft to the BFAC and the Board agreed.

BOOTH STREET PUNCH LIST

Management to provide a line by line estimate from Buhrstone Brick.

Management to seek input from Buhrstone Brick as to whether or not the grading issue is severe or can wait.

Board would like a handy man to address numbers 2, 11, 12, 14, 15 and 20 rather than Buhrstone Brick.

MANSION TABLE

The Board decided to have the table donated and to integrate the chairs into the Carriage House for use.

GENERAL TOT LOT EQUIPMENT

The Board noted a request in the May meeting package from Ms. Marsh of Thurgood Street. The Board directed Management to send a response letter to the owner thanking her for her input and that her suggestion would be included in the discussion of the 2009 budget.

MATTERS FOR BOARD REVIEW, CONTRACTS AND GENERAL INFORMATION:

CMC FINANCIAL REPORTS – MARCH 2008

The April 2008 Financial Report was included in the Board package.

MORGAN STANLEY REPORTS

The April 2008 Morgan Stanley Report was included in the Board package along with a summary sheet as prepared by Management.

GENERAL MANAGER’S REPORT – APRIL 2008

The May 2008 GM Report was included in the Board package.

President asked GM to check with the coordinating patrol officer about the feasibility of having a patrol in the 2 AM to 5 AM time frame.

Treasurer asked GM to follow up on the status of the mulch in front of his house.

Chair asked for the roof replacement proposals received to be included in the June Board meeting package.

CORRESPONDENCE

Board discussed the request received by Ms. Marquardt in both correspondence and during the Citizen’s Forum. Ms. Marquardt is requesting that the Board overturn the KHT’s approval of replacement handrails of a neighbor. Board concluded that there were no grounds for overturning the KHT’s decision as the decision meets the Architectural Code. Board requested that CMC draft a response.

Chair adjourned the meeting at 11:35 PM.

Respectfully Submitted:

Attest:

Mac Staples
General Manager

Rachael Hammoudeh
Secretary

Date