

Fountainview Homeowners Association, Inc.

Meeting Minutes

March 2, 2011

I. Call to order

Jeff Paules, President, called to order the regular meeting of the Fountainview Homeowners Association at 6:04 pm on Wednesday, March 2, 2011 in the Conference Room at DynaCorp, Inc.

II. Roll call

Pam Arnold, Secretary/Treasurer; Debbie Vessa; Jeff Paules, President; Jeremy Baughman (arrived late) and Linda Shein from Sunshine Management were in attendance. Board member, Tammy Bell was not present.

The Minutes from the previous meeting on January 27, 2011 were approved.

III. Open issues

- a) Reports expected from Sunshine Management to include Aging Receivables, copy of Bank statement, violations noted and letters mailed.
- b) Resident Agent Form will be delivered to Pam Arnold for signatures and filing at the State of Maryland.
- c) Houses for Sale will be noted by Sunshine Management with follow through to Real Estate Agents/Firms to inform them of the existence HOA and balance due on the owners respective account.
- d) Gleason File – Linda to advise on liens in the records/files on 18852 Diller. Jeff Paules will contact attorney to determine if he received information on prior liens.
- e) Annual Meeting Notice, budget and Bulk Trash Notification to be sent by Sunshine Management once information received from the Board of Directors
- f) Copies of 2010 Income Tax Returns will be mailed to Sunshine Management for input in the system to generate financial reports to the Association
- g) Sunshine Management to research address of homeowner at 18825 Diller and report back to the Board of Directors,

New business

- a) Landscaping –Ground cover or grass for the Mesa Terrace location to be researched and cost provided by Jeff Paules from Mr. Ott.
- h) Picnic Tables (5) will be purchased and two trash cans for the Association. Four tables and one trash can to be placed at pavilion and one table and one trash can to be placed at Diller Drive Tot lot.
- i) Bulk Trash Pick up to be scheduled for June 13 and 14, 2011 with residents placing their items in the driveway and/or front of the property. Larry Martin will provide this service at a cost of \$1,250.00.

- j) Mile markers will be purchased and placed in the walking path by Jeff Paules
- k) The Draft Budget and Cash Flow statements were given to the Board by Pam Arnold for their review. If no changes are made, the Budget will be distributed at the Annual meeting.
- l) The timber at the sandbox needs repaired and Jeff Paules will obtain a bid for the repair and sand replenishment at the site and submit to the Board of Directors
- m) The contract was accepted unanimously, 3-0, by the Board of Directors from U. S. Lawns. Jeff Paules left the meeting and subsequently abstained from voting due to a possible conflict of interest. A log will be requested from the contractor to ensure correct billing and control of the contractual expenses to the Community. A copy of the contract needs to be given to Sunshine Management for their records.

IV. Adjournment

The meeting adjourned at 8:40 p.m.

Minutes submitted by: Linda Shein, CMCA, AMS - Community Property Manager