

**EXECUTIVE VICE PRESIDENT'S  
REPORT**

**AUGUST 2010**

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## 1. General

- A. **2011 Proposed Budget** – Staff worked really well as a team this year to produce the 2011 Proposed Budget, which was approved for publication by the Audit Committee and MVF Board on August 12. Finance and Administration Director Snellings coordinated the entire effort. A ceiling assessment increase of \$.36/per month is needed to fund the MVF Fund, and I have asked the Board to request the increase from the MVF Reps. A meeting of Reps and Alternates has been scheduled for Monday, September 20, 2010 at the NCCC at 7:30 pm.
- B. **FEMA Disaster Funds Update** – Sharon Levine continues to coordinate with Village HOAs to try to get them federal disaster funds to reduce the huge budget impact from the December 2009 blizzard. Sharon is working with staff from our congressional delegation to appeal the decision by FEMA not to reimburse the HOAs for snow removal from that storm. We think we have strong arguments, and the congressional staffs will be working on our behalf.
- C. **CSAAC Deed Update** – A draft deed was received and there were a number of changes to the document that I have requested. I am hopeful to be able to wrap this up by year end.
- D. **Lake Whetstone Meeting** – Sharon Cranford spoke to Gene Counihan about coordinating a meeting with various County officials, WSSC staff, HOA leaders and Montgomery Village Foundation representatives. The meeting was set up, but unfortunately, Gene Counihan was not able to attend because of his recent illness. I knew that Gene would want us to hold the meeting anyway, so we proceeded. Two letters were developed outlining the important points made at the meeting and requesting that the county pay more attention to caring for this important amenity in Montgomery Village.

## A. Architectural Standards

### A. ARB Meetings:

- ❖ July 21: 38 applications, 57 violations = total: 95 modifications  
ARB review: 2 applications, 6 violations  
Staff review: 36 applications, 51 violations (in-house review)  
Discussion items:
  - Solar roof shingles
  - Alternate gate style – split-rail fences
  - Shutters for South Valley house model in Walker's Choice
- ❖ August 4: 58 modifications, 44 violations = total: 102 modifications  
ARB review: 3 modifications, 3 violations  
Staff review: 55 modifications, 41 violations (in-house review)  
Discussion items:
  - Solar roof shingles
  - White windows in townhouse communities with light trim colors

- B. The homes corporation presidents have been asked to forward several ARB recommended sets of guidelines to their boards for comments prior to these guidelines being submitted to the MVF Board for approval.
- Revised Village-wide shed guidelines to include pre-fabricated sheds
  - Alternate gate option when split-rail fencing is installed
  - The allowance of shutters on the *South Valley* house model in the Walkers Choice community
- C. All **Village-wide criteria** is in the process of being revised to allow storm door style to be reviewed by the ARB on an individual basis while still requiring the color of the door to be

defined by the existing criteria for each community. Storm doors will still require an application to be submitted and approved by the ARB prior to installation.

- D. The Design Consultant continues to study each of the 63 communities for the Community Design Study project to be completed in 2011. He has inspected and studied 50 communities to date.
- E. **Application Review Fees:**  
**January 1 – Aug. 13, 2010: \$10,675** [compared to **\$9,400** in 2009]  
**MTD: \$1,775**

### **Architectural Compliance**

The following statistics reflect the result of various *follow-up inspections and drive-through inspections* in Montgomery Village's residential communities by the Architectural Standards Compliance team **January 1 – August 6, 2010.**

#### **A. Enforcement Totals**

- Total active violation cases: **654** [compared to 1,606 in 2009] MTD: **67**
- Total violation cases resolved **YTD: 627** [compared to 464 in 2009]  
**MTD: 150** [compared to 159 in 2009]
- Total violation cases reviewed by the Executive Committee: **YTD: 236** [compared to 260 in 2009]; **MTD: 29** [compared to 32 in 2009]
- Total violation cases involved in legal action:
  - **YTD: 3** [compared to 6 in 2009] MTD: **1**
  - **Lawsuits filed/in process of being filed: 11** (most initiated in 2009) [compared to 11 lawsuits, 3 Contempt of Court cases in 2009]
- Total resale disclosure certificates prepared (including property inspections): **YTD: 227** [compared to **161** in 2009]; **MTD: 35** [compared to 46 in 2009]

#### **B. Total Resale Disclosure Packet Fees:**

- **January 1 – Aug. 13, 2010: Total: \$43,075** [compared **\$37,850** in 2009];
- **MTD (July 13-Aug. 13): \$4,550**

- C. The ARB has been asked to consider allowing **white or very light gray solar roof replacements in the Courts of Whetstone**. This community has very prominent roofs including a large span of garage roofing facing the courtyard streets. These prominent roofs make up a large portion of the unique design of the community, and the standard color for all roofs in the three Courts of Whetstone communities is Certainteed "Moire Black". Introducing a white roof (or very light colored roof) could dramatically change the appearance of the communities.

Understanding the importance of energy efficient roof shingles, the ARB asked staff and the Design Consultant to research and study this matter. The findings of the Design Consultant after actually discussing these shingles with The Roof Center in Rockville, and viewing these lighter roof shingles on several homes in Bethesda, was that they were much too light (one gray shingle even had a large amount of brown tone in it) and would not enhance the Courts homes. However, it was found that there were darker colored solar shingles currently being used on the West Coast. It is believed these darker colors will be available on the East Coast within 1-2 years. The ARB is recommending waiting to approve the solar shingles until the darker colored shingles are available in local roofing centers.

### **Commercial/Non-Residential Architectural Standards**

- A. The CARC did not meet in July or August. The next scheduled meeting is September 3.

### **3. Communications**

#### **A. Publications**

- **Village News** – Two issues of the *Village News* were published: July 23 and Aug. 6.
- **MVF Backstage** – The August 2010 issue was published on Aug. 2.

## **B. Circulation**

A number of carriers have graduated from high school and will be attending college in the fall. Their routes, once relinquished, will be given to long-time substitutes. Two of these routes have been given to CSAAC; others are being filled by carriers on the waiting list. A new call for substitute carriers is being issued in the *Village News* to fill spots as carriers are moved in to permanent positions. For the Aug. 6 issue, there were 15 routes which required substitutes.

## **F. Events and Sponsorship**

- **Most Beautiful Garden Contest** (March 20 through late summer) – The Most Beautiful Garden Contest began on March 20. Advertising for the contest began on March 19 in the *Village News* and will continue throughout the summer; winners will be announced in early fall 2010.
- **Great Pumpkin Race and Fall Festival** (Oct. 2) – The Communications Department is working to support the Recreation Department with marketing materials for this new event, including a short “commercial” to be featured at this summer’s dive-in movies and on the website. The sales and marketing manager has also secured several food vendors for the festival.
- **Health and Fitness Festival (Oct. 23)** – The Communications Department is working to create a new event centered on health and lifestyles in the fall. Talks with potential vendors have begun to determine interest in such an event. It will be accompanied by a new publication highlighting participating businesses inserted into the Oct. 15 *Village News*.

## **G. Committees**

- **Historical Book Committee** – its first meeting on July 29. The committee was informed of the aggressive timeline for publication of the book, and began dividing tasks for collection and solicitation of materials. Subsequent meetings (monthly) will focus on committee members taking responsibility for specific chapters of the book and determining photos and captions. The next meeting is scheduled for Wednesday, Aug. 25 at 7 p.m. at the MVF Office.
- **Communications Committee** – Will meet on Wednesday, Sept. 1 at 7:30 p.m. in the MVF Office.

## **H. Public Relations**

**Community Outreach** – Articles discussing the importance of architectural standards and the related aspects of the department and process have been included in the July 23 and Aug. 6 issues of the *Village News*. This is intended to be an ongoing series dedicated to informing residents of the benefits of having such standards in place. A Business in the Village profile of advertiser and event supporter Four Seasons Home Improvement was included in the Aug. 6 issue of the *Village News*.

## **I. Marketing**

**MVF web site** - The attached site usage report indicates the most viewed pages by visitors. These pages include the *Search* feature; *Community Calendar*; *Check Your Account*; and *MVF Facilities* web pages. Visitors also used the site to read the *Village News*, search Village history, look for recreation events and programs and read about architectural compliance procedures. There were approximately **16,099** visits during July and an average of **503** visits per day. On average, site visitors are looking at 2 – 3 pages per visit.

## **J. Personnel**

**Departmental changes** - Intern Emily Slaten finished her internship with the Communications Department on Aug. 6. As departmental duties that were assigned to this position have shifted, the scope of this internship position will be reassessed for future candidates. For the next several weeks, a temporary employee (specializing in graphic design) has been hired to learn and help with the demands of the department, specifically in the area of graphic design and layout of the *Village News*. This will help sustain the production of the newsletter in September when the communications manager is out of the office on leave.

#### 4. Community Management

##### Committee Update:

- A. The **MAC meeting** is scheduled for Monday, November 8. Verizon is scheduled to attend that meeting.

##### Homes Corporation and Condominium Updates:

- A. **Financial reporting** continues to be done in a timely manner and all financials are available for review prior to the board meetings. Budgets are in progress. Preparing for TCG Audit. Reports to include PPM fines are being done as requested.
- B. **Christopher Court Land Association** – Concrete bids have been solicited and work is scheduled for early September. Landscape and snow removal bids are in the process of being prepared and sent. Parking issues will be placed on the next agenda. Budget is in progress.
- C. **Eastgate** – Worked on budget and reserves information. Arranged for a large-scale meeting with County Council members and Officer Tillery as well as other police officials in response to recent incidents of vandalism in Eastgate. Fire lane painting was completed in several communities. Currently following up on the establishment of Neighborhood Watch groups.
- D. **East Village** – Completed the 2010 Annual Picnic, serving between 270 and 300 residents. Met with Golf Club representatives and Mr. Linck to discuss mutual concerns. Prepared correspondence between Mr. Linck and adjacent communities about security. Worked with the East Village Airpark Liaison Committee to address ongoing concerns. Worked with community to respond to vandalism and other incidents of concern. Followed up on county-required maintenance for Wethersfield pond. County inspected the Glenbrooke pond and ordered low flow pipe to be power-augered. Working with various contractors for re-design of landscaping around Glenbrooke pond. Awaiting completion of path and street patch work contracted for in June.
- E. **Horizon Run** – Call for Candidates Letter was sent to all unit owners. Sewer issues and maintenance concerns are continuing to be addressed. There are several on-going insurance claims as a result of the recent storms.
- F. **Maryland Place** – WSSC is replacing underground water pipes with larger ones and installing 2 additional fire hydrants. No major problems. Work should be completed by Thanksgiving. Preparations are being made for the Third Annual Community Picnic on September 11, 2010. August has been declared trash month and flyers are being delivered every week to try to reduce illegal dumping.
- G. **Middle Village** – Budget meeting was held and budget will be presented at the next board meeting. A community day is being considered for spring.
- H. **Park Place I** – Annual meeting was reconvened and has been rescheduled for September 7. Siding repairs have been completed.
- I. **Park Place II** – Building repairs have been approved and are scheduled for two of the three buildings.
- J. **Patton Ridge** – Fire lane painting has been completed. Board requested to send out a parking survey and map to residents of Partridge Place I regarding an additional reserved parking space. Revised Hob Hill parking space map is in progress to accommodate residents' requests. By-Law Amendment mailing is to be sent out in the fall. Greenspace and Trash Policies were revised and updated. Storm drain repair is in progress.
- K. **Stedwick** – Verizon's installation crew is in The Ridges. WSSC is concluding the water main replacement work in The Heights. Prepared materials, articles, and power points with input from Board subcommittee for the "Keep Stedwick Green and Clean" campaign, starting an effort to ask residents to vote on an assessment ceiling increase. Responded to vandalism in Forest Brooke and Stedwick Road. Flyers and signs have been installed to discourage dumping in certain areas. Contracted for installation of reserved parking spaces to be assigned and painted in several areas.

- L. **Thomas Choice Condominium** – Tennis court repair/replacement is almost complete. Six large Pine trees have been removed from the side of golf course and replaced with Tila and Sunset Maple trees. Annual meeting is next week.
- M. **Thomas Choice Gardens** – Large Bradford pear tree caused damage to a parked vehicle; tree will be removed. Several large Pine trees were also removed next to the pool. One large oak broke in half during this week's storm. Snow removal contracts signed. New company selected for treatment to one building for rodents. Underground pipe leak discovered by trash room and repaired. New barbeque areas are being installed.
- N. **Whetstone** – Ballots sent to include informational materials and other items for the assessment ceiling vote mailing. Followed up on a large-scale tree removal project involving eight large Pines. Completed negotiations with the county for reimbursement for damage to the Courts entry sign and finalized a contract for replacement. Negotiated the concrete replacement project for upper Brooke Grove Court, marked the area, and sent out notices to all residents. Met with reps from WSSC, South Village and MVF to discuss Lake Whetstone erosion and dredging issues.

**General Updates:**

- A. All initial re-inspections for the **Private Property Maintenance** programs are complete at this time. Fines have been sent out for Patton Ridge and Middle Village. Second re-inspections are underway in East Village and will begin in Eastgate shortly. Fine waiver requests and extension requests continue to be processed daily.

**5. Finance and Administration**

**A. Assessments and Collections**

- ❖ **Assessments Received: \$690,581.87** in July 2010 (compared to \$690,619 in July 2009)
- ❖ **Results of Court dates: (2009 statistics in bold italics)**

Date	Cases	Paid	Judgments	Others
January 2010	10 ( <b><i>97</i></b> )	4 ( <b><i>38</i></b> )	5 ( <b><i>48</i></b> )	1 ( <b><i>11</i></b> )
February 2010	156 ( <b><i>99</i></b> )	85 ( <b><i>28</i></b> )	49 ( <b><i>38</i></b> )	22 ( <b><i>33</i></b> )
March 2010	61 ( <b><i>7</i></b> )	31 ( <b><i>3</i></b> )	12 ( <b><i>3</i></b> )	18 ( <b><i>1</i></b> )
April 2010	2 ( <b><i>139</i></b> )	2 ( <b><i>80</i></b> )	0 ( <b><i>42</i></b> )	0 ( <b><i>17</i></b> )
May 2010	9 ( <b><i>5</i></b> )	7 ( <b><i>2</i></b> )	2 ( <b><i>3</i></b> )	0 ( <b><i>0</i></b> )
June 2010	59 ( <b><i>4</i></b> )	38 ( <b><i>3</i></b> )	8 ( <b><i>1</i></b> )	13 ( <b><i>0</i></b> )
July 2010	62 ( <b><i>63</i></b> )	37 ( <b><i>38</i></b> )	15 ( <b><i>20</i></b> )	10 ( <b><i>5</i></b> )
August 2010	2 ( <b><i>3</i></b> )	( <b><i>2</i></b> )	( <b><i>0</i></b> )	( <b><i>1</i></b> )
September 2010	60 ( <b><i>88</i></b> )	( <b><i>29</i></b> )	( <b><i>44</i></b> )	( <b><i>15</i></b> )
October 2010	19 ( <b><i>54</i></b> )			
November 2010	1 ( <b><i>6</i></b> )			

- B. **Interest** in the amount of: **\$3,896.45** was billed to overdue accounts in the month of June 2010, in accordance with the Collection Policy (compared to **\$3,752.83** in July '09).  
**YTD Interest Charged: \$22,108.59** (compared to **\$20,331.19** in 2009)  
**YTD Interest Collected: \$12,645.74** (compared to **\$12,650.26** in 2009)
- C. **Administrative Fees** in the amount of \$46,225 were billed to overdue accounts in the month of July 2010, in accordance with the Collection Policy (compared to **\$46,100** in July 2009)  
**YTD Administrative Fees charged: \$135,550** (compared to **\$138,675** in 2009)  
**YTD Administrative Fees collected: \$88,052.74** (compared to **\$87,089.51** in 2009)
- D. **Settlements:** **39** new homeowners were processed between July 1 and July 31, 2010 (compared to **53** in July 2009). Of these, 38 were homes corporations, and one (2) was a condo.
- E. **Transfer fees: \$2,925** was collected between 7/1/10 and 7/31/10 (compared to **\$3,975** in July 2009).

## 6. Government Relations

### Transportation and Development

- A. **Goshen Road Widening** – Negotiations continue with the consultant for the final design project. Final design will take approximately three years.
- B. **Midcounty Corridor Study** – according to Greg Hwang, Phase I Facility Planning Manager, his team has not yet received input from the review agencies on the proposed Alternatives to be Retained for Detailed Study (ARDS) package. The review agencies have requested a 30-day extension, to the end of August 2010. Hopefully, the formal ARDS package will be presented to the public before the end of the year.
- C. **Stedwick Road Improvements** – bump-out installations on both sides of Stedwick Road between MV Avenue and Watkins Mill Road are nearing completion. This initiative was a component of the county's conditional approval of the Marketplace development. J. Donegan, owner of the Marketplace parcel, is required to improve pedestrian safety. The thinking is that the broad bump-outs will calm vehicular traffic because the cars will have to move more slowly in that area, and this, as well as the reduced number of feet of roadway that pedestrians will use to cross the street, will improve safety. The other county requirement was the addition of a second right turn lane on eastbound Stedwick Road at MV Avenue is. This is known as a developer generated CIP project and, therefore, there are certain triggers in the development that require improvements by the developer. When the estimated number of additional car trips is generated by the development (occupancy of space and resulting increased vehicular traffic), the additional lane will be built. This will likely take place in 18-24 months.
- D. **Christopher Avenue** – the City of Gaithersburg Department of Public Works is removing and replacing existing curb and gutter, sidewalk and pavement on Christopher Avenue from the end of City maintenance near Montgomery Village Avenue to Russell Avenue. Construction is expected to last until approximately October 30, 2010, weather permitting. Work will take place on weekdays between the hours of 7 a.m. and 5 p.m.
- E. **Webb Tract** – the master plan for the county facilities has progressed to the point that would cause one to assume the proposed land swap will not take place. MVF is seeking an answer regarding the land swap decision. A newly developed site plan condenses the footprint. Several buildings, originally planned to be one story in height, will be two stories high. Several functions are being consolidated. Some buildings will not be visible from the roadway. The burn building site will be excavated an additional five feet, which will put it below road grade level. Landscaping will act as screening. The one fueling station will be located on the west side of the parcel and will be 14 feet below Snouffer School Road and will have additional berms to obscure it from sight.
- F. **Whetstone Elementary School** – the improvement project is divided into two segments: (1) separating the parent and student drop-off areas of the parking lot and creating a curb cut on Centerway Road and (2) adding 10 new classrooms and re-constructing and improving the playground area. The curb cut addition will require reducing the median on Centerway Road by enough space to allow vehicles to exit the parking lot onto Centerway and either turn left, go straight or turn right. The parking lot and curb cut components of the project will be completed by the time school starts on Monday, August 30. The classroom addition and playground updates will take a year to complete and will be ready by the time school starts in August 2011. When the addition is completed, the portables will be removed.
- G. **Gaithersburg Library Renovation** – the County Attorney has signed the lease for a 3,000 square foot space at Lakeforest Mall near Sears to be used during the 18-24 month library renovation. The Mall management is expected to sign the lease shortly. Staff from the Library Department and the Department of General Services, Division of Building Design and Construction, have begun work with a planner to design the layout of the interim space. Once the lease is signed and design plans finalized and approved, the project will be

submitted for permitting and construction. Interim site opening is now anticipated for late fall 2010. The interim space will house approximately 20,000 books and non-print items, one-fifth the size of the closed facility's collection. There will be computers for catalog use, but no Internet computers.

The sculpture in front of the library will be removed prior to the library's expansion. Due to lack of funds to restore and reinstall it, the sculpture will be placed in storage for the time being. Also, the site plan for the enlarged library does not include space for the sculpture. It may one day resurface in another location.

- H. **Old Verizon Facility Box** – Verizon finally replaced the old green facility box that had lain on the side of Apple Ridge Road near Dellcastle Road (west). They did this when they learned that state and local elected officials might notice the unsightly facility box as they participated in the 4<sup>th</sup> of July Parade.
- I. **FiOS** – installation is moving slowly, and installation of the cable that had been planned for this summer is now postponed until autumn.

### **Other Initiatives**

- A. **FEMA applications** – FEMA denied eligibility of the Montgomery Village homeowners associations to receive federal disaster relief funds for the December and February blizzards. The HOAs have filed appeals, and MEMA has forwarded the appeals to FEMA. Both Congressman Chris Van Hollen and Congresswoman Donna Edwards have agreed to try to help. Information pertinent to the applications, denials and appeals has been forwarded to the District 4 or District 8 congressional offices, based on the district where each HOA is located. FEMA's reevaluation process could take up to 60 days.
- B. **Candidate Pre-Primary Election Meet and Greet Event** – scheduled for August 31 at North Creek Community Center, 7-9 p.m., should be well attended by primary candidates. To date, 38 candidates have RSVP'd in the affirmative. Notice of the event was included in the *Gazette*, *Village News*, on the MVF website, and in an e-mail to the Presidents' Council.

## **7. Landscaping and Public Works**

- A. July was another positive revenue month for the Landscape & Public Works Department. With the hot dry weather of July slowing down our mowing activities, we were able to generate some billable services. Expenses on the whole were in line with the budget. There was some overtime incurred while we worked the 4<sup>th</sup> of July weekend. We were over in billable supplies because we brought in a couple of truckloads of playground mulch to resurface the Foundation's tot lots.
- B. Highlights of the past month include:
  - Resurfacing of Foundation tot lots;
  - Completed mulching in the Foundation parks;
  - Restriping of all Foundation parking lots;
  - And also of note, out of the 150 trees we have planted in the last two years, only one tree so far has succumbed to the hot dry weather.

## **8. Recreation, Parks and Culture**

### **Projects:**

- A. The bids for **Stedwick Community Center renovations** are being sent to the Board for award at the August meeting. Construction is expected to start mid September. Although most of the renovations are exterior, there will be some impact on facility use.
- B. **Lake Whetstone Dock and Boathouse construction** is expected to be completed about mid September. Once a date is identified, staff will work with the Board and elected officials to schedule a ribbon cutting.
- C. As pools begin to close for the season **damaged furniture** is being evaluated for repairs or disposal.

- D. A total of 48 **Annual Pool Memberships** were sold in 2010 for total revenue of \$15,975, compared to 36 Annual Pool Memberships that were sold in 2009 for total revenue of \$14,695. In 2008 there were 31 memberships with \$12,280 in revenue. Seven August Specials were sold this year, while only six August Specials were sold in the previous years.
- E. **Activity card distribution** is slowing down for the season, with 3,991 photos taken year to date compared to 2,788 photos this time last year.
- F. The bid for **asphalt path repairs** is being sent to the Board for award at the August meeting. Work is expected to start mid September.
- G. The **Fall Recreation Guide** has been completed and will be published in the August 20 edition of the *Village News*. Several new programs have been added for the fall including one that is targeted to home schooled youth.
- H. **Budget and Reserve planning** have been a major focus this month.

**Programs:**

- A. **Camp Soaring Stars** (which replaced Camp Walk Walka) registration was 119 for 2010, which is down 8 registrants from the 127 registered in 2009 for Camp Walka Walka. However, because of the restructuring of the camp by extending the day an hour and adding extended hours and associated changes in fees, the overall financial picture improved in 2010.
- B. **Teen Express** saw an 8% increase in registrations in 2010 over 2009. In 2009, 1 of 8 sessions filled. In 2010, 4 of 8 sessions filled.
- C. **Camp Tiny Feet** enrollment was down by 5% this year from 2009. Sessions 1, 2 & 3 were full with 24 campers. Session 4 had 20 campers.
- D. **North Creek Drop-In** registration almost doubled from 2009. This summer, there were 44 registrants compared to last year's 23.
- E. **Group swim lesson enrollment** was up 7% from 2009. Private lesson enrollment was up by 8% from 2009.
- F. **Dive-In Movie** made its comeback July 16 and was very well attended by approximately 460 residents and their guests. Staff did an excellent job of making it a safe fun program for residents. The second "Dive-In Movie" is Over the Hedge and scheduled for this Friday, August 20 with a rain date of August 27.
- G. **Summer at the pools** has been busy with almost no rainy days in June and July. Attendance was up about 7000 people for both June and July in comparison to 2009.