

# EXECUTIVE VICE PRESIDENT'S REPORT

July 2010

## 1. General

- A. **2011 MVF Budget:** This is budget preparation month, and all the department heads and their staffs are proposing their first draft cost center budgets and revenue estimates to the EVP and Finance and Administration Director for review and feedback. In addition, a presentation for the community budget meeting was developed and included a review of current trends, revenues and expenditures, which will have an impact on the 2011 Budget. *(This presentation has been posted on the MVF website – under About the Village, Informational Documents.)* The community budget meeting gave the staff the opportunity to share with the Board, Representatives and other interested residents a glimpse of what would be included in the budget, some changes and the revenue picture, including a discussion of the need for a potential assessment ceiling increase. The Board and Audit Committee will get a proposed 2011 budget the first week of August.
- B. **CSAAC Deed Update:** It is my understanding that the CSAAC Board (after almost three years) has reviewed a deed that they are going to propose to MVF. I saw CSAAC Executive Director Ian Paregol, and he said that they were close to transmitting a deed to MVF. I will notify the Board once a deed has been transferred, after which MVF will be responsible for all maintenance on this property.
- C. **Vision 2030:** The committee has had three meetings, and the staff continues to have talks with various property owners to engage them in discussions about the future of their properties. My focus currently is to educate the committee about the county master plan process, the ingredients to a successful town center (Rockville Town center visit), and the difference between a vision that has the potential of being achieved versus one that does not. This gets into a discussion of sound planning principles, market realities, and density and how it plays an important part in “incentivizing” economic development, etc.
- D. **Update on MV Family Golf Day Special Event:** This event is a partnership between MVF and Montgomery Village Golf Club (MVGC) to highlight this important amenity in the Village. The event will be held on Sunday, July 25 from noon to 4 p.m., and the MV nine hole scramble tournament will start at 3 p.m. Intern Andres Camacho has been doing a super job coordinating this event with Linda and Jack Doser, owners of MVGC, and Village residents. We are getting a super response for volunteers to supervise the various golf activities during the day! I look forward to seeing the entire Board out there.

## E. Architectural Standards

- A. **ARB Meetings:**
- ❖ June 16: 68 applications, 4 violations = total: 72 modifications  
ARB review: 2 applications, 4 violations  
Staff review: 66 applications  
Discussion items:
    - Storm Doors in Whetstone
    - Information shared on vinyl sheds + guidelines discussion
  - ❖ July 7: 82 modifications, 12 violations = total: 94 modifications  
ARB review: 0  
Staff review: 94  
Design Consultant: selection of new fence color for Glenbrooke (previous color is no longer available)
- B. **Pre-fabricated sheds** are being considered by the ARB as a shed option for both single family detached homes and townhouses. Wood sheds will remain as the recommended shed material however Village-wide guidelines to include pre-fabricated sheds are to be

drafted and, once completed, will be forwarded to the homes corporation boards for comment prior to being presented to the MVF Board for approval.

- C. **A revision to the current storm door criteria** Village-wide is being forwarded to the MVF Board for approval. The ARB recommends applications being required and an existing community color requirement being upheld, but the design of the door would be considered on an individual basis.
- D. The MVF Design Consultant has recommended another **awning manufacturer for the Dockside community**. The original Calabana awning has not performed well when used on the balcony units. The heat has caused cracking and splitting in the vinyl coated material within a few years of installation – not the guaranteed 10 years. The new option for awnings is Sunbrella canvas material. There will be a slight difference in color, but the new awnings should blend well into the existing.
- E. **Application Review Fees:**  
**January 1 - July 12, 2010: \$8,875** [compared to **\$7,900** in 2009]  
**Month to Date (June 15-July 12): \$1,705** [compared to **\$1,975** in June 2009]

### **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 – July 12, 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 Violation Review Fees:**

- **January 1-July 12, 2010: \$2,675** [compared to **\$1,415** in 2009]; **MTD (June 15-July 12): \$650** [compared to **\$315** in 2009]

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

- **January 1 – July 12, 2010: Total: \$37,975** [compared **\$32,475** in 2009]; **MTD (June 15-July 12): \$6,525** [compared to **\$8,525** in June, 2009]

- D. The Executive Vice President continues to review enforcement cases with the AS Director to determine what correct action is to be taken. Very minor violations will be classified as running violations and will be allowed to remain until resale, with no accompanying suspension of membership privileges. Cases involving major architectural violations will continue to be referred to the MVF Executive Committee with the possibility of the suspension of MVF membership privileges and the noting of the violation on the resale disclosure certificate.

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

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

## **3. Communications**

### **A. Publications**

- **Village News** –Two issues of the *Village News* were published: June 25 (including Independence Day program) and July 9.
- **MVF Backstage** – The July 2010 issue was published on July 1.

## **B. Circulation**

No. of permanent carriers: **48**; No. of substitute carriers: **37**

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. A portion of these routes will also be given to CSAAC.

## **F. Events and Sponsorship**

- **Montgomery Village Family Golf Day** - This joint venture with Montgomery Village Golf Club (MVGC) and MVF senior staff will take place on Sunday, July 25 from noon to 4 p.m. Meetings to discuss specifics with the MVGC have been arranged, and support for the event in the form of advertising and collateral has been created. There was a booth at the Independence Day Celebration advertising the event, and ads placed in the July 9 and July 23 issues of the *Village News*. Additionally, a banner to be used for promotional events and on the day of the event has been produced.
- **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. Winners will be announced in early fall 2010.
- **Great Pumpkin Festival (October 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.
- **Health and Fitness Festival (October 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** – Arcadia publishing has approved the book proposal and is ready to proceed with compilation of the book. A Memorandum of Agreement (contract) was signed and returned to Arcadia in early July. The committee’s first meeting is tentatively scheduled for 7 p.m. on Thursday, July 29 at the Montgomery Village Foundation Office. An outline of the book and time for publication will be discussed.
- **Communications Committee** – Will meet again in early September. As per MVF Board Liaison Scott Dyer’s request, the possibility of publishing the *Village News* on the Kindle/Nook platforms is being researched. At present, these platforms do not support the formats for which the *Village News* is readily available. Other formats are being researched.

## **H. Public Relations**

**Community Outreach** – Articles featuring MVF summer camps, special pool events and MVF Lawn Theater programs have been featured in the *Village News* throughout June and July. An article highlighting the swim teams is also planned for the July 23 issue. A Business in the Village profile of advertiser and event supporter Fitness First was included in the June 25 issue of the *Village News*. An article aimed at introducing MVF’s new hire, Humberto Benitez, to the community was in the June 25 issue, and an article in response to community inquiries about the closing of Schenck’s Hardware was in the July 9 issue.

## **I. Marketing**

**MVF web site** - The site usage report indicates the most viewed pages by visitors. These pages include the *Search* feature; *Community Calendar*; *Job Listings*; and *MVF Facilities* web pages. Visitors also used the site to check their accounts, and find recreation opportunities, such as the Lawn Theater Concerts and Amusement Park Tickets. There were approximately **13,582** visits during June and an average of **438** visits per day. On average, site visitors are looking at 2 – 3 pages per visit.

## **J. Personnel**

**Departmental changes** - Roz Price has been added as part of the Communications Department, with split duties between Communications and the EVP. In her new role, she will

assist with production of all publications, as well as with website updates. She will continue some of her previous functions for the EVP, including Board packets and various special projects. The department also welcomed new Sales and Marketing Manager Humberto "Beto" Benitez. Beto will be focusing on generating advertising revenue and implementing a sales strategy, among other departmental tasks. Communications Manager Mike Conroy will also serve as the Corporate Secretary.

#### **4. Community Management**

##### **Committee Update:**

- A. The next **MAC meeting** is scheduled on November 8. Verizon FiOS has agreed to attend this meeting.

##### **Homes Corporation and Condominium Updates:**

- A. **Financial** – Financials have been completed to include EG, EV, HRC, MP, MV, Normandie I, PPI, PPII, PR, ST, TCG, TCC and WHC. All PPM fines have been posted to HOA account receivables. Fine reports are distributed upon request. TCG and PPI have a year end of June 30<sup>th</sup>, for which audits are being arranged. Budget set-up is in progress.
- B. **Eastgate** – Several areas within Eastgate have approved a second reserved parking space. Several mailings were sent out to communities regarding security and Neighborhood Watch. In response to several incidents involving graffiti and vandalism, a community meeting was scheduled to include the police and community leaders.
- C. **East Village** – Contracts have been finalized for path replacement in Candle Ridge II and Ashford. A contract has been finalized for street patches throughout the community. Tree pruning in The Reach, Meadowgate, and Essex Place was completed. Letters were sent out regarding vandalism and Neighborhood Watch. Proposals for additional lighting were sent out Meadowgate and Holly Pointe. Proposals for upgrading the Pond in Glenbrooke are being solicited. Finalized preparations for a community picnic including publicity, catering and entertainment.
- D. **Horizon Run** – Street seal coating and line striping has been completed. Trash removal bids are being prepared.
- E. **Maryland Place** – The 2011 budget has been prepared. The third annual Block Party is being planned. WSSC has begun replacing the large water main pipes under Thomas Farm Road, Tippet Lane and Transhire Road. Work is expected to be completed in January.
- F. **Middle Village** – Trash and security issues are being monitored by security and the MCPD are being kept aware of some issues that have been reported. Dog waste stations and trash cans are being considered for community use.
- G. **Park Place I** – Call for Candidates letters have been sent out and election materials have been approved and will be mailed out shortly. Replacement of 27 concrete steps at the entrance of three buildings was completed on June 24.
- H. **Park Place II** – Call for Candidates letters have been sent out and election materials have been approved. Building and roof repair bids are being prepared. Carpet cleaning has been completed in one building and a new policy to collect an up-front retainer for damages done during moving is being considered.
- I. **Christopher Court Land Association** – The first meeting is scheduled for Thursday, July 15. All records have been collected from the previous management company. A concrete inspection was performed throughout and concrete bids are being prepared. Contracts are being reviewed and bank accounts are being set up.
- J. **Patton Ridge** – The new lights installed in Partridge Place are now working. Fire lane painting throughout is in progress. A Hob Hill Way street painting proposal was approved to include two reserved spaces. Path replacement on Quill Place is in progress. An initial letter to the homeowners is being prepared to introduce an upcoming proposed By-Law Amendment regarding home maintenance and legal issues. Storm Drain proposals will be reviewed at the July meeting. Budget meeting is scheduled for July 21.
- K. **Stedwick** – Reserved spaces have been designated in areas that previously did not have

reserved parking. The 2011 budget meeting will be focused on providing documentation for a probable vote to amend the covenants for an assessment ceiling increase.

- L. **Thomas Choice Condominium** – The 2011 budget has been approved for mailing. The tennis courts are being renovated. The board will be considering proposals for wood replacement and painting. Five large pine trees have been removed.
- M. **Thomas Choice Gardens** – The pool is opened and running well. Several decaying pines have been removed. Proposals to remove tree branches off of the roofs is being considered as well as removal of all dead branches. Board is considering proposals to remove carpet in 5 buildings and replace with decorative concrete.
- N. **Whetstone** – A large tree removal and tree pruning project has been completed. Montgomery County has done some shoreline repair and Whetstone has performed path repair to the path adjacent to that area. The manager has prepared backup information and wording for a proposed covenant amendment to increase the assessment ceiling, which could, if approved, go out for a vote on July 30.

**General Updates:**

- A. The **Private Property Maintenance inspections** for 2010 are completed and letters have been sent. Re-inspections are completed for Eastgate and Whetstone. East Village and Patton Ridge re-inspections are in progress.
- B. Aimee Winegar has completed the **annual reserve analysis** for MV, PR, PPI and PPII and is waiting for reserve information from MP, TCC, and TCG. HRC is in progress.
- C. **FEMA/MEMA applications** for reimbursement from the February snowstorms were submitted prior to the July 5<sup>th</sup> deadline.
- D. **Roadway reimbursement** checks have been received.

**5. Finance and Administration**

**A. Assessments and Collections**

❖ **Assessments Received: \$212,445.69** in June 2010 (compared to \$212,445.69 in June 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> )	( <b><i>38</i></b> )	( <b><i>20</i></b> )	( <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> )

- B. **Interest** in the amount of: **\$2,115.04** was billed to overdue accounts in the month of June 2010, in accordance with the Collection Policy (compared to **\$2,035.56** in June '09).  
**YTD Interest Charged: \$18,212.14** (compared to **\$16,578.36** in 2009)  
**YTD Interest Collected: \$11,572.02** (compared to **\$11,133.42** in 2009)
- C. **Delinquent Letters** were mailed to residents on June 1, 2010: **1,101** (compared to **1,020** in June 2009)
- D. **Lawsuits filed: 70** in June 2010 (compared to **207** in June 2009)
- E. **Settlements: 36** new homeowners were processed between June 1 and June 30, 2010 (compared to **40** in June 2009). Of these, 34 were homes corporations, and two (2) were condos.
- F. **Transfer fees: \$2,700** was collected between 6/1/10 and 6/30/10 (compared to **\$3,000** in June 2009).

## 6. Government Relations

### Transportation and Development

- A. **Goshen Road Widening** – Phase 2 Facility Planning Team is negotiating with the consultant for the final design of the project. Final design stage will last approximately three years. Note that the typical section of the proposed roadway is 103 feet for most of the alignment. However, the section is only 79 feet in the vicinity of the Goshen Elm, in order to avoid impact to the tree/root zone. In this area, the grass buffers between the sidewalk and the curb and between the hiker/biker path and the curb have been eliminated. The width of the median and accommodations for on-road cyclists are also narrower in this area. The Centerway Road area median is much narrower than in the typical section, but that is because there are additional turn lanes at the intersection. The typical section at the Centerway intersection will be 102 feet.
- B. **Midcounty Corridor Study** – the Alternatives to be Retained for Detailed Study (ARDS) package was sent to all review agencies and stakeholders on June 25. Greg Hwang, Phase I Facility Program Manager, says he hopes to hear back from the respondents by July 30, though it may take longer.
- C. **Webb Tract** – A new site design plan has been prepared that significantly condenses impervious footprint. Several buildings, previously planned as one-story in height, will go to two stories in height. A number of functions are being consolidated. Some buildings on the parcel will not be visible from the roadway. The burn building site will be excavated an additional 5 feet so that it too will be below road grade level. Landscaping is also planned to serve 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.
- D. **Gaithersburg Library Renovation** – negotiations for a 3,000 square foot interim site near Sears are just finishing up on a positive note. The delay is because both Lakeforest Mall attorneys and county attorneys had to perform lengthy evaluations of the terms and conditions of the proposed lease agreement. Following signing of the lease by both parties, the permitting process will begin. This is expected to take several months. It will be approximately 4 months before the interim site will be in use.
- East Village Avenue** - DOT will re-stripe using the current striping pattern of two driving lanes in each direction. They plan to upgrade pedestrian safety near Ride-On bus stop locations at the following locations:
- just east of Butterwick Way/Remsbury Place;
  - east leg of Welbeck Way;
  - near the east end of Lake Marion Community Center parking lot;
  - west leg at Fulks Farm Rd/Tindal Springs Drive
  - west leg at Battery Bend Court
  - west leg at Sawgrass Drive/Asquith Way.
- DOT intends to complement these crosswalks by installing advance warning signs that say, *State Law - Vehicle Must STOP for Pedestrians in Crosswalk*. DOT also plans to include ADA-compliant refuge areas for pedestrians. They plan to begin work on the crosswalks within 4-6 weeks. DOT wishes to emphasize that the proposed new crosswalk work is independent of the resurfacing and re-striping, which are handled and scheduled by different DOT work centers.
- E. **Avalon Rothbury** – wants to convert two units, currently being used as a demo apartment and an office, to residential. This will require a minor amendment to DPA, which has a condition of 204 residential units, and, following that, an amendment to the Preliminary Plan and Site Plan. All minor events. Avalon Rothbury will meet with the community prior to submitting their application to Park and Planning.
- E. **FiOS** – installation is moving slowly. Verizon will complete FiOS rollouts where they've already started, including where they have signed contracts with homeowner associations.

But they want to get caught up, see how the market reacts, etc., and then decide how to proceed in the future.

- F. **Gaithersburg East Master Plan Update Schedule** – currently scheduled to begin at the Park and Planning staff level in autumn of 2011, will very likely be delayed due to budgetary constraints.

### **Other Initiatives**

- A. **FEMA applications** – Village homeowner association applications for the December blizzards have been in the Region 3 Philadelphia Office for well over a month, and there has been no decision as yet regarding eligibility. Applications for Public Assistance for the February blizzards have been submitted. On June 21, staff attended FEMA briefing for the February blizzards.
- B. **Candidate Pre-Primary Election Meet and Greet Event** – for all federal, state and county candidates who, if elected following the general election, would represent Village residents. Event will be held on Tuesday, August 31, 2010, 7– 9 p.m., North Creek Community Center. The plan is for a short “meet and greet” (30-45 minutes), followed by brief candidate statements, but no Q&A. Length of time each candidate has to make a statement will depend on the number of candidates participating in the event. Expect a large crowd.
- C. **Elected Officials Who Participated in 4<sup>th</sup> of July Parade** – Congresswoman Donna Edwards, County Council President Nancy Floreen, Councilmembers Knapp and Elrich; District 39: Senator Nancy King and Delegates Saqib Ali, Charles Barkley and Kirill Reznik; District 14: Delegates Karen Montgomery and Herman Taylor and, bringing up the rear of the parade was County Executive Ike Leggett. Mr. Leggett had participated in another parade earlier on the day of the MVF Parade.

### **Legislative Initiatives**

- A. **County Bill 40-10 – Stormwater Management – Revisions** – the bill requires management of stormwater runoff through the use of nonstructural best management practices to the maximum extent possible for new and redevelopment projects. This bill will bring county stormwater management requirements into compliance with the Maryland Stormwater Management Act of 2007. The main goal is to maintain, as nearly as possible, predevelopment runoff characteristics and reduce pollution, siltation, sedimentation and flooding by using nonstructural best management practices, whenever possible.

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

- A. The lack of rain this past month finally took some pressure off of our mowing schedule. This allowed us to catch up with some of our other fixed price responsibilities like pruning and weeding. In fact, it has been so dry that we have had to put two trucks on the road to water annuals and recent installations on MVF properties and for our Homes Corporation customers. This current weather pattern helps to keep payroll expense (no overtime) and fuel expense (not as much mowing) down.
- B. **Highlights** of the past month include:
  - Lending support to the Recreation Department for a successful 4<sup>th</sup> of July celebration
  - Completed Right-of-Way weed control
  - Completed shrub pruning at MVF properties and the Homes Corporations
- C. As we move past the mid-point of the year the biggest challenge is to manage labor hours effectively and to take advantage of opportunities to generate billable revenue as we go through the rest of the summer and head into fall. We are confident that we can meet these challenges.

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

### ***Projects:***

- A. Facility evaluation and updating of the reserves program for 2011 is in progress, with a goal

- of developing a program that can be accomplished during the budget year.
- B. Budget detail for the 2011 draft continues to be analyzed as current year to date figures become available.
  - C. Painting of the exterior of the administrative building and annex is scheduled to start the week of July 19<sup>th</sup>. Polyzoz Painting, Inc. was awarded the bid for this project.
  - D. Lake Whetstone dock and boathouse renovations are on schedule to be completed in mid August. The piles have been removed and new piles installed, dock framing replaced and crews are currently installing decking. Construction of the boathouse and gazebo roof will be done after decking is completed.
  - E. Construction plans and specifications for renovations to the Stedwick Community Center are nearly complete. RFP's will be sent out for the construction work next week with bids due back for MVF Board consideration and action at the August meeting.
  - F. Activity card distribution is ongoing with 3,583 photos taken year to date compared to 2,510 photos this time last year. Saturday, July 17 is the last day for weekend hours.

***Programs:***

- A. The "Spectacular 4<sup>th</sup> on the 5<sup>th</sup>" celebration had a large crowd for both the parade and activities. The crowd did dissipate early due to the heat; staff is in the process of completing the evaluation.
- B. The first four Sunday evening Lawn Theater concerts were well attended with the 6 p.m. start time. Attendance has ranged between 90 and 160. The first "Rockin' First Friday" featured the Rock and Roll Relics, and attendance reached approximately 140. The Wednesday morning KidJam performances have drawn 80 (hot, humid weather) and 70 (off and on rain) attendees.
- C. Camp Tiny Feet has full enrollment for Sessions 1, 2 and 3. There are 5 openings in Session 4.
- D. Camp Racing Wind has full sessions and Teen Express 2010 registration is 7% above 2009 registration.
- E. Deep Water Running/Conditioning exercise class held at Whetstone Pool has 60% increased registration over 2009.
- F. Youth Corps is halfway through the summer program. Corps members have been busy doing shoreline cleanup of the lakes and ponds, removal of the invasive species mile-a-minute, trash removal from median on MVA, trash and debris removal from areas of North Creek Lake Park including drainage next to McKendree tot lot, tot lot weeding, assisting with the 4th of July Celebration and completing Saturday morning park trash pick up.