

April 2018

MVF Executive Vice President's Report

1. General

- A. Development Report – Village Center** – The Planning Board is scheduled to take action on April 26 on plans to renovate and add some retail density and new housing to the 18 plus acre property. Originally, the Sketch Plan included an apartment complex with parking garage at the rear of the Village Center. The latest plans now include 49 townhouses, 34 two-over-two condos and 32 condos/apartments, but only the 32 condos/apartments are included in the Site Plan, for which Atlantic Realty Companies (ARC) is seeking approval from the Planning Board. The remaining housing units will be included in a future Site Plan for the property. The retail redevelopment will be phased in and will include the creation of new path sites on the front of the property and the extension of Centerway Road through to Watkins Mill Road, which creates a connection between the residential development and new retail. The CARC has had several reviews of the plans and continues to believe that ARC is moving in the right direction with architectural design and layout. CARC will be reviewing additional plans with more detail at an upcoming meeting.
- B. State Legislative wrap-up** – The 2018 Legislative Session ended on April 9. Over 3100 bills were introduced. No significant bills affecting Montgomery Village HOAs or condos passed. Bills requiring the licensing of HOA managers did not gain support again this year. In addition, bills regulating HOA/Condo boards of directors for voting procedures, meeting notifications and adoption of rules also did not garner support. Several legislators continued to argue that there must be more standardization of rules, procedures and governing documents for HOAs and condos. The issue of dispute resolution procedures for HOAs and condos was a new issue before the legislature, with the goal of imposing a state-wide dispute resolution procedure. None of these bills passed. Specifically for condominiums, there was a bill that would set out a state-wide standard for denying the use of parking and recreational elements to persons who are more than 60 days delinquent. The bill did not pass, but we anticipate that the bill will be reintroduced in the 2019 assembly. Lastly, again for condominiums, there was a bill to make it easier for condominium members to amend their governing documents. However, this did not pass either.
- C. CFO Replacement** – The process continues to find a new CFO to replace Greg Snellings, who resigned in early March. The CFO is charged with leading the Finance department. Initial interviews have been completed, and an announcement should be made shortly.

2. Architectural Standards

A. Architectural Application Review (March 1 - March 31, 2018)

Submitted architectural modifications reviewed In-House with Design Consultant: 86 Items

Architectural violations reviewed In-House with Design Consultant: 78 Items

Submitted architectural modifications reviewed by ARB: 0 Items

Architectural violations reviewed by ARB: 0 Items

Appeals considered by ARB: 1 Item (violation)

Application Completion Inspections: 4

TOTAL: 169 Items

B. Architectural Compliance:

1. Statistics:

The following statistics reflect the results of various *follow-up inspections and drive-through inspections* in Montgomery Village’s residential communities by the Architectural Standards Compliance team as of **March 31, 2018**. *These statistics reflect **the number of properties** inspected by the AS Compliance Specialists. **The average number of violations noted and pursued on each property inspected is three or more.***

Enforcement		2018		2017	
		YTD	MTD	YTD	MTD
a)	New Violations	42	16	248	94
b)	Cases Closed	6	1	56	0
c)	Running Violations (correct at resale)	0	0	3	0
d)	Executive Committee appeals	0	0	0	0
e)	Suspended Membership Privileges	0	0	15	0
f)	Lawsuits filed	0	0	14	0
g)	Complaint filed at CCOC:	0	0	0	0
h)	Resale Certificates prepared (property inspections)	96	43	99	40

SmartWebs Enforcement		2018		2017	
		YTD	MTD	YTD	MTD
a)	Total Scheduled Inspections (SmartWebs)	543	251	152	118
b)	New Smartwebs Violations	448	156	216	199
c)	Cases Closed (Smartwebs Inspections)	44	17	12	3

2. 2018 scheduled community inspections:

- Patton Ridge Homes Corporation – 6 subdivisions (1,072 properties)**
- Stedwick Homes Corporation – 3 subdivisions remaining (548 properties)**
- Whetstone Homes Corporation – 6 subdivisions (447 properties)**
- Poplar Springs Homes Corporation – 18 properties**
- Eastgate Homes Corporation – 7 subdivisions (443 properties)**
- [Total properties to be inspected = 2,528]**

3. Inspections and violations processed as of March 31, 2018:

Stedwick (Darla Hyman and Christine Sharp)

- **The Heights (147 Single Family Homes)** – 147 properties have been inspected and processed in SmartWebs.
- **The Clusters III (130 Townhomes)** – 130 properties have been inspected and processed in SmartWebs.
- **The Clusters II (217 Townhomes)** – 135 properties have been inspected in SmartWebs. 6 properties remain to be processed in SmartWebs. 82 properties remain to be inspected in SmartWebs.
- **The Clusters I (201 Townhomes)** – 28 properties have been inspected and processed in SmartWebs. 173 properties remain to be inspected in SmartWebs.

South Village (Martha Cruz and Dee Wirth)

All properties were inspected & processed in SmartWebs by January 10, 2018

Patton Ridge (Martha Cruz and Dee Wirth)

- **Fairidge (217 Single Family Homes)** – 217 properties have been inspected and processed in SmartWebs.
- **Fairway Islands (189 Townhomes)** – 96 properties have been inspected in SmartWebs. 10 properties remain to be processed in SmartWebs. 93 properties remain to be inspected in SmartWebs.

Note: the above property inspections do not reflect the property inspections for follow-up of cited violations, complaints verified and resale disclosure inspections.

Architectural Standards Fees (MVF Revenue) through March 31, 2018:

	2018		2017	
	YTD	MTD	YTD	MTD
Violation Review Fees	\$875	\$450	\$1,400	\$450
Resale Disclosure Fees	\$18,432.24	\$4,883	\$24,290	\$10,130

C. Architectural Standards March Committee Meetings:

Architectural Review Board: The Architectural Review Board (ARB) met on March 7, 2018. The agenda for the meeting included the review of a violation appeal in Center Stage, South Village, which had first been brought to the ARB at the February 7, 2018 meeting and tabled pending further research on other homes in the community with similar modifications. The homeowner replaced his rear full view sliding patio door with a half-lite door with grids and a slider window without grids without prior ARB approval. The AS staff and Design Consultant reviewed the replacement door in a routine in-house review meeting on December 29, 2017 and it was denied. The homeowner was asked to remove the existing door and window and replace them with a “Dark Bronze” full view, glass sliding patio door without grids. The committee heard from the homeowner and AS staff at the February 7, 2018 meeting and determined that additional research on other homes in the community that had replaced their rear patio doors was needed before a decision could be made. Staff conducted this additional research and presented it at the March 7, 2018 ARB meeting. One of the neighboring homes had installed a full-view French door without grids as approved by the ARB. The other neighbor had applied for a new slider door and was approved provided the door was installed without grids. The homeowner installed the door with grids, and is currently in violation following a scheduled inspection of the property. The homeowner of the property in question noted that the grids on his current patio door are not removable. He asked the committee to consider a solution that would replace the door, but not require him to remove the window and the masonry he had installed on the other half of the opening in order to reinstall a slider. The committee moved to deny the current door and require the homeowner to replace the existing door with a full-view door without grids in “dark bronze.” The motion was seconded and passed 3-1.

CARC: There was no CARC meeting scheduled for March, 2018.

3. Communications

A. Events and Sponsorship

2018 Home Show – the annual MVF Home Show was held on Saturday, March 17 from 9 a.m. to 3 p.m. at Lake Marion Community Center. Approximately 25 vendors attended the show, in addition to MVF Architectural Standards and Recreation Department representation. The corresponding Home Improvement Guide was released on Friday, March 9. Approximately (120) residents visited the show.

B. Village News

Issues were delivered on April 6 and April 20, including the MVF Annual Report. Staff continues to perform random spot checks of delivery routes to insure that deliveries are being made according to carrier guidelines, including delivery to the doorstep of most homes (not driveway delivery). One carrier resigned his route and a reliable replacement from the substitute list was appointed to the open position. Two new subs came on board.

C. Marketing

“What’s Your Story?” Branding Campaign – the fourth video in this series was released in early April, featuring the newly appointed Student Representative. Videos will continue to be shared via the website and social media. Staff is currently recruiting other candidates for the next several videos.

Recreation e-newsletter – staff assisted the Recreation Department in creating and launching an e-newsletter through Constant Contact. Responsibility for maintenance is with Recreation staff, with continued support from Communications.

D. Technology

Jenark – staff previewed demonstrations from two of the three vendors who submitted bids for replacement software. Discussion and further demonstrations will be necessary to determine which product best suits MVF’s needs. Through a months-long process, a hopeful new vendor will be selected and the conversion process will begin, following board approval.

Website – Future projects include a new layout/microsite for the *Village News* in preparation for reducing print media and increasing digital content.

E. Personnel

The Sales and Marketing Assistant position will remain vacant for several months while the roles and responsibilities are changed to be more conducive to the forthcoming Communications Plan and the future of communications. Changes to the position will occur after review by the Personnel Committee.

Staff attended a continuing education workshop on social media strategies to benefit increased digital participation.

F. Online

montgomeryvillage.com:

March

monthly hits: **27,163**

mobile sessions: **2,618**

most visited pages: employment application; job & volunteer opportunities; contact us; community center rental; dashboard; assessment fees; classes & programs

Twitter – **499** followers (up from **497** in March)

Facebook – **1,278** followers (up from **1,272** in March)

G. Advertising Revenue (through March 2017)

March 2018 Billed:	\$ 17,676
March 2018 Budget:	\$ 21,417
March Collected:	\$ 9,344
March difference compared to budget:	\$ (3,741)
Year to Date Billed (2018):	\$ 26,454
Year to Date Budget (2018):	\$ 34,245
Year to Date Compared to Budget (2018):	\$ (7,791)
Year to Date Collected (2018):	\$ 27,333
2018 Billed vs 2017:	\$ (2,151)
2018 Collected vs. 2017:	\$ (14,028)

4. Community Management

A. Homes Corporation and Condominium Updates:

Covenant compliance inspections for 2018 have begun. Eastgate Homes Corporation has been completed and North Village is in process. East Village will begin shortly.

Christopher Court Land Association	The remaining street light which was on order has been replaced and the replacement project of all street lights has been completed. Now that the trash corrals have been replaced, the board will be having the wood sealed this spring for longer preservation. The drive lane around the circle will be painted to direct people of the one way traffic flow and improve safety. The board will be considering landscape proposals in April.
Center Court Condominium	The board is reviewing proposals for interior replacement of the T1-11 boards. A concrete project for selected locations will be scheduled for this summer.
Eastgate	The tree removal project was completed and a replacement planting plan is underway for consideration this fall. The board will be considering new equipment for the Charlesgate tot lot. Cluster mailboxes throughout the community will be scheduled for painting this summer. Management is obtaining proposals to repaint the light poles.
East Village	The repaving of The Estates is currently planned to be done in two phases over 2 - 3 years. Pruning of the street lining trees is planned for spring.
Horizon Run	The annual community clean-up is scheduled for May 18-20. Dumpsters will be placed in the community and residents will have an opportunity to clean out large and small trash items from their home. On May 19 th , all residents are invited to participate in a community day to include common area clean up. Trash bags and gloves will be provided and after the project is complete, lunch will be provided for all who participate.
Maryland Place	The board will be reviewing additional concrete work in 2018 as well as consideration of adding speed bumps in the roadway.
North Village	During the April meeting, the board will consider proposals for tree pruning and reserved parking space painting. A pathway lighting map was developed by management to assist with preparation for the lighting renovation plan with anticipation of the project being done in 2018. The board is exploring ideas to help with overcrowding in parking areas.

Park Place I	A new board member will be appointed at the May meeting. During recent severe weather, there was one water related matter which is currently in the process of being diagnosed and restored. The project to replace the roofs of two buildings was completed.
Park Place II	The board will be considering engaging in a program to replace the smoke detectors on the units at a cost to each homeowner. This is being done as a safety precaution to assure the association and all homeowners are in compliance with the new law.
Patton Ridge	The draft reserve study was completed and is under review by management. A meeting will be scheduled with members of the board to review the draft and outline projects for 2018. The board will be considering a tree removal project in accordance with the tree plan published on the website. Mulch will be added to the tot lots early this summer. Management partnered, and the project completed, with Montgomery County on the installation of pet waste stations at no charge to the association.
South Village	The board has partnered with Montgomery County on various capital improvement items and are working to get an updated timeline for each. One of those projects was the installation of pet waste stations which has been completed at no cost to the association. The board will be considering proposals to replace a portion of retaining walls in various locations throughout the community as well as a tree removal and replanting project.
Stedwick	Management partnered with Montgomery County on the installation of pet waste stations at no charge. The project to enhance the entrance of Clusters II and Forest Brooke was completed. The board will be considering a full mill and overlay project for Club Hill.
Thomas Choice Condominium	The board approved the 2018 Pool Use Agreement and has been engaged with MVF. WSSC will be replacing the water meter servicing the community at no cost to the association. A timeline for this has not been provided by WSSC. All roofs will be inspected this spring.
Whetstone	The asphalt/concrete project will be finalized at the April meeting. The board reviewed proposals for the dock replacement and will be meeting with one of the bidders as well as an engineer on site for further discussion. The replacement of the dock will be a long process but planning is currently underway.

4. Finance and Administration

A. Delinquent Units and Court Cases

Delinquent Units	2018	2017	Court Cases	2018	2017
January	1,696	1,706	January	47	81
February	1,012	1,052	February	119	90
March	661	674	March	172	146

B. Interest in the amount of **\$2,893.69** was billed to overdue accounts in the month of March 2018, in accordance with the Collection Policy.

C. Delinquent Letters were mailed to residents on March 1, 2018.

Delinquent Letters	2018	2017
March	852	856

D. Lawsuit Judgment Paid & Satisfied- January 2018 through March 2018 – 25 judgments

- E. **Settlements: 40** new homeowners were processed between March 1, 2018 and March 31, 2018. Of those, **36** were homes corporations and 4 were condos.
- F. **Transfer Fees: \$3,000.00** was collected from March 1, 2018 and March 31, 2018.

5. Recreation, Parks and Culture

Projects:

- A. **Fencing project for Whetstone Community Center** was awarded to Hercules Fence. As of April 4, we are still waiting on paperwork from the contractor before a notice to proceed is given.
- B. **De-winterization of the MVF's pools** is well under way. All pools should be drained and cleaned by April 18. Once a pool is drained and cleaned, staff will conduct a detailed inspection of the interior to determine what repairs are necessary for the pool to pass Montgomery County inspection.
- C. Staff met with a representative from the North Creek Swim Team to get their thoughts and ideas regarding the **planned renovation of the North Creek pool**. Letters were sent to Village residents in the neighboring communities and articles were put in the Village News inviting residents to come to the Recreation Committee meeting on April 2 to give their input regarding the pool renovation. Twelve residents came to the meeting and gave input.
- D. Contract was awarded to American Tennis Courts Inc. to **resurface lower tennis courts at North Creek Community Center**. Work should begin in May.
- E. Contract was awarded to Hercules Fence to repair the **tennis court fence at Apple Ridge** due to wind damage.
- F. **Removed 15 trees** from MVF Property's due to the wind storm.
- G. On March 16, approximately 8,500 **Information letters** were sent to Village residents reminding them of the procedures to follow to obtain their 2018 Activity cards/validation stickers. As of today, 2,124 have been returned and entered in Jenark.
- H. A meeting was held with CSAAC and Recreation and Parks Staff to provide beverage and **snack vending at various MVF locations**.

Programs:

- A. **MVF summer camps continue to hold a "Good Standing" rating** with the Dept. of Health and Mental Hygiene resulting in a savings of \$750 in licensure fees.
- B. **Summer camp registrations** are 6% lower than this time last year. North Creek numbers are up by 40%; Tiny Feet is down by 80%; Lake Marion is down by just 3%. Promotion continues to be the focus for Program Staff.
- C. Plans are moving forward for the **Stedwick Afterschool Club** to begin operation in September, 2018 in cooperation with the administration at Stedwick Elementary. Alex Alcon will be supervising the program and will model it after the successful Whetstone Afterschool Club.
- D. Fantasy World Entertainment will provide the amusement attractions for **2018 July 4th Celebration**. Back Pages Band and Montgomery Village Community Band will provide musical entertainment.

- E. The **April recreation e-newsletter** was emailed to 2,200 individuals on April 2.
- F. There were 7 participants in the **American Red Cross Babysitters training class** offered on Sunday March 18
- G. 10 youth completed the **Youth Leadership Workshop** over the week of spring break.
- H. **Seniors in Action** currently has 89 members for the winter/spring session.
- I. **Adult Primetime Basketball** has an average of 20 players each Wednesday Night.
- J. **MV T-ball** has a total of 18 participants. They are split into two teams. MV Pirates & MV Cubs.
- K. **Montgomery Village Farmers Market** has a total of 11 full time vendors and 4 occasional vendors currently registered for the 2018 season.
- L. **Spring Break Lifeguard Class** had 8 participants registered. Only 4 participants received certifications. As of today, the April class has 2 participants registered.

Personnel

- A. Program staff is in the process of interviewing for **2018 summer camp positions**. Interviews are expected to wrap up by April 13 with job offerings going out the week following.
- B. **Job offers have been made** for the MV Conservation Corps Supervisor and Assistant Dock Manager position.
- C. **Interviews for MV Conservation Corps Workers** will be held later this month.
- D. **Interviews for remaining dock positions** will be held later this month.
- E. **Interviews are underway for all Aquatics positions**. As of today, 17 new lifeguards were hired. We still have 15 to 18 lifeguard positions open.