

January 2019

MVF Executive Vice President's Report

1. General

- A. Housing Opportunities Commission/Day Care parcel acquisition** – MVF has learned that HOC is in the process of purchasing the parcel at the intersection of Montgomery Village Avenue and Lost Knife Road (9845 Lost Knife Road) where currently a day care center is located, as well as over an acre of green space. Staff met with the Executive Director of HOC, Stacy Spann, and HOC's attorney to learn if they had immediate plans for development of the parcel. They indicated that they wanted the day care to remain in operation because of its benefit to the Cider Mill apartments as well as the local community, and that they would investigate how to use the large green space as a recreation amenity for Cider Mill residents. MVF has presented an estoppel certificate to HOC noting that there are no violations on the property.
- B. 2019 State General Assembly** - The State General Assembly convened on Wednesday, Jan. 9. This is the 429th session of the legislature. The broader issues legislators will address include the education policy and funding, statewide minimum wage and the state budget. Staff, the MVF Board and other COA and HOA leaders will be working with our own District 39 team and other legislators on bills that are filed during the session. It is expected that several bills will be filed regarding licensing of community managers, standardizing dispute resolution processes in homes corporations and other amendments to the State HOA act. MVF staff met with representatives of the Columbia Association (President, Milton Matthews, Sheri Fanaroff, General Counsel for Columbia, and Paul Tiburzi, lobbyist for Columbia) to discuss the upcoming session and share intelligence on possible bills and our positions. We have been very successful working with Columbia because many of the bills would have the same impacts to their members or associations.
- C. North Creek Pool Update** – After the inaugural swim season of the renovated Peggy Mark Pool, planning for the North Creek Community Center pool and bathhouse renovation project began. In March of 2018, MVF staff had a preliminary meeting with the North Creek Neptunes Swim Team representative to discuss ideas related to the future renovations to the North Creek pool and bathhouse. Shortly after, notices 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. MVF staff received 5 emails with resident input, and 12 individuals provided input at the Recreation Committee meeting. In the summer of 2018, MVF staff put together a Request for Qualifications (RFQ) to General Contractors for the design-build swimming pool / bathhouse renovation project at North Creek Community Center. In August, the RFQ was sent to known contractors who had experience in pool renovation projects and was also advertised in two trade journals, the Dodge Report and the Association of Building Contractors. Three contractors replied to the RFQ and all three were well qualified. In September MVF staff began putting together a Request for Proposal (RFP) for the project, based on staff and resident input received. The RFP was sent out to the three pre-qualified contractors on November 1 and a pre-bid meeting was held on November 14. Two weeks after the pre-bid meeting, contractor questions were due in writing, and MVF staff provided written responses to each question to all of the contractors. MVF staff coordinated a preliminary review meeting on January 10, 2019 with Montgomery County Department of Permitting Services review staff and representatives from the bidding contractors. The purpose of the meeting was to try and determine what expectations / requirements the County may have with regard to the project, including stormwater management, ADA access and fire safety. Bids for the North Creek Community Center pool and bathhouse renovation project are due on March 1. Presentations by the contractors will be given to MVF staff the week of March 11 -15. Bids will be evaluated and a preferred contractor will be selected. At the April meeting of the MVF Recreation Committee, the preferred contractor will present their conceptual design options to the committee. The meeting will be advertised in the *Village News*, and notices will be sent out again to Village residents in the neighboring communities inviting resident input regarding the design

options. Following the presentation and community input, the committee will make a recommendation for the MVF board to consider. The preferred contractor will also present the design options to the MVF board at their April meeting, at which time a concept design will be chosen and negotiations with the preferred contractor can begin. Price negotiations and tweaking of the concept design will be completed in time for a contract award to be made at the July MVF board meeting. The design and permitting process is expected to take approximately 12 months, with construction to begin in August of 2020 at the conclusion of the swim season. It is anticipated that the renovated pool and bathhouse will re-open for the 2021 pool season.

D. Development Update – MVF staff has confirmed that two new grocery stores will be coming to Montgomery Village. LIDL will build a new grocery store on the old professional center site at the corner of Centerway Road and Montgomery Village Avenue. The store, as required by a covenant on the property, will be less than 30,000 sq. ft. LIDL will be working with MVF and other community stakeholders on the development of a site plan. The other grocery store is Aldi, which leased space at the Village Center and will occupy space next to Big Lots.

E. Digital sign update – Staff met with Roger Waterstreet on January 11 to present a draft of the sign application. Mr. Waterstreet is the Department of Permitting Services' liaison to the Sign Review Board. We reviewed the county's standard application, as well as the exhibits and photos developed by staff to show the location of the sign, elevations and dimensions of the current and proposed signs, and distances from residences.

Mr. Waterstreet confirmed that the arguments in our application are on point and in line with the factors and questions that the Sign Board Review will consider. The variances that we are requesting are: (1) permission to put up this sign (which is larger than usually permitted) on a residentially zoned property; (2) permission to have an illuminated sign in a residential area; (3) permission to locate the sign along East Village Avenue, rather than at the entrance to Lake Marion Community Center; and (4) permission to change the sign more frequently than permitted in the zoning ordinance.

Mr. Waterstreet also confirmed that MVF's basic approach, arguing that the Lake Marion Community Center property, while zoned RE-1, is more accurately characterized as a commercial use under the zoning code, and that MVF's role in providing important services to the community, are valid factors in our goal of improving communication with the community through a modern digital sign.

At the meeting, a major concern that Mr. Waterstreet resolved was whether the current sign and its proposed replacement are in the county's right of way. He had another staff person at the county review the right of way, and it was determined from records and aerial photos that the current sign and new location are not in the right of way, although they are very close. For the final application, we will need to have this confirmed through a survey.

Early on, MVF staff reviewed the Strathmore Music Center's application for a digital sign in a commercial zone along Rockville Pike. Even in that commercial zone, the Sign Review Board required three separate hearings before finally granting the variance. Strathmore staff candidly shared with MVF staff that the most important thing they could have done to smooth the way for their application would have been to address the concerns of their neighboring property owners before applying.

To that end, MVF has obtained letters from the East Village Homes Corporation and Watkins Mill High School supporting MVF and the application for the sign.

Staff is moving forward to complete two final elements of the application: (1) the survey showing the right of way; and (2) working with the Tax Assessors office to provide the Sign Review Board with the names and addresses of the numerous individual properties that adjoin or confront the Lake Marion Community Center property.

2. Architectural Standards

A. Architectural Application Review (December 1 – December 31, 2018)

Submitted architectural modifications reviewed In-House with Design Consultant: **104 Items**

Architectural violations reviewed In-House with Design Consultant: **14 Items**

Submitted architectural modifications reviewed by ARB: **0 Items**

Architectural violations reviewed by ARB: **0 Items**

Appeals considered by ARB: **0 Items**

Application Completion Inspections: **46 Items**

TOTAL: 164 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 **December 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.*

In an effort to build good-will with the community around the holiday season, the AS Director, in consultation with the EVP, decided to place scheduled and follow-up inspections on hold for the month of December. Resale and reported inspections were still conducted. The compliance team focused on end of year file cleanup, preparation for the 2019 Home Show, and preparing social media and Village News articles for 2019.

Jenark Enforcement		2018		2017	
		YTD	MTD	YTD	MTD
a)	New Violations	125	0	512	22
b)	Cases Closed	145	19	253	*32
c)	Running Violations (Correct by Resale)	0	0	8	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)	Complaints filed at CCOC	0	0	0	0
h)	Resale Certificates	427	10	392	21

*Jenark system is not producing an accurate number of closed cases from prior violations before 2017

*Please Note: All new inspections have been moved completely into the SmartWebs software system.

SmartWebs Enforcement		2018		2017	
		YTD	MTD	YTD	MTD
a)	Total Scheduled Inspections (SmartWebs)	1529	0	1722	305
b)	New Smartwebs Violations	1030	11	1270	318
c)	Cases Closed (Smartwebs Inspections)	691	29	396	62

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 December 31, 2018:

Stedwick (Darla Hyman and Christine Sharp before Aug 2018; Dee Wirth as of Aug 2018)

- **The Heights (147 Single Family Homes)** – 147 properties were inspected in December 2018 and processed in SmartWebs in January 2019.
- **The Clusters III (130 Townhomes)** – 130 properties have been inspected and processed in SmartWebs.
- **The Clusters II (217 Townhomes)** – 217 properties have been inspected and processed in SmartWebs.
- **The Clusters I (201 Townhomes)** – 201 properties have been inspected and processed in SmartWebs. Inspections were completed by Dee Wirth & Claudia Olmedo by October 31, 2018.

***ALL STEDWICK SCHEDULED INSPECTIONS FROM 2017 – 2018 HAVE BEEN COMPLETED AS OF OCTOBER 31, 2018**

Whetstone (Christine Sharp)

- **The Ridges (40 Single Family Homes)** – 40 properties have been inspected and processed in SmartWebs.
- **Goshenside (164 Single Family Homes)** – 164 properties have been inspected and processed in SmartWebs.
- **Lakeside (138 Single Family Homes)** – 54 properties have been inspected and processed in SmartWebs. 84 properties remain to be inspected and will begin in January 2019.
- **The Courts (105 Zero-Lot Line homes)** – will be inspected in 2019 once the Lakeside inspections are complete.

South Village (Martha Cruz and Dee Wirth)

All properties were inspected & processed in SmartWebs by January 10, 2019

Patton Ridge* (Martha Cruz & Dee Wirth before Oct 2018; Dee Wirth & Claudia Olmedo as of Nov 2018)

- **Fairidge (217 Single Family Homes)** – 217 properties have been inspected and processed in SmartWebs.
- **Fairway Islands (189 Townhomes)** – 189 properties have been inspected and processed in SmartWebs.
- **Highfield (133 Townhomes)** – 133 properties have been inspected and processed in SmartWebs.
- **Partridge Place I & II (331 Townhomes)** – 195 properties have been inspected and processed in SmartWebs. 136 properties remain to be inspected in SmartWebs and will begin in January 2019.

**Patton Ridge Inspections were placed on hold (July – October) due to internal staff changes. Inspections officially resumed in November 2018.*

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

C. Architectural Standards Fees (MVF Revenue) through December 31, 2018:

	Total AS Department Revenue	2018		2017	
		YTD	MTD	YTD	MTD
a)	Violation Review Fees:	5,900.00	525.00	5,215.10	315.08
b)	Resale Disclosure Fees:	93,189.24	5,496.00	86,745.60	4,324.00

D. Architectural Standards December Committee Meetings:

Architectural Review Board (ARB): The ARB did not meet in December 2018 or January 2019, due to a lack of agenda items. The ARB's next scheduled meeting is February 6th.

Commercial Architectural Review Committee: The CARC met on December 7, 2018. Agenda items included a review of the Village Center redevelopment plans, a review of a proposed color change for the MVF office building, and an initial overview of proposed updates to the CARC Design Guidelines. Representatives from Atlantic Realty Company (ARC) presented current plans and renderings for the Village Center redevelopment. This was the third time ARC had been before the CARC; the site plans were revised based on committee input and have been approved by the County. It is currently in the permitting process. There will be two phases in this redevelopment; the first phase is renovating the façade of the retail space, installing the park, opening up the main street area, and remodeling the monument signs. Phase one also includes apartment flats over the retail spaces, but those facades were not presented to the CARC at this meeting – ARC will come back to get those approved in the near future. Phase Two will include building the residential portion behind the commercial center, including 39 townhouses and 34 two-over-twos. ARC will need to submit to the county for Site Plan approval for Phase 2, and will also come back to the CARC for approval before they begin that phase. Discussion focused on the loading dock area, lighting around the park and along the new Main Street, activating the main street area, and updates planned for the monument signs. The CARC approved the plans as follows:

- *Monument sign- approved as presented provided alternative fonts are submitted for separate approval.*
- *Colors/Materials- approved as presented.*
- *Loading Area - approved provided all walls are painted to match the new brick color on the front of the center; repairs are made to all components of the loading dock; and landscaping in the adjacent islands is significantly increased from what was presented to buffer the new loading area from view by pedestrians, cars, and center plaza users. Once these modifications are made, they must be brought back to the CARC for review before Phase 1 completion so that the committee can confirm the loading dock is in harmony with the aesthetics of the surrounding area.*
- *Main Street area - approved with a strong recommendation to further activate the area by scoring or coloring the concrete sidewalks and open spaces intended for outdoor dining, adding decorative wall sconce lighting, and adding decorative planters.*
- *Individual signage for the tenants will be submitted for CARC approval, with colorful canopies to be encouraged for those tenants along the new Main Street.*
- *The lighting plan is approved, with a strong suggestion to add pedestrian lighting to the Center Plaza area.*
- *Apartment Flats- the design for these will need to come to the CARC for separate approval before construction begins.*
- *Phase 2 Plans will be presented at a future date*

The committee then approved an updated color scheme for the MVF office building, and reviewed modifications that the AS Director had made to the CARC Design Guidelines. Those revisions will be the main agenda item at the committee's next meeting on February 1st.

3. Communications

A. Events and Sponsorship

MVF Candidates' Forum – event is scheduled for Tuesday, Jan. 29 with a snow date of Thursday, Jan. 31. Candidates on the slate set by the Nominating Committee will be present to answer resident questions on local issues.

B. Village News

The *Village News* was delivered on January 11. Regular online updates continue to be made and analytics are now in place on this portion of the site. From initial projections, the news will be accessed 2,000 – 2,500 times per month, with the hopes to grow those numbers steadily in the future. Redirection from social media plays a role here, and staff hopes to offer an email subscription later this year.

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). Open routes are being filled with reliable substitute carriers.

C. Committees

Nominating Committee – met on January 16 to approve slate of candidates for 2019 MVF Board Election. Six applications were received by the deadline, and two candidates withdrew their nomination before the meeting. The remaining four candidates were approved by the committee and forwarded to the board. The committee will meet again in February to review applications for the 2019 Student Representative position.

D. Online

montgomeryvillage.com – December:

monthly hits: **16,754**

mobile sessions: **1,900**

most visited pages: Village communities; contact us; dashboard; assessment fees; pay assessments online; classes & programs; facility rentals; residents; recreation & parks; jobs & volunteer opportunities

Twitter

581 followers (up from **576** in December)

Tweet Impressions: 11.6K; 13 Mentions (1% increase)

Profile Visits: 255 (5.6% decrease)

Facebook

1,633 followers (up from **1,578** in December)

Post Engagement – 666% increase (due to some great informational posts)

Message Response Time – 2 hours or less, 100% rating

Instagram

24 followers (not bad for just announced)

6 posts with 7 profile visits in the first 7 days

Information was relayed in Village News and will be cross-posted through our other social media this month. Visuals, followers and follow backs increasing, with goal of 20+ photos this month.

Social Media – post engagement has been relatively positive, and residents seem to respond to posts about development and new things in the community the most. Good examples are the announcement of adding the Mother/Son Dance and the notice about Lidl's purchase of the Professional Center.

E. Advertising Revenue (through December 2018)

December 2018 Billed:	\$ 4,116
December 2018 Budget:	\$ 6,417
December Collected:	\$ 11,426
December difference compared to budget:	\$ (2,301)
Year to Date Billed (2018):	\$ 91,884
Year to Date Budget (2018):	\$ 120,000
Year to Date Compared to Budget (2018):	\$ (28,116)
Year to Date Collected (2018):	\$ 93,580
2018 Billed vs 2017:	\$ (18,448)
2018 Collected vs. 2017:	\$ (29,807)

Google Ads placed on the *Village News* site continue to grow at a steady pace, as the analytics show that users are clicking on them. As traffic to this portion of the site increases, staff anticipates increased clicks on the ads. If we find that we can see more positive returns on offering the space to our advertisers, then it can be converted. Google does not release payments until a \$100 threshold is reached. At the same time, staff has sold new ads for the other portions of the site, increasing traffic to the news pages. To date, we have clicks valuing \$12.73.

F. Technology

Website – Scheduler for articles and ads, additional analytics and the ability to directly share articles to social media features have all been added. Later this year, staff plans to research and implement functionality for residents to subscribe to news updates via email, making “electronic delivery” of the *Village News* as easy as the physical paper delivery.

4. Community Management

A. Homes Corporation and Condominium Updates:

During the snow event on the weekend of January 12th, updates were posted on the MVF website throughout the weekend.

Private Property Maintenance inspections will begin in March.

Christopher Court Land Association	The parking policy was changed to reflect accurate procedures already in place. The policy is posted on the website. The January meeting has been cancelled.
Eastgate	The Annual Meeting notice will be sent to the membership in January. The board will be considering projects for 2019 at their March meeting. The board will also be considering changes to the parking policy.
East Village	The Annual Meeting notice was approved for mailing. The board will begin to consider projects for 2019 at their March meeting.
Horizon Run	There was no quorum for the August, September, October or November meetings. There is a meeting scheduled for January 28, 2019.
Maryland Place	There was no quorum at the January meeting. The next meeting is scheduled for March 20 th .
North Village	The board will be considering proposals for tree removals in various areas. There is a storm drain on Chadburn Place that is repeatedly clogged despite having it cleaned. The cause is currently being investigated so it may be repaired.

Park Place I	The board will begin the budget process in February. The board will be considering pressure washing the buildings this spring.
Park Place II	The next meeting is scheduled for February 13 th at which time the board will be considering projects for 2019.
Patton Ridge	The annual meeting notice was mailed to the membership. The board will consider changes to the parking policy in January. In December there were 7 major repairs to storm drains. The deficiency in the drains was identified when the board engaged in a study of all storm drains in Patton Ridge as a preventive measure. During the January meeting, the board will consider projects for 2019.
South Village	The Walkers Choice sign repair was completed in December. J&J Trash services began working in the community in January. The annual meeting notice was mailed to the membership. The board continues to work on eliminating the dumping of trash in the common areas.
Stedwick	The board approved several storm drains to be repaired. Weather permitting; the project is scheduled for the week of January 21 st . The board will continue review projects for 2019 at their March meeting.
Thomas Choice Condominium	The January meeting was cancelled due to inclement weather. The board will be reviewing gutter cleaning proposals in February.
Whetstone	The board approved the installation of a drain under a portion of the walk path which will drain into lake Whetstone. The board approved a revision to the Parking and General Vehicular Rules as well as revisions to the Tow Policy.

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
April	1,484	1,643	April	08	23
May	794	890	May	13	16
June	579	597	June	18	14
July	1,540	1,560	July	02	14
August	785	909	August	02	03
September	564	565	September	02	00
October	1,586	1,614	October	01	02
November	927	964	November	00	00
December	622	635	December	00	00

- B. Interest** in the amount of **\$2,880.05** was billed to overdue accounts in the month of December 2018, in accordance with the Collection Policy.
- C. Settlements:** **45** new homeowners were processed between December 1, 2018 and December 31, 2018. Of those, **39** were homes corporations and **6** were condos.
- D. Transfer Fees:** **\$3,375.00** was collected from December 1, 2018 to December 31, 2018.
- E. Delinquent Letters:** were mailed to residents on December 3, 2018.
December 2017 – 800 December 2018 – 768

- F. Lawsuit Judgment Paid & Satisfied-**
January 2018 through December 2018 – 126 Judgments

5. Recreation, Parks and Culture

Projects:

- A.** Bids for the **William Hurley Park Playground replacement project** are due on January 16.
- B.** RFP was sent out for the **Door Replacement Project at Lake Marion** on January 9 to known contractors. Bids are due back on February 12.
- C.** The **Lake Marion cabinetry and front desk replacement** has been completed.
- D.** There are **2 drain pipes along the North Creek Stream Valley** in need of repair. Staff is working on getting 3 concept bids.
- E.** **Winter turf covers** were installed on the South Valley Park Athletic field.
- F.** Staff and contractors who are bidding on the **North Creek pool and bathhouse renovation** attended a preliminary review meeting with the Montgomery County Department of Permitting Services. The purpose of the meeting was to try and determine what expectations / requirements the County may have with regards to the project, including stormwater management, ADA access and fire safety.
- G.** RFP was sent out for the **replacement of the vinyl tile floor at Lake Marion** to known contractors. Bids are due back January 16.
- H.** RFP for the **resurfacing of Hurley Park Pool** will be sent out on Friday January 18. Bids will be due back on February 12.

Programs:

- A.** Aquatics Division taught **Lifeguard Review Classes** in December and January for returning staff. We had 10 participants in December and 4 in the January class.
- B.** **Monday Morning Pickleball** started on January 7. The first two drop-in sessions have both had 9 players come out.
- C.** The **Montgomery Village 1st grade Thunder basketball team** has 12 players. They had their first game on January 5.
- D.** The **Mother-Son Dance** has a total of 16 registrants. At this time last year, the **Daddy-Daughter Dance** had a total of 22 registrants, compared to this year's total of 43.
- E.** **Bootcamp Ready** had its first session on Monday, January 7, 2019 with a total of 4 registrants and 6 drop-ins.
- F.** **Family BINGO** donations: total bundles for 18 different games. Area businesses like Monster Golf, Bowl America, DC Pirate Ship Cruise, Wegmans, Go ape, Earth Treks, Shadowland, Zava Zone, Sky Zone, Bounce U, Adventure Park USA, Kids First Swim School and Ledos have donated.

- G. Program staff is working on the **2019 Camp Guide** which will be published in the February 8 issue of the Village News. Staff is also planning the **4th Annual MVF Summer Camp and Program Fair** to be held March 31.
- H. Next month the Program Team will be attending a **MRPA workshop** titled “Training Your Summer Staff from A to Z”.
- I. **Whetstone Afterschool Club** currently has 34 registered. Staff will attend upcoming PTA meeting at Whetstone Elementary School on January 17 to promote afterschool club.
- J. **Seniors in Action** has 55 registered for the winter session. This time last year, Seniors in Action had 48 registered.
- K. **Seniors in Action** partnership with Holy Cross has continued to provide educational workshops for 55+. The Memory Academy is full at 18 participants.
- L. **Stedwick Afterschool Club** currently has 15 registered. Staff will attend Bedtime Story Night on March 1st to promote the Afterschool Program.

Personnel:

- A. Position for Program Manager has been posted.
- B. **Position for Assistant Facility and Aquatics Manager** has been posted.
- C. So far 10 of the **Aquatics Summer Employees** submitted their application for the upcoming season. The return packets are due on January 15.