



**Abaris Realty, Inc.**

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February 14, 2021

Dear Brownstones at Park Potomac HOA Homeowner:

In accordance with the documents which govern the Brownstones at Park Potomac Homeowners Association, this letter will serve as official notification of the Annual Meeting. Due to the COVID-19 pandemic and the ban on social gatherings, the Annual Meeting will be held virtually via WebEx on Tuesday, March 16, 2021 at 6:00 PM immediately following the regular monthly Board meeting. Members may participate in the virtual meeting by video conference or by phone using the following link or call instructions:

<https://abarisrealtyinc.my.webex.com/meet/sambush>

Dial in Number: 1-408-418-9388

Access Code: 791 064 079

The purpose of the Annual Meeting will be to elect two (2) members to the Board of Directors of the Association. This year, the 3-year term positions currently held by Nick Marzella and Perry Sandler will be open for election. As of this writing, we have received two nomination applications from Nick Marzella and Perry Sandler who are seeking re-election to the Board. Nominations will also be taken from the floor at the meeting.

Enclosed is a meeting Agenda and Directed Proxy for you to vote on the Board election and to assist in establishing quorum. Because the Annual Meeting will be held virtually, voting by proxy is strongly encouraged, even if you attend the Annual Meeting. **Please complete and submit the enclosed Directed Proxy by no later than 5 pm on March 16, 2021.** There will be no ballot voting at the meeting since the meeting will be held virtually. Instead, those homeowners present at the virtual Annual Meeting and who have not voted by proxy may request a ballot by emailing [sambush@abarisrealty.com](mailto:sambush@abarisrealty.com) at the meeting with their name and email address. These homeowners will then be emailed a ballot. The "ballot box" will be kept open for 3 business days following the meeting, closing at 5pm on March 19, 2021. The votes will then be counted, and the election results announced.

A quorum of 25% of Owners is required by the Association's Bylaws to hold the Annual Meeting. If the number of members present at the meeting is insufficient to obtain a quorum, an additional meeting may be called in accordance with the requirements of Section 5-206 of the Maryland Non-Stock Corporate Article, and those in attendance at that subsequent meeting will constitute a quorum. As such, please note that if quorum is not obtained at the meeting as originally scheduled, the Association intends to hold a recalled meeting at 6:30 pm on April 20, 2021. The link and call instructions are the same as provided above.

Thank you for your assistance in conducting the business of the Association. We look forward to your participation in the virtual Annual Meeting or receiving your completed proxy and we hope you are all staying safe and well.

Sincerely,

Shireen Ambush, PCAM, CPM  
Property Manager



**Brownstones at Park Potomac HOA  
Annual Meeting  
Tuesday, March 16, 2021  
6:00 PM**

**HELD VIA WEBEX**

<https://abarisrealtyinc.my.webex.com/meet/sambush>

Dial in Number: 1-408-418-9388  
Access Code: 791 064 079

**Immediately following the regular Board of Directors Meeting  
AGENDA**

- I. Call to Order
  - a. Proof of Notice of Meeting
  - b. Proof of Quorum
  - c. Approval of the minutes from last year's Annual Meeting - attached
- II. Report from the Board
  - a. President's Report
  - b. Treasurer's Report
- III. Membership Vote - Year-End Surplus 2020 Unaudited: \$120,151.20
  - a. Place in Reserve Fund
  - b. Place in Special Account for General Welfare of Owners
  - c. Be credited to the next assessment due from Owners under the current year's budget until exhausted
  - d. Be distributed to each owner in proportion to the percentage of assessments paid by such owner
  - e. Be used to adjust the budget for the succeeding fiscal year to amortize the deficit from any preceding fiscal year
- IV. Board Vote – Year End Deficit: N/A
  - a. Levy special assessment against all Owners
  - b. Absorb the deficit using unappropriated members equity funds
- V. Election
  - a. Appointment of Two Inspectors of Election
  - b. Nominations from the Floor
  - c. Statements from Candidates Running for Election
  - d. Q & A of Candidates Running for Election
  - e. Election of Two (2) Directors
- VI. Homeowner Comments
- VII. Adjournment

# **DRAFT**

## **BROWNSTONES AT PARK POTOMAC HOMEOWNERS ASSOCIATION 2020 SUBSEQUENT ANNUAL MEETING NOVEMBER 17, 2020 MINUTES**

### **Board Members in Attendance:**

John Waterston  
Dudley Dworken  
Annette Lando-Johnson  
Andrea Kopstein  
Tom Liberti  
Nick Marzella  
Perry Sandler

Shireen Ambush, Property Manager  
Henry Leung, Abaris Realty  
Glen Charles, Abaris Realty

Ms. Ambush verified that all owners received notice of the Subsequent Annual Meeting on October 5, 2020 in accordance with the requirements of the By-Laws and State of Maryland Law.

Ms. Ambush verified that the 25% quorum requirement in the By-Laws has been waived per Maryland law for this Subsequent Annual meeting and those homeowners in attendance virtually or by proxy shall automatically constitute a quorum.

The meeting was called to order at 6:35 p.m. by President, John Waterston.

The minutes of the 2019 Annual Meeting were reviewed and unanimously approved.

### **PRESIDENT'S REPORT:**

President, John Waterston listed the following major accomplishments/actions this year:

- Changed landscape contractors to AW Landscapes and we are very happy with that decision.
- Developed and adopted a new Parking Policy that takes effect on December 1, 2020. The primary objective of the new Policy is to ensure that outsiders are not parking in the Brownstones parking spaces.

# DRAFT

## TREASURER'S REPORT:

Treasurer, Andrea Kopstein reported that the HOA's finances in very good shape with total cash on hand of 1.6 million dollars of which 1.1 million is in the reserve fund. The HOA has \$340,000 in an investment account with Morgan Stanley with laddered CDs. There is a CD maturing this December and another one next April. We are hopeful CD rates go back up by next spring.

## BOARD VOTE – YEAR-END DEFICIT

In accordance with the provision in the HOA Declaration of Covenants, the Board must vote on how the 2019 year-end deficit of \$46,909 will be absorbed. Dudley Dworkin moved to absorb the deficit using the funds in the Unappropriated Member's Equity fund. The motion was seconded by Tom Liberti and carried unanimously.

## ELECTION:

Ms. Ambush announced that there are three (3) positions on the Board that expire at this year's Annual meeting which are currently held by Andrea Kopstein, Annette Lando-Johnson and John Waterston. At this time, Ms. Ambush called for nominations from the floor. Joshua Charles was nominated from the floor. There being no additional nominations, the floor was closed.

Homeowners who were in attendance at the virtual meeting were asked if they need a ballot on which to cast their votes if they did not previously submit a proxy. Richard Johnson and Joshua Charles requested a ballot which will be emailed to them. The ballot box will be kept open for 3 business days following this evening's meeting to allow for the ballots to be returned to Abaris after which time the election results will be tallied and announced.

There being no further business, a motion was made to adjourn the 2020 Subsequent Annual Meeting. The motion was seconded and carried unanimously. The meeting was adjourned at 6:53 pm.

**On November 24, 2020, the election results were announced via email blast to all homeowners. The following homeowners were elected to the Board for 3-year terms:**

**Joshua Charles  
Andrea Kopstein  
John Waterston**

**BROWNSTONE SAT PARK POTOMAC HOA  
BOARD OF DIRECTORS NOMINATION APPLICATION**

**Nick Marzella**  
**12414 Ansin Circle Drive**  
**Nick.marzella@gmail.com**

**Cell: 240 472 3134**

**Why to you want to run?**

I believe that having a diverse board can serve to get additional ideas heard and can facilitate more out the box thinking. My experience of 40 plus years in engineering and sales positions helped me to appreciate the value of critical thinking and not falling into a laissez-faire/“*this is the way we always did it*” mindset. This is particularly important in an aging community in which major infrastructure and maintenance needs are increasing.

**Views on topics of concern to the community**

**Maintenance**

Quality maintenance of community is imperative for both our own enjoyment and pride but also for to ensure means to ensure property values are positively impacted. I have particular interest in ARB issues and continuing to put additional attention and effort into the landscape maintenance.

**Financial Matters**

While I believe that the finances of the B@PP HOA are sound, the board must continue to be vigilant going forward and especially as physical plant like the pool and clubhouse and roads and other amenities age and require repair and upgrades. The Association has more than sufficient reserves and other cash assets available. Careful management of the reserves and cash should be given priority in order to maximize homeowner equity while maintaining stable or even decreasing monthly HOA fees.

**Community Cohesion**

Community cohesion can always be improved. Some ideas, not revolutionary in any sense, that might serve the community are some additional community events and/or organizing with block captains might be worth considering.

In addition, even better and more outreach via web resources to the homeowners is mandatory given some recent experiences with homeowner’s knowledge and adherence to the Association’s Covenants and Rules.

BROWNSTONES AT PARK POTOMAC HOA  
BOARD OF DIRECTORS NOMINATION APPLICATION

NAME: Bry L Sandler PHONE #: 763 585 3938 / 301 424 4860

ADDRESS: 780.5 Coburn Ave

WHY DO YOU WANT TO RUN? \_\_\_\_\_

to continue making improvements in  
our community

EXPRESS YOUR VIEWS ON THE FOLLOWING TOPICS OF CONCERN TO THE COMMUNITY:

MAINTENANCE: we can increase the amount  
that we do

FINANCIAL MATTERS: we are financially sound!

COMMUNITY COHESION: I would like to  
see it enhanced - post COVID!

THE INFORMATION PROVIDED HERE WILL BE PUBLISHED AND DISTRIBUTED TO THE COMMUNITY BEFORE THE ELECTION.

Please return to Abaris Realty, Inc., 7811 Montrose Road, Suite 110, Potomac, MD 20854 or via  
fax: 301-468-0983 or via email: sambush@abarisrealty.com no later than Friday, February 12,  
2021.

**BROWNSTONES AT PARK POTOMAC HOMEOWNERS ASSOCIATION  
ANNUAL MEETING  
TUESDAY, MARCH 16, 2021  
ABSENTEE BALLOT – YEAR END SURPLUS**

Article V, Section 3(j) of the HOA Declaration of Covenants states:

If any amount accumulated in excess of the amount required for actual expenses as set forth in Section 3(a) above and reserves established by the Board of Directors for working capital, replacement and contingencies, shall exist at the end of any fiscal year of the Association, then at the next annual meeting of the Association, the Members shall determine, by an affirmative vote of Class A Members holding at least fifty-one percent (51 %) of the votes in the Association, who are present and voting in person or by proxy, and the Class B Member, so long as the Class B Membership shall continue to exist, on whether such surplus funds shall:

- a. Be placed in the Reserve Fund
- b. Be placed in a Special Account for General Welfare of Owners
- c. Be credited to the next assessment due from Owners under the current year's budget until exhausted
- d. Be distributed to each owner in proportion to the percentage of assessments paid by such owner
- e. Be used to adjust the budget for the succeeding fiscal year to amortize the deficit from any preceding fiscal year

In accordance with the above, please cast your vote below with respect to the unaudited 2020 year-end surplus in the amount of \$120,151.20

VOTE FOR ONLY ONE:

\_\_\_\_\_ Be placed in the Reserve Fund

\_\_\_\_\_ Be placed in a Special Account for General Welfare of Owners

\_\_\_\_\_ Be credited to the next assessment due from Owners under the current year's budget until exhausted

\_\_\_\_\_ Be distributed to each owner in proportion to the percentage of assessments paid by such owner

\_\_\_\_\_ Be used to adjust the budget for the succeeding fiscal year to amortize the deficit from any preceding fiscal year

ACKNOWLEDGEMENT: I/We hereby acknowledge that I/We own (address) \_\_\_\_\_ of the Brownstones at Park Potomac Homeowners Association and have executed the foregoing Proxy by virtue of such ownership in accordance with the provisions of the By-Laws of the Brownstones at Park Potomac Homeowners Association.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

**BROWNSTONES AT PARK POTOMAC HOMEOWNERS ASSOCIATION  
ANNUAL MEETING  
TUESDAY, MARCH 16, 2021  
PROXY**

I/We, the undersigned hereby appoint \_\_\_\_\_ as Proxy, and hereby authorize him/her to represent and to vote for the purposes described below, all votes appurtenant to Address \_\_\_\_\_ within the Brownstones at Park Potomac Homeowners Association, respectively, at the meeting of the Homeowners Association to be held on March 16, 2021, at 6:00 P.M. immediately following the regular Board meeting, or any adjournment thereof. This Proxy shall be exercisable only for the purpose of:

- a. Establishing a Quorum
- b. Voting for the Board of Directors
- c. Voting on Year-End Surplus

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**BROWNSTONES AT PARK POTOMAC HOMEOWNERS ASSOCIATION  
ANNUAL MEETING  
TUESDAY, MARCH 16, 2021  
ABSENTEE BALLOT – BOARD ELECTION**

Two nominations have been received. Nominations will also be taken from the floor at the meeting. You may write-in the name of an owner who you wish to elect however please note that this person must be in good standing, nominated from the floor at the meeting and must be present at the meeting to accept the nomination in order for your vote to be counted for that candidate. Two positions will be filled at this year's meeting.

**CANDIDATES FOR THE BOARD OF DIRECTORS: Vote for two (2) names only:**

\_\_\_\_\_  
Nick Marzella

\_\_\_\_\_  
Perry Sandler

\_\_\_\_\_  
Write-in

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date