

Walnut Creek Homeowner's Association, Inc.

P.O. Box 2283, Gaithersburg, MD 20866

www.walnutcreekhoamd.com

Email: walnutcreekhoamd@gmail.com

Minutes of the April 13, 2015 Meeting
Strawberry Knoll Elementary School

Board members present: Clyde Lutter, President, Steve Schuyler, Architecture Chairman, Walter Kelley, Contracts Chairman, Keith Rush, Contracts Support

Homeowners present: Nancy Holderman, Secretary, Dave Goldstein

The meeting was called to order at 7:04 p.m. Quorum was met.

Agenda Review:

Agenda modified to meet necessary board business

Required Signatures:

Clyde signed the management contract rate and term addendum for 2015 and will send to Management Company.

Meeting Minutes Review:

The minutes from the March meeting were reviewed. Since there were questions regarding the financial report, and the treasurer was unable to attend the meeting, March minute approval will be deferred to the May meeting.

Member's Time:

None

Architectural Report:

Steve received an email from 9040 Centerway homeowner. It was a notification that the 9042 townhouse next door had not replaced the gutters on the property as requested by the July 2014 letter sent to the homeowner of the townhouse by the Architecture Chairman, Steve. In July the gutters had fallen down and any gutters still attached to the townhouse were filled with leaves and growing plants as well as the siding having issues as well. The email stated that a

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postman had fallen on the ice that collected on the ground and that his son had fallen on the ice during the 2014 winter as well. Steve went to look at the property and found the garbage bins still in front of the property the day after collection. He attempted to contact the townhouse owner at two different times with no success. Steve sent a letter requesting that the problem be fixed and if not remedied a significant fine would be imposed. Steve has sent three notices (December 2014/February 2015/April 2015) requesting the problems be fixed. Steve checked the tax records and it showed the owners name as current. Steve contacted the management company requesting the lawyer pursue action.

Steve copied and distributed a copy of the architecture regulations to Keith Rush, new board member.

Keith Rush requested information regarding solar panels and what architecture request forms were required to initiate the installation of solar panels. Architecture request forms are to be filled out to include three neighbor signatures.

Contracts Report:

Street lamps- Centerway Road

Street lamps at 9032-9074 Centerway are inoperable. Previously the fixtures to include a new bulb, photocell and ballast were replaced, however again the lights out. Walt contacted Muscatello Electric Company (previously did repairs) and met with Porter King, Vice President of Muscatello Electric. He had reset the circuit breaker and suspects there is a splice in the underground cable. Muscatello contacted Miss Utility who marked the area (included flags) to enable them to investigate the issue. Muscatello Electric has proposed to dig underground and repair the splice. Walt presented drawings of the area and will obtain a quote to run the "B" route. Walt will also request information regarding installation of a solar LED and request information about sunless days creating a lack of enough solar to operate the lights. Muscatello Electric will give a quote to replace the electrical panel.

Walt received a phone call from Pak Lawn notifying the board that they will start mowing in the next two weeks, install fertilizer, pick up trash and will need to schedule a community walk through. Pak Lawn removed the dead tree near the tennis court and notified Walt that he will be at the May meeting.

Community sign deferred to May meeting.

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Old Business:

Clyde will contact Patrice, Treasurer, regarding Unity and Allied renewals and the management contract he just signed.

New Business:

Lindenhouse- payment and fines. There was a recent request made at the address of 18801 Lindenhouseto get approval by the board to waive the fees and collections costs due to a family emergency. The lawyer recommended the board waive the late fees. A statement of the account was presented and the fees that will be waived will be \$50.00 late fees and miscellaneous fees of \$110 for a total of \$160.00. The attorney will collect \$1747.07 to bring the account up to date. The board voted in favor of the waiving of the previously mentioned fees. Clyde will contact the management company regarding this voted upon result.

As of January 1, 2016 Montgomery County Council has voted for a mandatory HOA board member training requirement. The training will be done via a free two hour video. This video reviews the fundamentals of HOA board operations. Montgomery County has 1034 Condo and HOA boards. This new training will require new board members watch the video along with the current board members within 90 days of election. COC retains the right to enforce if there is a failure to watch the video.

Montgomery County requires all landlords that rent their homes/townhouses/condos be licensed. The Montgomery County landlord tenant affairs handbook – 58 pages can be read at www.montgomerycomd.gov/DHCA . This requires that any and all rental landlordsprovide physical proof that they have paid all dues and that all dues are paid up to date. Management Company has a listing of the homeowners who are renting their homes.

WCHOA MEETING DATES:Strawberry Knoll Elementary School 7:00PM

May 11

June 8

July 13

August TBA

Meeting Adjourned 8:05pm

Next meeting: May 11