

Walnut Creek Homeowner's Association, Inc.

P.O. Box 2283, Gaithersburg, MD 20866

www.walnutcreekhoamd.com

Email: walnutcreekhoamd@gmail.com

Minutes of the August 4, 2014 Meeting Strawberry Knoll Elementary School

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

Homeowners present: Nancy Holderman, Anne-Marie Menard, Tom O'Brien, SherriJoyce King, and Zahid (Zach) Khan.

The meeting was called to order at 7:02 p.m. Quorum was met.

Agenda Review: Amended agenda to reflect old and new business.

Meeting Minutes Review:

The minutes from the July meeting were reviewed and approved. The approved July minutes will be posted to the WCHOA website.

Member's Time:

Townhouse homeowner requested information regarding light pole that is out in their courtyard at 9040 Centerway Road area. Contracts Chairman, Walt Kelley, to present information regarding the lighting in that area during the Contracts report later in the meeting.

Homeowner at 9105 Tulip Grove Road requested information regarding the street light that is out between 9105 and 9109 Tulip Grove Road. Board responded that the street light is owned by the county and call #311 to locate appropriate agency to report the light outage. Homeowner requested information regarding architecture submission for back patio, change of upper balcony, widening of the driveway and installation of a gate to access the common area playground.

Request to remove ivy at the back of the fence and clear a three foot wide path through the ivy to the common area playground. Board will make the request to landscaping company.

Walnut Creek Homeowner's Association, Inc.

P.O. Box 2283, Gaithersburg, MD 20866

www.walnutcreekhoamd.com

Email: walnutcreekhoamd@gmail.com

Architectural submissions/requests:

Steve Schuyler, Architecture Chairman, reported community walk through was performed July 18 and 19. Out of the 179 houses approximately 105 letters with photos are being sent out.

Financial Report:

Financial report deferred to next month. Treasurer unable to attend.

Contracts Report:

Townhouse lamp pole at top of lot and at side of courtyard

Lamp poles (1 at the top of the courtyard and 1- half way down the side) are again not operational. A few months ago an electrical company was hired to investigate the outage and discovered the breaker was tripped. Circuit breaker was reset however light is out again. Walt has received a long electrical history regarding the lamp poles. Additional investigation will be required as to the next step to take. Tom O'Brien volunteered to look at the breakers; however, the board agreed that a professional electrical company would be best to manage the repair. Walt inspected the areas and found that Pepco wires join WCHOA wires affecting the fixture. There is more involved in how to repair this problem on a permanent basis. There are questions of the condition of the underground wiring and the condition of the wiring that is in the common area behind the townhouses. Walt to contact an electrical company to assess the existing wiring get an estimate of a permanent repair.

Pooling of water at the bottom of the townhouse parking lot

Rain water is collecting at the bottom of the same parking lot that was previously repaired by WSSC months ago. The water pooling is approximately 15 feet by 8-10 feet across the entrance of the parking lot. This collects water during seasonal rains and has the potential to freeze during winter months. There are no drains in the area. The depression in the pavement needs an asphalt paving company to fix what appears to be a problem in the paved surface of that area. If the depression is removed the water will drain naturally into the street and not pool at the bottom of the lot. Walt will look into what would be necessary to have this remedied. It may require repaving. Walt to pursue next step required.

Walnut Creek Homeowner's Association, Inc.

P.O. Box 2283, Gaithersburg, MD 20866

www.walnutcreekhoamd.com

Email: walnutcreekhoamd@gmail.com

Retaining wall area located around 9032 Centerway and Large Maple Tree

At the corner of 9032 Centerway the retaining wall, erosion, seed planting and a large tree have been an ongoing issue. Walt contacted contractors regarding the tree work and retaining wall. Walt has drawn up statements of work to be done and will be treating the maple tree and retaining wall as separate work to be done.

The current Landscaping company expressed interest in presenting a bid for both of these jobs. The board requested a bid be presented to the board in written form.

Association Landscaping Contracts

Walt developed a specific statement of work regarding what the ongoing landscaping scope of work needing to be included in the upcoming contract. Items included the common area circles, debris pickup, and shrub/tree trimming along Goshen road in addition to the clean-up of the county owned water retention area. WCHOA is responsible for the maintenance of the retention area. Statements of work will also include contractors are to maintain their own company license, insurance and bonding. The statement of work will be forwarded to all board members for their review before final statement of work is presented.

Common area tree maintenance

Walt developed a specific statement of work regarding trees needing trimmed and what trees are in need of removal. Two to three trees are in need of being removed and wood hauled away. Four trees are in the need of trimming. These trees are 60 feet tall and will need a company with the appropriate expertise and equipment to do the work. It is yet to be determined which ones are in need of the necessary work. Walt to contact the management company for company referrals. Qualified tree company will need insurance, licensure and bonding.

Statements of work

Walt has drafted statements of work for Walnut Creek HOA community sign, Lamp Pole lights, Landscaping and maintenance services, Tree company referrals-Tree Pruning/Removal, Common Area Tree Removal and water pooling in townhouse parking lot entrance. Additionally the Retaining

Walnut Creek Homeowner's Association, Inc.

P.O. Box 2283, Gaithersburg, MD 20866

www.walnutcreekhoamd.com

Email: walnutcreekhoamd@gmail.com

wall at the corner of 9032 Centerway and the Large Maple tree overhanging the townhouse with erosion problems will also be forwarded to the board.

Old Business:

Townhouse Parking

Deferred to September meeting.

Attorneys

Clyde communicated with the management company regarding the past and present attorneys. Goal is to recover delinquent money best way possible. Attorneys have had a procedures and actions to collect money weighing cost benefit vs what is delinquent. Attorneys previously were on a retainer, however, now are billing the association by the hour. The board is looking at how to collect with the minimum cost and with maximum return. Previously a collection agency pursued a homeowner and the board is not going to pursue with that type of action. The attorney contact will be continuing.

Community Social Activities- The board established a date of September 13 for the neighborhood social activity and Elizabeth to contact volunteers to organize the event.

NEW BUSINESS:

Hank Jacob retirement

Hank Jacob, Allied Management Company, worked with the Walnut Creek Homeowners Association for many years including the participation at the yearly board meetings. Last month the board approved a maximum of \$500 towards a thank you gift. Steve discovered Hank lives in the Montgomery Village area. Steve contacted the management company and they gave Steve the information that Hank's hobbies included kayaking and radio control aircraft/cars/boats. Steve contacted Chesapeake Light Craft, Annapolis and will be purchasing a gift certificate for whatever Hank would choose for \$199. Hank can purchase radio control kits or put the certificate towards whatever he would choose.

Walnut Creek Homeowner's Association, Inc.

P.O. Box 2283, Gaithersburg, MD 20866

www.walnutcreekhoamd.com

Email: walnutcreekhoamd@gmail.com

Website update

The Walnut Creek HOA website information is currently outdated. Elizabeth Lindahl will be taking over the website as webmaster and updating the information after she is able to get the password from the previous webmaster. Secretary will forward past and future minutes to Elizabeth for publication.

Steve Schuyler to contact Montgomery School system to reserve the room for next year starting in September 2014. Application will be made and information forwarded to the board as soon as the room is approved.

Landscaping

Landscaping company representative, Zach presented information regarding the yearly mulching in the common area and cul-de-sac areas. There would be an additional cost to the current landscaping contract of \$3100. Weed killer is due to be sprayed in the common areas which would also include the poison ivy present in the common areas.

Trees

A board member requested information about additional trees to be planted in the common areas where existing 3-4 35 year old trees would be removed. It was agreed upon by the board, in past meetings, that at this time no new trees will be planted and that the funds and focus at this time would be the maintenance and removal of the existing trees needing attention.

Meeting Adjourned 8:15pm

Next meeting: September 8, 2014