

Walnut Creek Homeowner's Association, Inc.

P.O. Box 2283, Gaithersburg, MD 20866

www.walnutcreekhoamd.com

Minutes of the April 14, 2014 Meeting Strawberry Knoll Elementary School

Board members present: Clyde Lutter, President, Elizabeth Lindahl, Vice President, Steve Schuyler, Architectural Chairman, and Walter Kelley, Contracts Chairman.

Homeowners present: Nancy Holderman, Jean Decker, Zahid (Zach) Khan

The meeting was called to order at 7:00 p.m. Quorum was met.

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

Meeting Minutes Review:

The minutes from the March meeting were reviewed, amended and approved. The approved minutes will be posted to the WCHOA website by Diane Winters, Webmaster.

Member's Time:

Townhouse owner requested status on maple tree and lawn seeding of common area near her townhouse. Requested reseeding on common area and extend manure application up the hill. Townhouse owner requested financial help with the seed and application of manure to be placed in the common area.

Board Response: Board requested an estimate of the cost involved and a proposal of work to be done in the common area.

Architectural Report:

Homeowner on Tulip Grove Road requests approval for a new garage door. Color of new garage door to match the brown trim currently on the house. Architectural request included appropriate neighbor signatures approving the garage door.

Board Response:

Board approved the garage door.

Financial Report:

Reserve study report is deferred to May. Financial report deferred to May.

Contracts Report:

1. Tennis Court- Sport Systems (company used several years ago) looked at the post and will send an estimate to repair in the next few days. When all the information is received it will be forwarded to the board members for review.
2. Walnut Creek Community Sign- Walt contacted two companies whose names were referred by the management company. More research will be necessary as to what is involved and required to erect a community sign. Montgomery County Codes and regulations regarding underground electrical lighting, if lighting is needed, will need further investigation. When Walt gets more information regarding what is required for a community sign the board will need to discuss this issue further. When a decision as to the scope of work is established by the board the request for bids will be forwarded to the appropriate companies. Further discussion as to the location, size of the lettering, font type, lighting (if needed) will be decided upon by the board.
3. Common Area Maple Tree – The trunk of this tree is in the common area. The tree shades 9032 Centerway townhouse and several branches overhang the townhouse. Because of its size the maple tree collects water when it rains causing hillside erosion and the washing away of the soil creating a gully. Years prior a utility company erected a partial retaining wall which is only diverting part of the runoff. An arborist will need to be contacted to perform the proper maintenance of the maple tree. Additionally, the retaining wall will need to be extended to prevent further hillside erosion. Companies will need to be contacted to obtain two bids regarding tree maintenance and retaining wall when the weather is better. The possibility of using one company to do both functions will be investigated.
4. Townhouse homeowner stated that during the winter there was a fire in one of the Pepco utility boxes. Pepco came out twice and it appears now to be fixed. The utility boxes are positioned in front of the current partial retaining wall. Walt to contact Pepco regarding the retaining wall with the possibility of a discussion of having the utility company extend the retaining wall at their expense.
5. Bids for landscaping and maintenance - PAKLawn contract. Walt obtained a copy of the PAKLawn landscaping company contract. In the contract dated June 2009 there is nothing in the contract indicating it was a multi-rate or multi-year contract. The board was under the assumption that there was a five year

contract. This is not the case. Additional landscaping companies have been identified based on referral information from the Management Company and solicitation from other landscaping companies. These landscaping companies will be invited to submit proposals and bids. PAKLawn will be notified and will be invited to also submit a rebid. The board will be looking at adding more specific and detailed scope of work to the contracts. One addition will include that walkthroughs will be done throughout the year along with the requirement to attend the homeowner's association board meetings. A walkthrough will be performed on April 26, 2:00 p.m. with PAKLawn landscaping company owner and Walt Kelley. The next landscaping contract will begin July 1, 2014 when the landscaping contracts are reviewed and bid awarded by the WCHOA board. PAKLawn landscaping company owner stated they picked up the broken branches in the common area after the snow/ice winter weather. PAKLawn owner stated aeration has not been done in several years and their prices have not been raised since 2009. Common area fertilization is to take place in the next two weeks.

6. Common area tree maintenance will need to be done by a certified arborist and be done on a case by case basis. The company used previously to remove a maple tree will be contacted to submit a scope of work and bid for the large maple tree overhanging 9032 Centerway townhouse.
7. Cracks in sidewalk of the townhouse area possibly created by February snow removal and a Bobcat on the sidewalk- Unity Lawns currently has the contract for snow and ice removal. Walt obtained a copy of the contract which stipulates they are not liable for injuries or any loss due to weather. Walt looked at the cracks in the concrete sidewalks in the townhouse area and additionally took photos. The cracks are hairline cracks and determined these cracks cannot cause tripping. Walt to contact Unity Lawns and request that they not use sidewalks to dump snow and request a better solution during future snow removal for snow placement. This year was very unusual and there was a total of 71 inches of accumulated snow. Townhouse homeowner stated the snow removal is very timely on the sidewalk area, however, not in the parking lot areas. During a heavy rain water puddles at the end of the parking lot even after the parking lot repair made previously by WSSC. Walt to check this during a rain event.

Old Business:

1. Parking Policy- deferred to May board meeting.
2. Attorney's actions and costs (experience with collections by a member of our HOA)- documents obtained regarding homeowner, Clyde will scan and send to members of the board for their review.
3. Opt-in directory of HOA members in the community- A discussion regarding privacy issues of a public directory occurred. Clyde to discuss the issue with the management company. A vote was taken amongst

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board members to not publish a public directory for homeowners only. A tie in the vote occurred and was deferred to the May board meeting for a revote.

4. Community social activities- In past years, a block party was held mid-summer with money allotted for the community activity. One year was a crab party and one year a fall activity-Halloween parade and party held at the tot lot near the tennis courts. This community mixer is a low cost event that builds good will and provides the ability to meet neighbors. The board voted and approved two events this year with a budget of \$750 for the summer event and provides for any left over money to be rolled over to the fall event. The proposed date will be sometime in July. All board members to request nominations of volunteers to help with the summer and fall community social activities.
5. More townhouse owner's involvement – Liz suggested distributing a flyer to the owners and residents of the townhouses requesting feedback of the policies made at the board meetings and soliciting more townhome owner's involvement at the board meetings.
6. Receivership Information – board members will check their email for the receivership publication that was sent out March 25. (Resent to board member email 4-26-2014)
7. Centerway sidewalk – Owned by WCHOA? – Question deferred to May board meeting. Patrice was to research this.

New Business:

A new email address needs to be established for the Walnut Creek Homeowners Association. Liz will establish the new email address. At the next annual meeting February 2015 this new email address will be posted. The board meeting signs will be amended to include the new email address. Steve will look into amending the signs.

ADJOURNMENT OF THE BOARD MEETING 8:45PM NEXT MEETING DATE: May 12, 2014