

## **Minutes of the August 19, 2013 Meeting Strawberry Knoll Elementary School**

**Board members present:** Patrice Williams-Johnson, Clyde Lutter, Steve Schuyler, David King, Walter Kelley,

**Homeowners present:** Nancy Holderman, Barbara Faverty, Suzanne Hughes, Margie Haygood, David Goldstein, Serouj Badalian

The meeting was called to order at 7:01 p.m. Quorum was met.

Clyde Lutter reviewed the meeting agenda and noted that during Members' Time, members would be allowed 5 minutes each.

### **Next Meeting Date –September 23, 2013**

### **Meeting Minutes Review:**

The minutes from the July 22, 2013 meeting were reviewed and approved. The approved minutes will be posted to the WCHOA website.

### **Members' Time:**

#### **Issue:**

Barbara Faverty requested information as to the current status of the parking lot road surface area around 9070 Centerway Road. After a water main break in the parking lot near 9070 Centerway, the pipe was fixed, but many depressions in the asphalt of the parking lot remain, especially in parking spaces 44 & 45. Barbara mentioned that one of the depressions is 6-8 inches deep now and approximately 8 feet long.

#### **Board Response:**

Architectural Chair Schuyler opened a "trouble ticket" with WSSC after several unsuccessful attempts to contact a WSSC representative. He has followed up twice on the ticket, but has had no response. Contracts Manager Kelley has taken pictures of the depressions in the asphalt and Mr. Schuyler will take them to WSSC to have a direct discussion about the issue. Ms. Faverty will also call the WSSC emergency number to

report the problem. David King filed an electronic trouble ticket to WSSC regarding necessary repairs needed.

### **Architectural Submissions/Requests**

Architectural Chair Schuyler provided an Architectural Report to the board containing the following items:

- Architectural Submissions for August – all were approved by the Board
  - 9178 Centerway – Replace damaged front door
  - 9200 Centerway – Approval requested for new pain and trim
  - 19021 Harkness Lane – Replace damaged fence
  - 9121 Tulip Grove Road – Repair/replace existing roof and install new skylights
- Update of Architectural Regulations and Guidelines dated 2007 including the incorporation of the new language on the use of basketball nets and other proposed changes.
  - President Lutter asked Board members to review the proposed changes to the WCHOA Architectural Policies and Procedures and get their feedback to him by September 2.

### **Old Business**

Townhouse Parking – President Lutter advised that a decision on this issue be addressed at the September meeting.

Speed Bumps – President Lutter reported that there has been no further action taken on the addition of speed bumps to neighborhood streets.

Playground rubber – Contracts Manager Kelley mentioned that after researching the feasibility of replacing the wood chips in the tot lots with a rubberized permeable surface, he has no information on rubberized mulch that is certified as toxin free and safe for children. Treasurer Williams-Johnson will send Contracts Manager Kelley additional information on this type of mulch and he will continue his research on this material.

Erosion problem – Residents of 9032 Centerway have reported that a large maple tree and lack of adequate sunshine on the common area hill in front of their townhome has

caused a detrimental appearance to their property. An erosion problem caused by the rainfall run off of the tree is contributing. President Lutter requested that Contracts Manager Kelley get some bids to address the issue.

Poison Ivy – Contracts Manager Kelley inspected the upper playground behind the townhouses and took pictures to verify that the WCHOA Landscaping Contractor has not yet removed the poison ivy.

Walk Through – WCHOA Contracts Manager Kelley went through the list of items identified in the community walk through and indicated that some of the issues identified have been addressed by the WCHOA Landscaping contractor. They are: the path from Lindenhurst was trimmed; the abandoned sign post was cut off; a tree stump was removed; the lawn was mowed near the tennis court and playground area; the cul de sacs on Glendower, and Harkness and Bannister Courts were re-mulched.

He also mentioned that the following items were not addressed: the branches still remain off of Lindenhurst; the tot lot was not re-mulched as requested; the poison ivy remains in the upper playground as reported earlier; the storm water management facility still has litter. It was identified by the Board that maintenance of this facility is not part of the current landscaping contract.

Contracts Manager Kelley asked the Board to identify tasks to be completed to maintain the storm water management facility and he will add them to the landscaping contract. He will address the poison ivy and other uncompleted items with the WCHOA Landscaping Contractor. He will also review the current landscaping contract – Treasurer Williams-Johnson will ask Allied Property Management to email him a copy.

9060 Centerway – tree in common area needs pruning. President Lutter asked Contracts Manager Kelley to get bids to prune the tree.

Neighborhood Sign – the Board determined that the “Walnut Creek” sign located on the corner of Goshen and Centerway is in disrepair and should be removed. Vice President King will remove the sign and take it to the dump.

Sport Equipment Policy – the Board voted to approve the revised Sport Equipment Policy dealing with basketball hoops and equipment. This policy will be included in the revised Architectural Policies and Procedures.

Delinquent Accounts—Nancy Holderman mentioned that she learned that in Montgomery County, liens are good for only 12 years and could expire prior to the opportunity to collect the delinquent funds at the time property closing. Treasurer Williams-Johnson advised that the attorney used by WCHOA has a process that includes 3 pre-lien notification letters and that following up on liens can be added to this process. Cost was discussed and the Board agreed that the goal is to pursue a course of action that is the least expensive and has the highest probability of recovery.

Treasurer Williams-Johnson will discuss with the WCHOA attorney the cost for filing a lien to be collected at the time of home closing. She also mentioned that Allied Realty has input at the closing of every property that is part of the WCHOA.

### **New Business**

2013/14 WCHOA Meeting Schedule – The proposed WCHOA Board Meeting dates were discussed. These dates are tentative and will be published when approved by Strawberry Knoll Elementary School. Generally, the proposed dates are the 4<sup>th</sup> Monday of the month except for December 2013. Final dates will be confirmed at the September meeting. As in previous years, no dates can be confirmed beyond March this early in the year.

Request for New Trees – Vice President King put forward a request for the planting of new trees in the common areas, and noted that there are a number of trees that have been damaged by storms and suggested that new trees would improve the appearance of the common areas. Architectural Chair Schuyler recommended that a brief statement of work be written to get bids on taking down damaged trees and planting new ones. Contracts Manager Kelley agreed to do this. Vice President King will research appropriate types of trees to be planted. Once the statement of work is written, Contracts Manager Kelley will discuss this with the current landscaping contractor as well as others.

### **Financial Report:**

A financial report will be provided at the September meeting.

Meeting adjourned at 8:57 p.m.