

Minutes of the December 16, 2013 Meeting Strawberry Knoll Elementary School

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

Homeowners present: Dave Goldstein, Lianne Halling, Zahid (Zack) Khan, Nancy Holderman

The meeting was called to order at 7:07 p.m. Quorum was met.

Next Meeting Date – January, 27, 2014

Agenda Review: Board reviewed and modified as necessary.

Meeting Minutes Review:

The minutes from the November 25, 2013 meeting were reviewed, accepted as written and approved. The approved minutes will be posted to the WCHOA website.

Privacy Policy: Clyde Lutter will resend policy to board members and secretary for review.

Members' Time:

Issue:

9120 Tulip Grove Rd. - Roof replacement request presented with required documentation.

Board Response:

Approved

Issue:

Landscaping contractor notified board members of multiple tree branches are down in the common area as a result of the last ice storm. Landscaper requested that if they remove all the dead branches from the common area at no charge that the HOA pay the fee imposed by the Montgomery County Refuse. Estimated fee \$325.

__Board Response:

Board approved the payment upon presentation of Montgomery County Refuse receipt. Requested receipt is to be sent to Patrice, Treasurer.

__Issue:

Steve notified board and landscaping company that nine plastic bags of leaves and pine needles were dumped in the townhouse area. These bags remained for one month also killing the grass. Tags were placed on the plastic bags indicating these bags would not be picked up by the Montgomery County yard waste recycling truck because they were in plastic bags instead of required paper bags.

__Board Response:

Steve made two trips to the dump (using his personal car) transporting these bags to the Montgomery County dump. Homeowners are not to place yard waste in plastic bags or dump debris at the back of the townhouse fences. Fines will be imposed if this continues. Paper bags for yard waste are picked up by Montgomery County recycle system.

Architectural Submissions/Requests

Architectural Chairman Steve Schuyler provided an Architectural Report to the board as follows.

__Issue:

18904 Glendower-- confusion regarding assessed fine. Homeowner thought the fine regarding trash/debris cans visible from street was dismissed. Steve went back and found documentation from January 30, 2013 stating that the fine for a fencing issue was dismissed, however, not the fine regarding visible trash cans.

__Board Response:

Steve will send a new letter requesting that the fine be paid.

__Issue:

WCHOA board was to do a rewrite on architectural policy; however the only modification to the policy would be the clarification of basketball nets in the community. Propose to not change the architectural policy and go to expense of republishing and postal sending of new packages would cost \$400-\$500. Notification of basketball policy could be included with the annual meeting notice sent out by the management company thus saving the association this money.

Board Response:

All members of the board were in agreement. Steve to email Management Company, with a copy sent to board members for their review. This notification will be published in the annual meeting notice documents.

Contracts Report:

__ Issue:

The board is not interested in any more "trash producing" trees. Some trees in the community have needed to be removed at a substantial cost. Other trees in the community are reaching full maturity and trees will need to be assessed in a tree by tree case by case basis. There are trees in the area that are 40-50 years old, in poor health, dropping branches, causing additional problems to the common area and homeowner property. The tree issue in our community is a bigger issue than just planting new trees. There will not be any replacement trees planted in the community at this time. Over the next two years there are several trees that will need work and professional attention. Funding for this will need to be in the budget.

__ Issue:

Pole light in the townhouse area out/broken: Over the past two years the light has been burned out and broken. Walt has contacted a contractor to look at the light and assess what needs to be done. He will get two other bids for this necessary work. If the whole pole requires replacement Walt will get estimates for LED lighting.

Tennis court: The bolts on one pole are stripped and will need to be replaced. Walt contacted a company to replace the post. So far the estimate is \$300-\$400. What is needed to replace or repair has yet to be fully determined. Steve had correspondence from 2010 from a local Rockville contractor, Rockville Tennis Equipment Supplier. The fee at that time was a few hundred dollars for repair. Sport Systems/Mid-Atlantic Sports work worked on the tennis court March 2010 with repair estimates of \$1,000-\$3,000. Walt will examine the documents and will continue the investigation as to what is needed for this repair/replacement at this time.

Walnut Creek sign:

Tom O'Brien, homeowner, drafted a proposal for a new sign with a bid on the design and construction of a sign. If a sign is to be erected in our community, to replace the existing broken sign, Walt will contact additional companies for bids who do the same type of signage for other communities.

Financial Report:

Patrice Johnson, Treasurer, will be meeting with Management Company.

- There was an extensive discussion about the reserve budget line items, the reserve study results, and what the current HOA reserve balances are. The board acknowledged that the reserves are significantly behind the amount recommended by the reserve study. Clyde requested that when Patrice meets with the management company that he would also be included in the meeting. Clarification as to what the reserve contribution needs to be was discussed. The State of Maryland requires that homeowner associations maintain a certain level of reserves and the 2014 reserve contribution budget is \$500 less than the 2013 reserve contribution budget.
- There was a discussion about delinquent accounts and that we have not yet determined the accounting as to what it costs in court costs versus what is collected. More research will be conducted. Legal fees have increased \$2000 based on the how the current attorney changed their methodology of collection. Some fees go onto the delinquent homeowner fees. More discussion regarding attorney fees will be pursued. The board will need to rethink how to pursue delinquent accounts. The board acknowledged that the attorney works for the HOA and we need to specify what action the attorney is to take regarding delinquent homeowner dues. The current attorney has not been instructed by the board and/or management company to reduce the request for service. Clyde will communicate with the management company regarding how much has been spent/collected over the past five years. He will discuss with the management company the attorney issue and legal fees involved. This will be reported back to the board for additional discussion.
- The storm water allocation bill, for many years in the past, was incorrectly assessed. Recently, a significant storm water allocation bill was sent reflecting the higher corrected assessment. This assessment will be implemented over three years, however, this amount of money was not provided for in the budget. This significant increase will need to be budgeted in the future. The full corrected storm water allocation bill will need to be fully funded at the end of the three years.
- Given the recent issues of delinquent homeowner dues, the significant underfunded reserve, the new storm water allocation bill investigations will need to be done regarding increasing homeowner/townhouse owner annual dues in the future. At this point money needs to go into the reserves. When the budgeted money is not used at the end of the year then the remainder will need to go into the reserves. The board makes financial decisions keeping in mind that the reserves are underfunded and acknowledges that being careful with the money throughout the year is what is required.

Old Business

Parking Policy:

Clyde will resend the parking policy to the board for them to review and take further action. The board is seeking a townhouse representative to lend additional help to this issue.

Erosion at 9032 Centerway Townhouse:

Common area large maple tree over hangs homeowner townhouse. Retaining wall nearby stops to short of the area to handle significant water runoff and erosion of the area. Tree needs significant trimming/maintenance and retaining wall needs to be extended further. Current landscaping company will meet with Walt and present a bid for this work. Walt will obtain additional bids as well.

Townhouse Parking Lot:

Walt obtained bid for parking lot space painting after WSSC resurfaced the parking lot area with the sink hole. Steve helped with posting "no parking" notices to townhouses so painting work could be done. Painting was performed to board members satisfaction.

February Annual Meeting:

Election of officers will take place at the February 2014 annual meeting. Some positions are for a two year period. There was a discussion of the current board members who are willing to continue to volunteer for the board for the 2014 year. The board is in need of additional board members and would like more community participation with more willing homeowners to volunteer their time throughout the year. Representation from the townhouse community is also requested. The solicitation for more volunteers will be made in the documents sent to all homeowners advertising the annual meeting. Anyone interested in volunteering is requested to write a short biographic paragraph to be included in the documents at the annual meeting and election of board members.

There is a proposal for all future board meetings to be held the 2nd Monday of each month starting with the April 2014 month. This will depend on the school's schedule and availability of the room. All board meetings will continue to be held at Strawberry Knolls Elementary School. Steve will check with the school reservation system to see if the 2nd Monday of each month would be available. Otherwise there would be a possibility of a change in the night of the week.

Meeting adjourned at 8:48pm