

Walnut Creek Homeowner's Association, Inc.

P.O. Box 2283, Gaithersburg, MD 20866

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Minutes of the December 8, 2014 Meeting Strawberry Knoll Elementary School

Board members present: Steve Schuyler, Architecture Chairman; Walter Kelley, Contracts Chairman; Patrice Williams-Johnson, Treasurer; and Elizabeth Lindahl, Vice President.

Homeowners present: Nancy Holderman, Dave Goldstein, Serouj Badalian, Mark Nu, and Tom O'Brien

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

Agenda Review

Agenda modified to meet necessary board business

Meeting Minutes Review:

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

Member's Time:

Townhouse owner brought photos regarding parking of commercial vehicles in townhouse parking spaces, flat tires on vehicles, oil changes being done in townhouse parking spaces and townhouse owners using visitor spaces. Townhouse residents at 9148 Centerway using visitor spaces and parking in fire lanes. There are safety concerns regarding fire lane obstruction. 19005 Harkness back yard had 6-8 trashcans in the backyard. 9146 Centerway townhouse has a new satellite dish attached onto the roof of the shed. Photos were provided to members of the board.

Architecture chairman to look into newly installed satellite dish on the shed roof and will speak with 19005 Harkness regarding numerous garbage cans placed in backyard.

Board Response: The current HOA board resource level does not allow for a rewrite of the parking policy. Until the 10 year old policy is rewritten and someone is identified to continually monitor parking the current parking policy be in force. In the past whenever a proposal for a new parking policy is presented it is voted down by the townhouse owners. Only 7 visitor spaces are allotted for the entire townhouse community. With the increase in cars in the community this does not allow for enough parking spaces per townhouse. Proposal

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#1: Send a letter out to all townhouse homeowners and tenants emphasizing the current parking policy in place. Letter will be sent in both English and Spanish. Proposal #2: Get the policy worked out for future enforcement. Proposal #3: Send out a letter to 9146 Centerway specifically listing the problem with enforcement and the automobiles parking on the fire lanes. Townhouse owner to contact the fire Marshall and ask about curb fire lane and what is required to have the fire lane area certified as a legal fire lane. Once it is certified as a legal fire lane, residents can contact police and a \$250.00 ticket will be issued for parking in the fire lane. Townhouse owner to inquire with fire Marshall about the fire safety issues regarding the number of people per townhouse and report information back to Elizabeth Lindahl.

Townhouse homeowner requested a letter be written to remind residents of the current parking policy rules in effect. A general letter to be sent out in January and will include letters to go to the tenants who rent townhouses.

Financial Report:

The November financial report had just arrived and will need to be reviewed. Community leaf pickup information is yet to be sent. The snow contract fee was not increased and the sidewalk along Centerway road was included in the contract. The snow contract was approved for this coming winter period.

An addendum to the contract for the HOA management company was sent to Patrice. Some of the fees were increased while others were decreased. It is with her recommendation that the proposal to accept the HOA management company contract be approved. The board voted and agreed upon the renewal of the management company contract for the next year. The HOA management company (Allied Realty) is unable to send a representative to the annual meeting scheduled of February 9, 2015. Patrice to request the management company send a qualified alternative representative. If this fails the board will look into rescheduling the annual meeting to February 23rd as a backup date and will try to reschedule with the school system for a room reservation to be held at Strawberry Knolls Elementary School media room. Allied management Realty is still trying to get organized after the resignation of two of its members. There is a need to escalate the issue of attending the annual meeting since that is one of its major functions of the HOA management company contract.

The current refuse pickup done by Unity two days per week is comparable with other companies in the area. A quote from Waste Management will be obtained.

There are five new delinquencies and Patrice will go through the new attorney and will follow up with the management company. This will be the first trial with the new attorney as to how effective their process will be.

It was the recommendation of Sarah at Allied Management company that the balances of the "uncollectable" HOA fees be written off. The HOA would have to cover the \$980 in fees. It was the understanding of the board that if the attorney recommended the HOA fees be written off the HOA does not have to pay the fee. Patrice has to clarify this issue. The decision on this is on hold pending further information.

Architectural Report:

Steve received a phone call from a homeowner in Centerway townhouse regarding a satellite dish installed on a shared shed. Dish is mounted on a mounting pole on the shared shed, however is pointed directly towards his window. Steve researched the 1996 telecommunication band TV antennae bylaws which allow the HOA to regulate placement of a satellite dish.

Satellite dish must be installed in the least conspicuous location. This property is a rental property. Townhouse owner spoke to the renter and the contractor. This dish is the only dish that is placed on the top of a shed instead of the usual placement on top the roof.

Board position is that the satellite dish is not in the least conspicuous place. Dish needs to be placed in the same area as all the other roof mounted satellite dishes. The board has the right to request that the dish be repositioned to the building roof. Steve wrote a letter on November 15 to the homeowner and has not yet received any response.

Steve to investigate the report of a second dish installed on a shed roof at 9146 Centerway.

Watkins Mill High School was to hold a meeting regarding the Montgomery Village information on rezoning of the golf course in the area.

Architecture regulations will be revised to include the community policy on the installation of solar panels.

Contracts Report:

Water pooling at the entrance of the townhouses near Centerway Road: A private company was hired to provide an estimate of the scope of work to be done. This work was halted due to finding out this property was county right-of-way. This information was not provided by the private company that was to give an estimate for the work to be done in that area to achieve positive drainage. This property of the DOT right-of-

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way is the responsibility of Montgomery County Department of Transportation. In addition the county property would require that the right-of-way be restored back to the County if work to be done by a private company. The private contractor filled in the "cut hole" they had opened in that area. A Montgomery county inspector reviewed what was required of the HOA if work was to be done by a company hired by the board, however the work could also be done by the DOT. The inspector presented a permit document in case a private company was to be hired. A new quote by the private company was obtained to include the positive drainage for that area. Clyde to contact the DOT inspector to see what additional information can be obtained. The inspector said that the area has a 18-month period to solve the issue if done by a private company and was permitted and bonded by the HOA. Walt, Contracts Chairman, contacted the Montgomery County 311 line. The county gave Walt a service request, opening a repair ticket. Walt waited a week and checked the Montgomery County 311 online site. There was a glitch. The inspector who came out saw a cut area and thought it was a utility company who modified the asphalt. The inspector closed out the ticket. Walt put a second request in and again was issued another ticket number. That ticket again was closed out, no reason given. Walt again looked the work order up on the internet and with a telephone call was told that the repair was the homeowner responsibility. After explaining it again to the county that this was a county responsibility as per the first inspector he was again issued another work order ticket number. With this new ticket number the Department of Transportation contacted Walt by phone and would put a informational comment into the system. As of today there is no resolution to the issue yet. Walt is trying to get resolution and try to get the repair made before ice and freezing weather comes. The repair is not yet done and the issue is tabled for further information. As of the latest ticket it appeared to be "closed" and will try to find out why the ticket number was closed.

Walt received contact from the HOA landscaper and the seeding near the curb in the 2nd townhouse area was completed and some leaf pickup was done in the common area of the townhouse area.

The community sign is on hold at this time and all available time was working on the County parking/entrance lot area.

Walt requested an update on the payment of the townhouse parking lot striping. Patrice said it was submitted and paid. She will recheck to make sure.

Meeting Adjourned: 9:05PM

Next meeting: January 12, 2015