

Walnut Creek Homeowner's Association, Inc.

P.O. Box 2283, Gaithersburg, MD 20866

Email: walnutcreekhoa@yahoo.com

www.walnutcreekhoamd.com

Minutes of the February 24, 2014 Meeting – ANNUAL MEETING Strawberry Knoll Elementary School

Board members present: Clyde Lutter, President, Steve Schuyler, Architectural Chairman, Patrice Williams-Johnson, Treasurer, and Walter Kelley, Contracts Chairman.

Homeowners present: Josiah Pellar, Larry Rogers, Sally Rush, Keith Rush, Tom O'Brien, Larry LeGrand, Elizabeth Lindahl, David Goldstein, and Nancy Holderman

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

Introductions: Introductions were made of the board members and the homeowner members present.

Meeting Minutes Review:

The minutes from the February 25, 2013 annual meeting was amended and approved. The approved minutes with corrected spelling of a homeowner's name will be posted to the WCHOA website by Diane Winters, Webmaster.

Review of 2013 Association Activities

Clyde Lutter thanked the current board members for all their efforts throughout this past year. If homeowner members do not volunteer for the board of the association, the homeowner association will go into a court appointed receivership. He encouraged all homeowners to consider serving on the board.

The consideration for installing speed bumps into our community was researched. It was determined that number of speeding vehicles has lately been reduced. Excessive speeds in our community are to be reported to the Montgomery County Police Department.

Tree work has been required this past year in the common areas. The board has elected to not replace trees in the common area since currently there are additional trees in our community that are aging and in need of necessary attention. There are dying trees in the common area presenting dangerous situations. This will require evaluation tree by tree and case by case basis.

Several architecture violation letters were sent to homeowner's addresses in our community and fines assessed appropriately. Architectural request submissions need to be sent in advance allowing for proper review time. Shortened turnaround time will be allowed for emergencies only. (i.e. roof leaks etc.)

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This year board member's pursued WSSC following their damage to the townhouse parking lot during one of their water main repairs. This left a large sink hole with water and ice collection. Upon the completion of the repaired townhouse parking lot, Walt Kelley, Contracts Chairman, contracted a company to repaint the parking spaces.

Verizon presented to the board the opportunity for the installation of FiOS to the townhouse community. The board corrected this offering to include not only the townhouse community but also the single family homes. FIOS was installed over the summer with the availability of each home in the Walnut Creek Homeowners Association enrolling in FiOS on an individual basis.

Throughout the year several walk through inspections have been performed inspecting both single family homes and townhouses, noting any architecture deficiencies. Additionally the common ground maintenance was inspected and identified issues needing to be addressed. Additional landscaping requirements were reviewed with the Landscaping Company and implemented, i.e. poison ivy, overhanging branches cleared on tennis court walkway, and removal of dead branches of common area trees.

The Walnut Creek community sign was removed due to disrepair; however the metal letters were preserved in case they are able to be used in the future. The board will be addressing a community sign in the future.

The storm management area at the end of Lindenhouse Rd was inspected by the county and found that debris required removal. Board members assessed the area and Walter Kelley, personally, removed the debris from the area. That function has now been assigned to the landscaping contractor.

During the walk through inspections performed by board members and through the reporting from homeowners it was determined that debris has been discarded by homeowners throwing their personal yard debris into the common area. This is unacceptable and homeowners will be assessed fines.

The townhouse parking program was addressed and is still yet to be determined.

Repairs to the tennis court net and cranking mechanism will be investigated once the weather allows.

The allowance of basketball hoops in the community and guidelines have been addressed and outlined in previous month's minutes published on the Walnut Creek Homeowners Associations website.

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Financial Report:

A copy of the budget was supplied in both the documents mailed to each homeowner and at the annual meeting. A visual "Pie" chart was displayed at the annual meeting demonstrating how the total HOA fees are appropriated. More than one third of the services supplied in our budget are required by law, \$30.1K. Property Management reflects \$20.1K. Administration \$13.0K and Homeowner Services \$38.5k. Any money remaining in any of these accounts at the end of the year is transferred into the reserve account.

This year's focus will be on the landscaping/tree budget and the increasing legal fees charged by the attorney.

The current attorney has had to focus on the ever increasing delinquent homeowner accounts and the pursuit of these bad debts for collections. The board is looking at how the current attorney is "working the accounts". Some of these accounts go as far back as 4 years for a total of approximately \$30,000 in delinquencies. The increase goes back to the start of the downturn of the economy in 2008. Some of the large delinquencies, as time goes by, are getting more difficult to collect. Some of these delinquencies have gone into bankruptcy. The focus of this year's board will be the use of putting liens on homes of the delinquent accounts and looking at the process of getting more money collected from the delinquencies at less of a cost to the association.

The storm water management fee charged as a part of the property taxes of the common area in the past years has been \$17.00 per year. It was discovered by Montgomery County that they had mistakenly only collected for one home where indeed the total community was to be charged \$17 **per unit**. The County will now be collecting in a step increase over three years up to the appropriate billing amount of \$1500.00 per year.

The community reserve study was done in 2013 as it had not been done in the past seven years. A reserve study looks at what is required for the replacement of infrastructure of the community. I.e. tennis court, townhouse parking lot, tot lots, townhouse lighting etc. This study and the results determine whether it is necessary to increase the HOA fees. The result of the reserve study will be reviewed by the board and the Treasurer will be looking into the results of the reserve study and asking for clarification of points of that study. Current contribution to the reserve account is \$11,316 per year. Reorganizing, reinvesting and looking into the four accounts will be an additional focus of the board for this year.

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Election:

Nominations for board position were requested. ElizabethLindahl, Clyde Lutter and Walter Kelley were nominated to fill positions on the board of directors and all nominations seconded.

Votes determined ElizabethLindahl – 2 year board member, Clyde Lutter- 2 year board member, Walter Kelley - 1 year board member. Meeting held by the board at the end of the annual meeting will determine positions to be held.

New Business for Board consideration in 2014

Reserve study

Review of lawyers/actions to be taken/cost benefit/delinquent accounts

Normal maintenance of community/tracking landscaping services

Landscaping company current contract review and future landscaping company hire

Community use of public facilities/possibility of moving HOA meetings from 4th Monday to 2nd Monday of the month beginning in April

Homeowner's Forum

All board meetings to be held at Strawberry Knoll Elementary School. If a school renovation is to be done there may need to be a relocation to another meeting area.

Discussion of a volunteer opt-in directory of members in the community – to be discussed at future meetings.

Discussion of social activities in our community i.e. annual picnics, Halloween – to be discussed at later meetings.

ADJOURNMENT OF GENERAL ANNUAL MEETING 8:23 PM

ELECTION OF OFFICERS: CLYDE LUTTER – PRESIDENT

ELIZABETH LINDAHL – VICE PRESIDENT

STEVE SCHUYLER – ARCHITECTURE CHAIRMAN

WALTER KELLEY – CONTRACTS CHAIRMAN

PATRICE WILLIAMS-JOHNSON – TREASURER

ADJOURNMENT OF THE BOARD MEETING 8:30PM NEXT MEETING DATE: MARCH 24, 2014