

Walnut Creek Homeowner's Association, Inc.

P.O. Box 2283, Gaithersburg, MD 20866

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## **Minutes of the June 9, 2014 Meeting Strawberry Knoll Elementary School**

**Board members present:** Elizabeth Lindahl, Vice President, , Walter Kelley, Contracts Chairman and Patrice Johnson, Treasurer

**Homeowners present:** Nancy Holderman, Zahid (Zach) Khan, Tom O'Brien and David Goldstein

The meeting was called to order at 7:06 p.m. Quorum was met.

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

### **Meeting Minutes Review:**

The minutes from the May meeting were reviewed and approved. The approved May minutes will be posted to the WCHOA website by Elizabeth Lindahl.

### **Member's Time:**

Homeowner requested information on what is required for an architectural request.

Board responded with the information required to submit an architectural request. Also the architectural request is a document that can be obtained from the WCHOA website.

### **Contracts Report:**

### **Tennis Courts**

Walt Kelley, contracts chairman contacted Sport Systems regarding a request for a proposal for the tennis court broken post. The cost of repair is \$810. Sport Systems agreed to provide a removable handle. Elizabeth Lindahl agreed to store the removable handle. Board voted to accept the proposal. All present board members agreed. Walt to proceed with the work required.

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### **Walnut Creek Community Sign**

Walt drove around the community and took photos of regional signs. He also received additional photos of community signs in the Montgomery Village area from board members and homeowners. Things to be considered regarding the sign will be the utility boxes presently along Centerway, need to obtain permits, miss utility etc. Walt will do additional investigation regarding the community sign. (INFORMATION FROM MAY MEETING) 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 and contract awarded to a company agreed upon by the board. Initial discussion was held by the board as the community sign. Currently, it was agreed upon by the board that one sign would be erected and located at the corner of Centerway Road and Harkness. The sign would be modest, low maintenance stone and at most the amount of \$8000 would be allotted towards the community sign, preferably less cost if possible. The company awarded the contract will obtain all appropriate Montgomery County permits.

### **Common area around 9032 Centerway area**

Walt will do additional investigation regarding the common area around that area. He requested two companies come to assess the large maple tree on the common area which hangs over the townhouse. One company presented a proposal of \$1200 and the second company \$450 to remove branches and thin out the tree. Additionally, this tree is causing water runoff across the existing sidewalk and severe erosion in the area. The main concern is the safety concern since it is so close and overhangs an association townhouse. Further investigation will need to be done regarding this tree. The association will treat safety as the top priority.

### **Retaining wall area located around 9032 Centerway and Large Maple Tree**

One company presented a proposal of \$6500 to install a continuation of the retaining wall to include grading and required utility work. One proposal was a brick faced with stone retaining wall. A concern for safety remains since underground utilities presently exist. The retaining wall installation is more complex than originally thought. Walt will do further investigation regarding the retaining wall. Safety is the top priority.

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Zach (PAKlawn) would like to send Walt a proposal for the retaining wall on behalf of his company.

### **Association Landscaping Contracts**

At the present time bids for landscaping contracts are on hold.

### **Association Common Area Trees**

Walt and Zach (PAKlawn landscaping company) performed a walk through in the community. Generally the landscaping is being performed satisfactorily. Walt is getting tree company referrals. There are three to five trees in the common area needing pruning or removal. The more trees addressed the better pricing from companies presenting proposals.

### **Water pooling in townhouse parking lot**

The townhouse parking lot that was repaired and performed by WSSC has a depression at the entrance. This collects water during seasonal rains and has the potential to freeze during winter months. Walt will look into what would be necessary to have this remedied. It may require repaving.

### **Architectural Report:**

Deferred to July, chairman absent.

### **Financial Report:**

Reserve Study - Deferred to July

### **Old Business:**

Townhouse parking policy deferred to July

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Attorney's – Clyde's input deferred to July

Community Social Activities – Townhouse involvement – ongoing and still looking for volunteers

**NEW BUSINESS:**

Townhouse light

Townhouse light at the end of the parking lot is out. Some of the history on the light was presented by a townhouse owner. Walt will look at the circuit breaker to see if it has tripped again or if it is broken. One electrical panel belongs to WCHOA and one belongs to Pepco. More investigation will be required to assess the issue. A professional contactor may need to be hired to again address this issue.

WCHOA Townhouse Entrance Signs

Townhouse signs are small and white painted letters are small, chipped and unreadable. Elizabeth Lindahl will contact Lynn Wilson, Montgomery Place, to see who produced their association's larger (more readable) white with large black letters signs. The goal would be to make the signs more uniform and readable from the street.

Adjournment: 8:00PM

Next Meeting July 14, 2014