

Walnut Creek Homeowner's Association, Inc.

P.O. Box 2283, Gaithersburg, MD 20866

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Minutes of the January 12, 2015 Meeting Strawberry Knoll Elementary School

Board members present: Steve Schuyler, Architecture Chairman; Walter Kelley, Contracts Chairman; Patrice Williams-Johnson, Treasurer.

Homeowners present: Dave Goldstein and Tom O'Brien

The meeting was called to order at 7:15 p.m. Quorum of three was met.

Agenda Review

Agenda discussed in view of absence of President and Vice-President.

Meeting Minutes Review:

The minutes from the December 2014 meeting were reviewed and approved after minor corrections. The approved minutes will be forwarded to the WCHOAS Webmaster to be posted to the WCHOA website.

Member's Time:

David Goldstein provided feedback on the issue of townhouse residents parking in designated fire lanes, an issue which was raised last month during Member's Time discussions in December. Dave and Serouj Badalian accessed the Montgomery County website to determine latest guidance on Fire Lane Requirements for Private Streets. County Guidance had been last updated in the year 2008, and our WCHOA signage had been developed many years earlier. David and Serouj also obtained contractor estimates to construct and erect compliant signage, which were provided to the Board. After discussion, it was moved that Walt Kelley be authorized to spend up to \$1,500.00 to select a preferred bidder for both the signage and necessary pavement/curb repainting.

Financial Report:

The December Financial Reports (for year-end 2014) were not E-mailed by Allied Realty until this afternoon and could not be reviewed in time for this evening's meeting. Patrice will discuss whether more

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timely reporting is possible in future. Patrice still needs to obtain a response as to whether Allied Realty can provide a knowledgeable representative to attend our 2015 Annual Meeting currently scheduled for February 9th. The Board discussed general disappointment in Allied's support for our most important single meeting, which had never been an obstacle in previous Annual Meetings, when Hank Jacob had always made himself available for discussion of current issues and election of Board Members. Patrice was asked to notify the other Board members if necessary to escalate this issue to more senior Allied management.

Once an Allied representative is appointed, and a firm date agreed to by both parties, Steve Schuyler will need to insure a meeting room is available and notification is provided. (February 23rd is the preferred alternate date if February 9th cannot be supported.)

Allied Realty requested WCHOA responses in today's E-mail on the following items:

- (1) Board Approval for write-offs of outstanding balances from previous owners of 9 Harkness Court and 9108 Centerway: Approved contingent upon Patrice's determination whether there will remain any additional WCHOA liability after write-off. Also clarify the standard process going forward.
- (2) Four additional accounts which need to be forwarded to either Andrews Law Group or Nagle Zaller for collection: Board agrees with Patrice's recommendation to forward these accounts to Nagle Zaller.
- (3) Allied Realty Property Management Addendum for 2015: Sara Rossi offered to respond if any questions. Patrice will conclude her review and forward a signed copy of the addendum.
- (4) Allied requested approval to pay recent snow removal invoice from Unity Laws. Patrice to review and advise of approval.
- (5) Allied requested confirmation of our WCHOA Annual Meeting date: Patrice to verify availability of knowledgeable Allied representative at acceptable February date. Patrice also needs to review the proposed cover letter and attachments to be included in the Annual Meeting mailing package which Allied is preparing.

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Architectural Report:

Steve reported that the satellite dish installed on the shared back shed of a Centerway townhouse had been removed per our WCHOA written requests in November and December.

The update of the WCHOA Architectural guidelines, to include movable basketball nets/stands and community policy regarding installation of solar panels, is deferred until the March monthly meeting.

Contracts Report:

Walt Kelley reported that he has been unable to obtain a clear agreement and work plan from the Montgomery County Department of Transportation to eliminate the pooling of rainwater and/or snow and ice from pooling at the entrance of the townhouses near 9132 Centerway Road. However, there is a current work order (#3) open and Walt will follow-up to insure corrective action is planned and scheduled.

Old Business: Further resolution of (1) a re-write of the WCHOA Parking Policy, (B) creation and dissemination of a letter to remind townhouse owners (and tenants) of the current parking policy (in English and Spanish), and (C) Fire Department or County limitation regarding the number of people per townhouse were tabled and will be discussed at a future WCHOA Monthly Meeting with Elizabeth Lindahl present.
here are no other items of Old Business to be addressed at this meeting.

The community sign remains on hold at this time but will be addressed at a future WCHOA Monthly Board Meeting.

New Business: Further discussion among the Board and attendees centered on candidates returning to the WCHOA Board, and potential new candidates to consider serving. (Short Bios/Write-ups normally requested to be included in Annual Meeting mailing from Allied.) Also, the Board agreed that we need to organize a door-to-door solicitation of Proxies to meet necessary quorum of homeowners to meet requirements of WCHOA By-Laws. These items will need to be coordinated as soon as date/place are finalized. Proxy forms and instructions will be requested from Allied Realty.

Meeting adjourned at 8:29 p.m. Next meeting: February 9, 2015 (tentative)

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