

Walnut Creek Homeowner's Association, Inc.

P.O. Box 2283, Gaithersburg, MD 20866

[www.walnutcreekhoamd.com](http://www.walnutcreekhoamd.com)

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## **Minutes of the July 14, 2014 Meeting Strawberry Knoll Elementary School**

**Board members present:** Steve Schuyler, architecture, Walter Kelley, Contracts Chairman and Patrice Johnson, Treasurer

**Homeowners present:** Nancy Holderman, Stephen Menard, Tom O'Brien and David Goldstein

The meeting was called to order at 7:09 p.m. Quorum was met.

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

### **Meeting Minutes Review:**

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

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

Townhouse homeowner presented photos, information regarding erosion control, tree trimming issue and missing gutter system creating erosion problems at 9040-9042 Centerway townhouses.

Board responded that tree trimming is allowed in area over common area and walkway area not on other townhouse owner property. Board recommended townhouse homeowner speak with adjacent townhouse owner regarding trees in the yard. Community walk through will be done and issues will be addressed regarding the townhouse architecture violations. Steve will send a letter to the homeowner addressing these issues after walk through.

Several trees in the common areas need to be trimmed or taken down. Last year a large maple tree was removed in the common area of townhouse units. Several other overgrown trees are in severe need of maintenance since they were planted 35 years ago. Pine trees have hazards of their own based on their type and size in the common areas.

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### **Architectural submissions/requests:**

Three architecture requests presented past 30 days.

1. 19005 Harkness lane were voted upon and approved. Stone pillars on each side of the garage and the area above the 2<sup>nd</sup> story sliding glass door.
2. 19105 Harkness Lane – request for solar panels on the roof-- Voted upon and approved.
3. 9132 Tulip Grove Road- request for solar panels on the roof -- Voted upon and approved.

Steve researched the Maryland laws regarding solar panel ruling established in 2008. Whatever the community bylaws state, Maryland mandates that solar panels are to be automatically approved. Homeowner Associations cannot infringe upon the rights of homeowners to put up solar panels on their property. Steve read the Maryland law mandate regarding solar panels.

### **Financial Report:**

Patrice will speak to attorneys Andrews & Lawrence regarding delinquent accounts and their process to collect.

Patrice reviewed the June financials noting the four letters from the attorneys as to what was collected by the attorneys. Two garnishments collected a portion of the amount owed. Patrice noted that the attorney was paid what the HOA collectively received from one garnishment. One amount covering the attorney fee and one attorney fee was approximately 50% of what was collected.

9-10 homeowners' owe money to the HOA in larger portions. The other two delinquent accounts made payment arrangements with the attorneys.

Patrice contacted Wells Fargo regarding name change on the account. This will be done in the near future.

Reserve Study – tabled to next meeting.

Patrice to follow up with payment of money owed to be reimbursed to Jean Decker and Steve Schuyler.

## **Contracts Report:**

### **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 regarding 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. Progress is pending at this time. Walt will pursue the next step and put together a scope of work and submit it to the board. Upon approval the scope of work it will then be presented to the interested companies for bids on work to be done. Location of the sign is yet to be determined however sign is to be set back 50 feet away from the existing utility cabinets.

### **Townhouse lamp pole at top of lot**

This lamp pole is again burned out. A few months ago an electrical company was hired to investigate the outage and discovered the breaker was tripped. There is a long electrical history regarding the lamp poles and Walt received information regarding this. There is an additional pole in that same lot that is currently burned out. Additional investigation will be required as to the next step to take. Tom O'Brien volunteered to look at the breakers; however, the board agreed that an electrical company professional would be best to manage the repair.

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

At the corner of 9032 Centerway the retaining wall, erosion, seed planting and a large tree have been an ongoing issue. Walt contacted contractors regarding the tree work. 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

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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 and required tree maintenance. Safety is the top priority.

#### **Association Landscaping Contracts**

At the present time bids for landscaping contracts are on hold. The board agreed that the existing landscaping contract is not specific enough.

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

The townhouse parking lot that was repaired and work performed by WSSC has a depression at the entrance. This is located around the 9040 Centerway area parking lot/corner area. 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. Walt to pursue next step required.

#### **Old 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 contractor may need to be hired to again address this issue. Walt to consult with a contractor to present a long term solution not just a short term fix.

Community Social Activities – Townhouse involvement – ongoing and still looking for volunteers. Action deferred to August meeting. Steve to contact Elizabeth Lindahl regarding the current status on the community social event

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## WCHOA Townhouse Entrance Signs

Centerwaytownhouse signs are small with small white painted letters, chipped and unreadable. (FROM JUNE MEETING) 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. Action deferred to August meeting.

## Parking Policy

The board agreed that they do not want to police the parking lot or visitor parking spaces. If you enforce a policy it can cause unintended consequences. Policy deferred to August meeting. Elizabeth Lindahl was working on the parking policy issue.

## **NEW BUSINESS:**

### Hank Jacob retirement

Hank Jacob, Allied Management, wrote a letter resigning (retiring) from Allied Management Co. Steve read the letter of resignation. It was voted upon and approved that the board present Hank with a thank you gift thanking Hank for his many years of service to the Walnut Creek Homeowners Association. The maximum dollaramount voted upon was \$500. Steve to look into the gift and decide what gift would be best.

### Website update

The Walnut Creek HOA website update is outdated due to the webmaster's circumstances. Steve to contact webmaster to inquire ifsheisavailable to bring the website up to a current status. Steve will contact secretary regarding future minute posting to the site.

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**ACTION ITEMS:**

**Steve:**

Steve to send letters to homeowner at 9042Centerway regarding gutter replacement and 9040-9042 Centerwaypine tree pruning

Walk through to be done by third week in July.

Steve to call Elizabeth Lindahl regarding current status on the community social activity event

Steve to identify and purchase retirement gift for Hank

Steve to speak with Diane regarding website updating and contact Secretary regarding where to send monthly minutes.

**Patrice:**

Discuss the delinquent accounts and process with previous attorney

Present reserve study at August meeting

Follow up with Steve and Jean Decker regarding reimbursements from presented receipts

To facilitate a name change on the Wells Fargo account

**Walt:**

Define issue of pooling water at entrance of townhouse

Townhouse lights – establish long term solution and meet with additional homeowners regarding townhouse lighting.

Work on the common area retaining wall, erosion issue and tree trimming near the 9031 Centerway townhouse

Work on Walnut Creek HOA community sign

Adjourned 8:48PM

Next meeting: Monday August 4, 2014