

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 March 24, 2014 Meeting Strawberry Knoll Elementary School**

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

**Homeowners present:**, David Goldstein, and Nancy Holderman

The meeting was called to order at 7:10 p.m. Quorum was met.

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

### **Meeting Minutes Review:**

The minutes from the January meeting reviewed and approved. The approved minutes will be posted to the WCHOA website by Diane Winters, Webmaster. The February annual meeting minutes were reviewed and tentatively approved for presentation in 2015 at the annual meeting.

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

Dave Goldstein, townhouse owner, reported that though effective snow removal has been performed by the snow removal contractor, at the last two heavy snows a Bobcat was brought in for snow removal and was driving on the townhouse sidewalks causing additional cracks in the sidewalks.

**Board Response:** Walt Kelley, Contracts, will read the snow removal contract prior to contacting the snow removal contractor. Walt will check with the snow removal contractor to see if this Bobcat was owned by their company. Damage was near the reported area of 9132 Centerway Rd area. Additionally, Patrice will contact Allied Management regarding whose responsibility it is to clear snow from the sidewalks along Centerway Road.

### **Architectural Report:**

No report at this time. No architectural requests received at this time. The \$25.00 fine regarding 18904 Glendower Road, recycle cans being visible from the street, is the original fine and was never removed as homeowner thought. The subject of the fine has been tabled at this time.

### **Financial Report:**

Reserve study report is deferred to May. Financial report deferred to May.

### **Contracts Report:**

1. Townhouse light was fixed.
2. Tennis court repair pending contact with the appropriate company along with better weather.
3. Walnut Creek Community Sign pending. One Walnut Creek Homeowner brought a proposed design. Homeowner has no interest in selling his design to any other contractor. The Board is obligated to obtain two additional bids at a minimum. Walt will pursue this subject in the future weather permitting.
4. Walt received two tree company referrals from Patrice to address the common area large maple tree overhanging a townhouse. Estimates will be obtained.
5. Tree pruning, tree removal and erosion abatement with retaining wall is currently deferred until a later date with better weather. Any tree care or maintenance needs to be performed by a certified arborist.
6. Bids for landscaping and maintenance - PAKLawn contract. In the contract dated June 2009 there is nothing in the contract indicating it was a multi-rate or multi-year contract. The existing contract is still active however there is no listing as to an ending period of time. The timeline is currently open. Walt Kelley is willing to pursue other landscaping service bids, addressing what services are being performed in other communities. There were issues during the annual walkthrough and even though there were a number of issues that needed to be remedied a number of these issues have been solved. The current landscaping contractor previously lived in the community and attended HOA meetings. Currently an owner's relative now supervises the company. Areas in the contract are not well defined as to the "scope of work" and there is a current need for a contract that has more specific line items defined. Walt to contact Allied Management regarding architectural contracts in other communities. Additionally, a walkthrough of common area boundaries will need to be done to define the specific common area property boundaries to be landscaped.

### **Old Business:**

1. Board monthly meetings are changed to the second Monday of the month starting at the April meeting.
2. HOA board meeting are scheduled as follows:
  - a. April 14
  - b. May 12
  - c. June 9
  - d. July 14
  - e. August 4

3. Parking Policy:

For the past 2 ½ -3 years commercial vehicles have been parking in the lower townhouse parking lot area. There has not been a successful towing program in place. Currently 4-5 cars park on Glendower Road and/or Tulip Grove Road and residents walk through the common area to their residences. In the past when there was a parking policy in place there was a hang tag/sticker program. If a parking policy is to be put into place there needs to be a way to enforce that parking policy. Inventory of the hang tags has to be kept current. In the past there have been concerns about privacy issues. If another parking policy is to be put into place the possibility of two hang tags per homeowner and not managing the visitor spaces would be implemented. A reputable patrol towing company would need to be utilized. Liz Lindahl, Vice President, will write up a proposed draft of a parking policy and present it at the April meeting.

4. Attorney's actions and costs. Nancy to obtain information in writing regarding difficult case of collections by a member of our HOA. Attorney actions and costs to be deferred to a future board meeting. The board members are to review the attorney process of cost vs collection. The possibility of hiring a new attorney in the near future is a possibility.
5. Opt-in directory of HOA members in the community deferred to April board meeting.
6. Liz Lindahl to do a community social activity proposal and proposal for more town home community membership involvement.

**New Business:**

1. A new email address needs to be established for the Walnut Creek Homeowners Association.
2. Patrice contacted Wells Fargo to get the name changed on all correspondence to be received by them.
3. Receivership information deferred to April meeting. Receivership information to be forwarded to the board members.

**Action Items:**

1. Walt to contact snow contractor
2. Nancy to forward information to board members regarding what a "Receivership" means to a homeowner association.
3. Liz to draft a proposal of a parking policy

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4. Liz to propose community social activities and more townhouse homeowner involvement
5. Liz to pursue obtaining new HOA email address.
6. Patrice to request that Liz be added to the list to receive the HOA financial information from Allied Management Company
7. Patrice to contact Allied Management regarding ownership of the Centerway Road sidewalk.

**ADJOURNMENT OF THE BOARD MEETING 9:03PMNEXT MEETING DATE: April 14, 2014**