

Walnut Creek Homeowner's Association, Inc.

P.O. Box 2283, Gaithersburg, MD 20866

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

Email: [walnutcreekhoamd@gmail.com](mailto:walnutcreekhoamd@gmail.com)

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## Minutes of the May 11, 2015 Meeting Strawberry Knoll Elementary School

**Board members present:** Clyde Lutter, President, Elizabeth Lindahl, Vice President, Steve Schuyler, Architecture Chairman, Walter Kelley, Contracts Chairman, Keith Rush, Contracts Support

**Homeowners present:** Nancy Holderman, Secretary, Dave Goldstein, Bill Johnson, David King, Tom O'Brien, Zahid Khan

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

### **Agenda Review:**

Agenda modified to meet necessary board business

### **Meeting Minutes Review:**

The minutes from the March meeting were reviewed and approved with amendments. The minutes from the April meeting were reviewed and approved with amendments.

### **Members Time:**

None

### **Architectural Report:**

Steve received an architecture application regarding 19004 Harkness Lane partial roof repair and replacement of the support beams over the breezeway. Board voted to approve.

Steve received an architecture application regarding 18917 Lindenhouse for installation of solar panel installation. Board voted to approve.

Steve received an architecture application regarding 18912 Lindenhouse for installation of solar panel installation. Board voted to approve.

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Solar City and Vivant, two solar panel installation companies working in this community, both now know that Walnut Creek Homeowners Association approval to install is required.

The next homeowner association walk through of the community is in the next two to four weeks. This is to be held on a weekday late in the afternoon and volunteers are requested. Elizabeth Lindahl and Keith Rush have both volunteered and coordination of schedules will be arranged.

**Financial Report:**

The financials on 9 Harkness court of foreclosure in 2011 have shown liens were placed and no money was collected by the liens. At this point there is no choice but for the association to pay the \$980 attorney's fees. Patrice contacted the management company and the attorney for clarification on the process of the lawsuit/lien process and what a lawsuit would consist of. If the association does not initiate action for a lawsuit the association will have to pay for the attorney fees. If the attorney determines they could not collect then the money owed will need to be written off. When the association decides to write off the money owed it is still obligated to pay the attorney fees.

Credit Bureau Reporting – The attorney hired by the association currently does not pursue credit bureau reporting. There is only one attorney that currently does credit bureau reporting. If the association is required to pursue a lawsuit for money owed then it will be reported to the credit bureaus through that lawsuit.

Bids are still being obtained for community leaf pickup. The management company is also looking into leaf pickup companies.

Patrice received an email from Diane Winters regarding 2018 web renewal information sent to the management company.

Patrice will follow up with the management company to see if the bills were processed and paid to Steve for the HOA meeting reservation of the meeting room at Strawberry Knoll Elementary School.

Follow up with the management company regarding 9152 Centerway Road. Steve and Patrice to follow up on the address previously occupied by Karen Suber, who passed away. Currently the

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management company is searching for a relative due to the delinquency on the property. It may be necessary for the attorney to get additional contact information.

9042 Centerway Road townhouse currently has fallen gutters. A certified letter has been sent however not accepted. It may be necessary for the attorney to confirm who the current owner is on the property.

The budget is confirmed with the infrastructure of \$2500 not yet allocated. A decision was made to leave the money in the current account in the line item for future necessary use.

#### **Contracts Report:**

##### Walnut Creek Community Sign

Walt, Contracts chairman, has drafted a "statement of work" to send out to several bidding companies interested in bidding for the construction of a community sign. After this document is approved by all board members it will be sent out to several bidding companies and will need to go through a board member review process. Walt requested the board members review the document as a preliminary version. When the bidding documents are sent out to other interested companies Tom O'Brien requested he be included in the mailing.

##### Fire Lanes in Townhouse properties – Centerway Road

##### Montgomery County requirements for Fire Lanes

There are five fire lanes in the townhouse properties. These lanes are currently requiring curb painting as the colors have faded. Eight fire lane signs for each area are required. Walt contacted three companies to get preliminary bids for the fire lane signs. These three companies have been sent emails requesting quotes and statements of work. Walt will contact the Montgomery County Fire Department to get their specific requirements on the sign/space/color etc. Walt is waiting to hear from the three bidding companies. There is a \$250 fine imposed if vehicles are parked in the fire lanes.

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#### Street lamps- Centerway Road

Both lights are now working. Walt has been working with the electrical contractor. Investigation of the 9000 block of Centerway revealed that there was a bad splice in the wire near the service panel. The first light junction box has corrosion and the wires have shorted. The electrical contractor ran a new wire to the new light mid-block and set the light on continual lighting (photocell covered over for light to be on at all times). Walt asked about solar LED lights and it is recommended that the association not pursue this. Many homeowner associations are now asking that these LED lamps be removed due to various reasons. There are issues regarding the level of illumination. The electrical contractor will send Walt a quote for the replacement of the old service panel.

#### **Old Business:**

Elizabeth read a proposed parking policy to the board members. Elizabeth will send a parking policy draft to all board members for review. This will be discussed at the June meeting and a final vote will be taken at the July meeting. There was a discussion regarding the proposed policy and method of notification to all townhouse owners and renters. A review of the past parking policy was discussed including the rules for violation, towing and mechanism for enforcement. Discussion of hang tags and additional parking policy issues were reviewed.

#### **New Business:**

A community picnic will be held Saturday, September 19. Further discussion and planning will take place. Volunteers are requested in order for this event to take place.

Steve to obtain an August meeting date for the August WCHOA meeting from the MCPS system.

#### **WCHOA MEETING DATES: Strawberry Knoll Elementary School 7:00PM**

June 8

July 13

August TBA

**Meeting Adjourned 8:43pm**

**Next meeting: June 8**