

Walnut Creek Homeowner's Association, Inc.

P.O. Box 2283, Gaithersburg, MD 20866

www.walnutcreekhoamd.com

Minutes of the May 12, 2014 Meeting Strawberry Knoll Elementary School

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

Homeowners present: Nancy Holderman, Zahid(Zach) Khan, Ralph Allen, Bill Johnson, Michael Carter (Unity Lawns), Lianne Halling, and David Goldstein

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 April meeting were reviewed, one name amended and approved. The approved April minutes will be posted to the WCHOA website by Elizabeth Lindahl.

Member's Time:

Homeowner presented photos of small townhouse signs where the print has faded and are too small to read. Presented a photo of Montgomery Place larger Centerway signs and suggested we look into improving the signage for the two townhouse entry area and contact Montgomery Place requesting information of where they obtained their signs.

Homeowner presented information about the overgrowth of the home's yard at the corner of Harkness and Centerway. Grass about 2 feet high and lawn not mowed.

Homeowner presented information about Pepco rewiring the community's electrical wires.

Architectural Report:

Homeowner on Tulip Grove Road requests approval for a new shed. Color of the new garage door to match the existing house. Architectural request included appropriate neighbor signatures approving the shed. Photos were included in architectural request representing what the shed would look like.

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Townhouse owner at 9032 Centerway installed grass seed with fertilizer and Agro compost to WCHOA common area adjacent to their property. Receipt for total cost, \$240, was submitted to the board, as per the board's request. Payment of \$180 was approved by the board. This excluded \$50.00 delivery fee and tax charged for the supplies.

An architectural walk through will be done in the month of May. Steve requested volunteers. Walk through will be done during the day time hours and during a weekday. Notice will be submitted to board members when the date is established.

Financial Report:

The March financial report was reviewed. There was a \$567 payment that was paid, however, was not a bill from Walnut Creek Homeowners Association. A refund will be made. Five homeowners are currently delinquent and amounts have already been sent to the current attorney. Delinquent amounts range from \$1000-\$1100. Any new debts are to go to the newly hired attorney. April financial report has not yet been reviewed. Board still has the option to direct the attorneys whether existing attorney or newly hired attorney. Patrice to check with the attorney to see what process is next. Patrice to discuss with the attorneys and Management Company regarding what process is involved.

Wells Fargo account name change needs to be updated. Appropriate forms are to be completed, verified and signed by a second board member. Elizabeth Lindahl volunteered to be second board member providing a signature.

Patrice followed up with Management Company as to the ownership of the sidewalk adjacent to the common area. The following information was clarified: Townhouse owners are responsible for clearing of the sidewalks in front of their townhouse area across the front of their property boundary. Walnut Creek Homeowner Association is responsible for all sidewalks that are adjacent to the common area. Michael Carter, snow removal representative, was notified and sidewalk area clarified with him.

Contracts Report:

1. Michael Carter, snow removal company representative, notified board members that the first townhouse court contained trash piled at the end of the court where he needs to store the snow that he is removing in that townhouse parking lot. When his company cleared the snow during this winter's snow it required that the snow be placed on top of the trash. This was the only location to relocate the snow.
2. Tennis Court- Sport Systems (company used several years ago) looked at the post and sent an estimate to repair the ratchet in the amount of \$810.00. This will replace the one set of post ratchet, currently broken. Replacement was done approximately 15 years ago. It was suggested that when the repair is done that a removable ratchet handle be requested and that the ratchet handle be removed and be kept by a board member. Elizabeth Lindahl volunteered to keep the ratchet handle. Nets are to be removed in the future and stored for the winter to prevent deterioration.
3. Walnut Creek Community Sign- Walt contacted two companies whose names were referred by the management company. Walt drove around various communities and provided photos to the board of existing community signs of various materials, sizes and types. 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.
4. Common area maple tree near 9032 Centerway and additional trees requiring maintenance- Walt will meet with two companies, one of which was previously hired to remove a tree in the townhouse area. The retaining wall issue will be addressed with these companies and information forwarded to board members as to what is required. One company will do both functions however the other company will only address the tree issue. It was determined that during the community walk-through there are

currently four additional trees in need of complete removal or branches needing to be removed. Walt will include these trees into the scope of work and get bids from the two companies.

5. Bids for landscaping and common area tree maintenance. Walt is in the process of obtaining information from interested companies. Information to be presented to the board at a later time. The new contract starts July 1 2014 and when board establishes scope of work to be included in the landscaping contract bids will be obtained from interested companies.
6. **Old Business:**
 - A. Attorney's actions and costs (experience with collections by a member of our HOA)- documents obtained regarding homeowner, Clyde will contact management company regarding this issue.
 - B. Opt-out directory of HOA members in the community- A discussion regarding what an Opt-out directory would be and what it meant. Each homeowner has the ability to be either included or excluded in the HOA directory. A board member vote was taken. Four voted for the Opt-out directory – One voted against the Opt-out directory. The logistics of the Opt-Out directory will be discussed at future meetings.
 - C. Community social activities- In past years, a block party was held during the summer. Elizabeth Lindahl solicited volunteers to assist with this event. Zach Khan, Lianne Halling, Walter Kelley, Steve Schuyler, Patrice Johnson volunteered to help with an additional possibility of Leslie Kelley. Walt to check with Leslie. Date of the event to be established at a later time.
 - D. Receivership Information – It was decided that the board would like to include receivership information in the annual meeting literature and also hand out the information at the community social block party. Homeowners in the community need to understand what a receivership would be and the impact it would present on the community.
 - E. A walk through was performed by Walt and PAKlawn landscaper. All common area lawns were mowed and neat. On the common area path to the tennis courts there

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were a few pine tree branches again needing trimmed. On the Goshen Road fenced area there existed an overgrowth which was obstructing the cutting of the common area grass. The board recommended the landscaper remove the overgrowth so they could perform their proper maintenance of that area. In the area of the dirt area at the bottom of the telephone pole it was suggested that reseeding be done. Trash was observed around one townhouse area. Landscaping scope of work recommendations are to be reviewed and Walt to send the specifications for the contract to the board members for review. After the board reviews the contract will be sent out for bids to the various landscaping companies involved.

New Business:

Elizabeth Lindahl obtained an email account for the community. The email account will be monitored by her and when she receives any email from this account it will be forwarded to the board members. walnutcreekhoamd@gmail.com is the new email account. This will also be added to the community signs advertising the board meetings. At the next annual meeting February 2015 this new email address will be posted. The board meeting signs will be amended to include the new email address. Steve will look into amending the signs.

ADJOURNMENT OF THE BOARD MEETING 9:00PMNEXT MEETING DATE: June 9, 2014