

Minutes of the November 25, 2013 Meeting Strawberry Knoll Elementary School

Board members present: Steve Schuyler, David King, Patrice Johnson

Homeowners present: Elizabeth Lindahl, David Nocket, Tom O'Brien

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

Next Meeting Date –December 16, 2013

Meeting Minutes Review:

The minutes from the October 28, 2013 meeting were reviewed. Two adjustments were made. The minutes were approved with accepted changes. The approved minutes will be posted to the WCHOA website.

Members' Time:

Issue:

See Architectural Report

Architectural Submissions/Requests

Architectural Chairman Steve Schuyler provided an Architectural Report to the board containing the following.

Issue:

Homeowner at 9141 Tulip Grove Road will provide architectural application for garage painting at the next meeting.

Board Response:

Acknowledged.

Issue:

Continuation of ongoing discussion of 18904 Glendower. Homeowner has removed blue bin and showed a copy of recent violation letter regarding blue bin. He stated that the bin is now stored behind a fence. He stated that fine should be removed and stated that previously the board had agreed to remove the fine.

__Board Response:

David King proposed removing all fines on this issue as long as the blue bin is now removed. In discussion this was not agreed upon. The homeowner left without resolution. There was a further general recap of the issue. The board cannot find any documentation stating it agreed to remove the fine. There was a discussion of missing fence and deck documentation that was never submitted. The board is still waiting for documentation and has deferred any action until next month.

__Privacy Policy Discussion:

There was a discussion of our privacy policy and consensus that the board should only post addresses, not names for anything that gets posted to the website.

Contracts Report:

There was no contract report as the contracts board member was not present.

A motion was made and unanimously approved to renew the snow removal contract.

Tennis court: The bolts on one pole are stripped and will need to be replaced. Tom O'Brian said he could not do anything more on this and it needs a specific ratchet for this unit. Steve Schuyler volunteered to consult former board members to determine the name of the company that did work on the tennis courts in the past.

Financial Report:

Patrice Johnson, Treasurer, presented the proposed new budget for 2014.

- There was a discussion of what insurance covers and not, particularly what is in the tot lot, what is covered for etc. Noted insurance does not cover earthquake. Earthquake insurance is extra and expensive. Board decided not to pursue earthquake insurance.
- There was a discussion about the reserve budget line items, and the reserve study results, and what the current HOA reserve balances are. The board acknowledged that the reserves need to be reorganized to reflect the purpose of each reserve, but decided to take no action this month.

A motion to not raise dues for 2014 was made and unanimously approved.

A motion was made and unanimously approved to determine correct townhouse/general allocation early next year and to include determining where to invest the current large balance in the operating budget checking account.

There was a discussion about delinquent accounts and that we have not yet determined the accounting as to what it costs in court costs verses what we collect. More research will be conducted. A motion was made and unanimously approved to continue the current collection process in the meanwhile.

Old Business

HOA Sign –The design is complete and invoice was submitted. Walt Kelley is looking at the cost to build. Since he was not present, the matter was tabled until next month.

New Business- TO BE DISCUSSED AT DECEMBER MEETING

COPIED FROM October AGENDA – NOT DISCUSSED AT THIS MEETING.

Reduce the number of HOA board meetings without loss of Architecture or Budget. (Solution?-email between all board members.) Start as soon as possible...Concept for remainder this year – reduced “profile” meetings: Minimum Quorum, receive member issues. THIS WAS NOT DISCUSSED AT THIS MEETING.

Action Items:

Patrice Johnson

- **Find out from management company the latest date to receive items to be included in the annual notice documents sent to homeowners.
- **Request from management company information about HOA insurance and what is included in that insurance.
- ** Request from management company information of three companies to request bids for a new Walnut Creek sign.
- **Request information from management company phone responses on attorney fees.
- **Highlight information change on budget this/next year's reserve amounts.
- **Email contractor phone number to Walt and decide method of contacting and advising homeowners.

Dave King:

- **Contact Walt, Contracts Chairman, what date parking lot is to be painted. Write up document and post notices on doors of townhouses to have vehicles removed from area in townhouse parking lot to be painted.
- **Contact Walt, Contracts Chairman, what date walk through is to be done with Landscaping contractor to inspect potential tree maintenance and concerns.

Walt Kelley:

- **Inspect light pole, top of townhouse parking lot to see what is required to get it operational.
- **Get townhouse parking lot painted
- **Walk through with Zack and Dave to inspect potential tree maintenance and concerns.
- **Get painting contractor name and phone number from Patrice.

Walnut Creek Homeowner's Association, Inc.
P.O. Box 2283, Gaithersburg, MD 20866
Email: walnutcreekhoa@yahoo.com
www.walnutcreekhoamd.com

**Address erosion/tree issue at 9032 townhouse area

**Get information from Clyde regarding Tom O'Brien bid for WCHOA sign.

Clyde Lutter:

**Forward privacy policy to board for feedback.

Steve Schuyler:

Follow up with Webmaster regarding privacy policy and the Web posting.

Follow up with former board members to get tennis court repair company name.

Meeting adjourned at 9:00 p.m.