

Walnut Creek Homeowner's Association, Inc.

P.O. Box 2283, Gaithersburg, MD 20866

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Minutes of the October 13,2014 Meeting Strawberry Knoll Elementary School

Board members present: Steve Schuyler, Architecture Chairman;Walter Kelley, Contracts Chairman; Patrice Williams-Johnson, Treasurer;and Elizabeth Lindahl, Vice President.

Homeowners present: Nancy Holderman, Zahid (Zach) Khan, Dave Goldstein, Jeff Smiley, Zaighum Khan, Sanjeev Malaviya, William Johnson, and Tom O'Brien

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

Introductions:

Introduction of Board Members and attending homeowners

Meeting Minutes Review:

The minutes from the September meeting were reviewed and approved with one revision. The approvedSeptember minutes will be posted to the WCHOA website.

Member's Time:

9056 Centerway Road homeowner sent an email to website regarding overgrown Oak tree in the common area that has encroached upon his property. Board response: Anything that overhangs private property is the responsibility of the homeowner. Steve referenced the Tree Liability Policy that was previously sent to all homeowners.

18913 Glendower homeowner previously requested an extension to paint the exterior and soffit of the house. The soffit,visible from the street, will need to be painted the same color as the siding. The architectural request form was presented at the meeting. The architectural request form is good for one year; therefore the house will be painted around next April depending on weather. The homeowner had questions regarding a kid's structure (treehouse) in the back yard. As long as the structure does not have walls or a roof the structure is not considered an outbuilding and does not need an architectural approval.

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10 Harkness homeowner replaced the garage door and window as per the architectural walk through request.

19017 Harkness Lane homeowner presented a photo showing that all the architectural walk through requests had been completed.

9100 Centerway homeowner presented photos showing that the area of the curb had been pressed down by trucks driving over the curb area. During rains the mud washes down the curb area and across the parking lot into the adjacent parking spaces. Substantial mud forms in that area. The remedy may be to replace the dirt and sod over that area. The board requested that Zack give us an estimate of what would be required to do the job. Walt will send an email of request to the landscaping company for a quote. Zack will send the quote to Walt which will then be forwarded to board members for a decision prior to the next board meeting. This would enable the job to be done as soon as possible.

Secretary gave a copy of the 2004 townhouse parking policy to Elizabeth, vice president. Patrice has the most recent copy of the parking policy. Elizabeth is to write a letter to all townhouse owners and survey the townhouse owners regarding a parking policy.

Financial Report:

Delinquent account balances were reviewed. The board has agreed to have the attorneys keep the liens current on the eight accounts every two years. The board may pursue lawsuits when warranted. Six new accounts are now currently delinquent. These delinquent accounts range from \$400-\$800 each and are all from the Centerway townhouses. Treasurer will speak with the newly hired attorney regarding these more recent delinquent accounts.

Treasurer received the financial statement audit information for the 2012 and 2013. The engagement letter from the audit company, Geoffrey Brundage CPA requires a signature to do the next audit. \$1750-\$1800 will be the fee for the next required audit done.

The 2015 budget and discussion of each line item were reviewed by the board. The management company requires that the budget be approved by the board members by the middle of November. The annual letter, budget and introduction letter to the community will be sent out by the

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management company the end of November. Treasurer will send the finalized budget to the board members via email by November 10th.

The trash collection budget line item will be looked at this year. Walt and Patrice to research the current trash collection contract and look into putting the contract out to bid to other competitor companies to rebid the current contract. A decision at that time will be made as to whether we continue to pay for two trash pickups per week or go to a weekly collection pickup.

The community picnic was held on Saturday, October 4th in the Glendower circle. Several homeowners were present and we hope there will be more in the future. The board voted and approved for Patrice to be reimbursed \$318.54 for the cost of the picnic food and supplies.

Contracts Report:

Lamp poles (one at the top of the courtyard and one halfway down the side) were repaired and are now working. Two contractors were contacted and both companies checked the underground wiring and it was found to be ok. High pressure sodium lights were replaced as were previously installed. LED and metal halide were researched however were twice as expensive and payback would be 11 years. The new lights will operate 4,600 hours per year and the cost is low to operate.

The dip in the townhouse parking lot where water collects required extensive research. Several companies were contacted; however, only one company came out to look at the job and sent in a quote of \$2100. Most companies were not interested in providing a bid because of the small job involved. Walt will contact the county to see if anything is required of them. Impact of the county road will be minimal.

Walt contacted several sign makers in the area and obtained an estimate to replace the two Centerway signs similar to the signs on the other side of the street at the Montgomery Place townhouses. Each sign would cost \$189. Signs would be made from white aluminum with black letters.

Other contract action items are pending.

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Old Business:

Debris is still being tossed over homeowner fences into the common area. The board is requesting the landscaping company obtain addresses so letters can be written to the entire block area reminding residents this action will prevent the landscapers from mowing in the proper areas, preventing appropriate snow removal and will kill the new grass seed that was just installed.

The landscaping company will wait until a back door in the fence is installed at 9105 Tulip Grove Road before clearing the three foot wide path area to the tot lot.

Aeration and reseeding on all common ground areas has been done in the last month.

WEBSITE- Diane is feeling better and looking forward to continuing with updating the WCHOA website. THANK YOU DIANE!!

Meeting Adjourned 9:04pmNEXT MEETING: November10, 2014