Walnut Creek Homeowner’s Association, Inc.   
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Meeting of October 12, 2015

Strawberry Knoll Elementary School

**Call to order:** A quorum was met and the meeting was called to order at 7:20 pm.

**Board members present:** Steve Schuyler, Architecture Chairman; Patrice Williams-Johnson, Treasurer; Walt Kelley, Contracts Chairman; Keith Rush, Contracts Support

**Homeowners present:** Diane Winters, Secretary; Heda O’ Brien, Dave Goldstein

**Agenda Review**: Since Clyde Lutter (President) and Liz Lindahl (Vice President) were not in attendance, the remaining board members present approved Steve Schuyler as the meeting chairman.

**Minutes from Prior meeting**: The September meeting minutes had two clarifications which Diane Winters will make to the document and send to the board.

**Member’s time**:

* There were no comments from the attending homeowners.

**Architectural**

* Steve did a second walk-thru of the community and will send out follow-up letter by the end of October.
* The homeowner at 18920 Glendower is installing solar panels and has submitted an Architectural Request Form with signatures from neighbors acknowledging the planned improvement. The Board approved the request.

**Financial**

* Patrice had a discussion with the new attorneys. She reviewed the new attorney’s process with the old attorney’s process and they are similar. The new attorney is less expensive.
* There was a discussion regarding delinquent accounts.
* Clyde and Patrice are dealing with the homeowner on Banister Ct. The association will remove late fees and interest. Attorneys will start the process. Due to attorney’s fees, these will be reasonable fees.
* The association sent letters to the family of a deceased homeowner on 9152 Centerway Rd. and received no response. The attorneys will look into the case to see if there is intent to foreclose.
* Patrice recommends the same process for 13 Harkness Court. She will look at how much they owe and will follow-up with Allied.
* Patrice will see if she needs to have a discussion on write-offs is with Allied or with the attorneys; and then will follow-up.
* A homeowner at the meeting asked what a write-off is. It is non-collectible debt.
* Patrice received taxes from Allied and signed off.
* Allied responded to Patrice stating that they do not collect homeowner e-mail addresses.
* The Morgan Stanley meeting to recommend investments is set-up for the end of October.

**Contracts**

* Walt put out a RFP to Paklawn and Bartlett to remove the dead trees on Glendower and Lindenhouse. The bid will be to cut down the trees and cut stumps down. The contractor will have to work with the homeowner on Lindenhouse because the tree is close to the house. The Board previously approved that WCHOA would pay for removal of this tree because the tree, which is in the common area, leans over the house.

**Old Business**

* There was an extensive discussion regarding the Townhouse Parking Policy. Liz Lindahl. Dave Goldstein and Steve Schuyler are rewriting the 2007 policy. One of the goals of rewriting the policy is to minimize the board’s involvement in day-to-day parking problems, and subcontract administrative responsibilities to Allied Realty, our WCHOA Property Manager.

The three sections of the policy discussed were:

* + Process
  + Financial impact
  + Forms (legal/towing)
* Once the policy is approved, letters will be sent to all townhouse owners and residents (tenants) to alert them of the new process. Walt will work to obtain towing company bids and signage.
* Once Allied is on board we will get hangtags from them for the homeowners.
* Walt asked if the new parking procedure gets legally challenged, whether the association might result in legal problems. Steve said their joint review of the WCHOA documentation gave them confidence that the suggested revisions to the policy were entirely within the purview and responsibilities of the Board.
* Prices from Allied were provided that Patrice thought were low and might be increased due to overtime. Including an escalation clause was considered. Prices from Allied were voted on by the board.
* Steve will summarize changes to the document suggested at the meeting and forward them to Liz Lindahl for consideration and incorporation.
* Walt brought up the need for fire lanes at the end of the streets in the townhouse area. Walt and Dave Goldstein have both contacted the county regarding fire lanes and they have not returned the calls.

**Old Business – Deferred to November meeting**

* Townhouse parking policy (continuation)
* No dumping signs
* Fire lane activity (Goldstein/Kelley)
* Neighborhood watch – Dave Nocket was to follow up.

**New Business – Deferred to November meeting**

* HOA Landlord Responsibilities Policy (Steve Schuyler)
* E-mail regarding landscaping (tree Planting) (Kelley)

**Meeting adjourned at 9:05pm Next Meeting is November 9, 2015**