

Walnut Creek Homeowner's Association, Inc.

P.O. Box 2283, Gaithersburg, MD 20866

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## **Minutes of the September 8, 2014 Meeting Strawberry Knoll Elementary School**

**Board members present:** Clyde Lutter, President, Steve Schuyler, Architecture Chairman, Walter Kelley, Contracts Chairman, Patrice Williams-Johnson, Treasurer

**Homeowners present:** Nancy Holderman, Zahid (Zach) Khan, Mark Nu, Dave Goldstein, David Aparicio

The meeting was called to order at 7:02 p.m. Quorum was met.

**Agenda Review:** Amended agenda to reflect old and new business.

**Meeting Dates:** Reviewed the dates of the future meeting to be held at Strawberry Knoll Elementary School.

**Monday, October 13th**

**Monday, November 10th**

**Monday, December 8th**

**Monday, January 12th**

**Monday, February 9<sup>th</sup>**

### **Introductions of Board Members**

Introduction of Board Members to attending homeowners

### **Meeting Minutes Review:**

The minutes from the August meeting were reviewed and approved. The approved August minutes will be posted to the WCHOA website.

### **Member's Time:**

Question regarding an architectural letter sent to a Harkness Court address. Homeowner did not receive a letter. Gave homeowner a copy of the letter from the notebook where all copies are kept.

Question regarding an architectural letter sent to Bannister Court. Homeowner questioned items in the letter. Steve reviewed photos with homeowner attached to letter sent. Paint missing on the house soffit. Homeowner is to install vinyl siding in that area. Board requested an architectural form be filled out and submitting listing siding type, color and signed by three adjacent neighbors. Area of missing paint in the soffit will be covered by new siding. Architectural request form can be found on the Walnut Creek HOA website.

Homeowner requested the board send a letter to the county council and county executives asking for neighborhood streets to be repaved. Board response: The County ignores letters from HOA board members. Letters from neighbors are more effective. Board suggested letters be sent by residents of the community.

Homeowner concerned about the new Walnut Creek sign under consideration, which may be erected on the empty (common ground) lot next to his property. Board response: This will be covered when addressing it during the Contracts portion of the meeting.

#### **Architectural submissions/requests:**

Steve Schuyler, Architecture Chairman, reported community walk through was performed July 18 and 19. Out of the 179 houses approximately 108 letters with photos were sent out. At this time 25 response letters have been received out of the 108 sent. Most of the 25 responses agreed upon the architectural requests. 8 required additional letters were sent regarding architectural requests. One homeowner requested an extension (due to major renovations just being completed) to repainting the two shades of paint on the exterior of his house. The request was to repaint next year. The board response was for the repainting to be done this year and not wait until next year. All board members agreed. A warning letter will be sent.

#### **Financial Report:**

Delinquent account balances were reviewed. All updated unit balances came out today and will be reviewed. Patrice spoke to the attorneys regarding delinquent accounts. Each delinquent account was reviewed. Patrice, Treasurer, to send secretary a review of the process of the attorneys.

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### **Review of information with attorneys and treasurer**

We discussed the 8 delinquent accounts (delinquent amounts owed including attorney fees)

Summary:

- When first lien warning notice is issued
  - o Homeowner has 30 days to respond
  - o If no response, a lien will be filed and recorded with land records.
  - o If no response from lien notification letter, a suit warning letter will be mailed to owner.
  - o If no response from suit warning letter; we request authorization from board to file a lawsuit.
- If debtor/owner makes payment, attorney fees are paid first, then balance go to WCHOA
- Lien can be made every 2 years
- Statute: Must file lawsuit within every 3 years
- Attorney searches for assets quarterly
- If attorney can't collect, and attorney recommends write-off, there are no costs at all to the Association if this is recommended by the attorney

WCHOA Board Approval: Continue to do liens and quarterly asset search on the 8 accounts discussed, and contact board for approve before any lawsuits are initiated

### **Hank Jacobs Farewell and Thank You Presentation:**

An introduction by Steve Schuyler introducing Hank Jacobs was made to the attendees of the September meeting. Hank Jacobs has provided our association with 24 years of management as well as provided management for an additional 21 communities in Montgomery County. A presentation by Steve Schuyler was made on behalf of the Walnut Creek Homeowners Association of a gift certificate from a sporting goods company in Annapolis, which supplies equipment for hobbies which are of interest to Hank. Hank expressed appreciation for the gift and spoke of his interest in Facebook, kayaking and model airplanes. A final farewell and round of applause concluded the presentation.

### **Contracts Report:**

#### **Townhouse lamp pole at top of lot and at side of courtyard**

Lamp poles (one at the top of the courtyard and one halfway down the side) are again non-operational. A few months ago an electrical company was hired to investigate the outage and discovered the breaker was tripped. Circuit breaker was reset however light is out again. Walt has received a long electrical history regarding the lamp poles. Additional investigation will be required as to the next step to take. Tom O'Brien volunteered to look at the breakers; however, the board

agreed that a professional electrical company would be best to manage the repair. Walt inspected the areas and found that Pepco wires join WCHOA wires affecting the fixture. There is more involved in how to repair this problem on a permanent basis. There are questions of the condition of the underground wiring and the condition of the wiring that is in the common area behind the townhouses. Walt to contact an electrical company to assess the existing wiring and to obtain an estimate for a permanent repair. Two electrical contractors will provide diagnostic tests and test the underground wiring. They will then give a quote for repair. This is to be done this week. The quote will be presented to the board. The board will then approve the emailed quotes. Quotes will look at replacing high pressure sodium with LED. An attending homeowner asked about using solar packs as the county has installed around the area. This will also be looked into during the decision making process.

#### **Walnut Creek Homeowners Association Community Sign**

The sign was removed two years ago after it was in disrepair and rotting. There has been the ongoing discussion of a new sign. The new sign, when agreed upon, will be located on common area grounds, not on private property and 50 feet away from the existing utility boxes. Two companies have been contacted to provide quotes for a new sign. Contracts chairman to continue the search for the construction of a new community sign.

#### **Old Business:**

Community social will not be held on September 13<sup>th</sup>. Clyde to email Elizabeth, Vice President, to postpone community social event.

#### **NEW BUSINESS:**

Landscape Company reported Centerway townhouse debris is being tossed over the fences onto the common area. Board requested approximate addresses and letters will be sent.

Landscape Company requested board approval for aeration and seeding to be done in the common area soon for \$3300. Aeration and seeding is to be done by vehicle. Board voted and approved maximum of \$3300.

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Question was asked about the three foot wide path to be cut through the ivy in the common area behind 9105 Tulip Grove Road. Landscape Company will look into doing that.

#### Website update

The Walnut Creek HOA website information is currently outdated. Elizabeth Lindahl will be taking over the website as webmaster and updating the information after she is able to get the password from the previous webmaster. Secretary will forward past and future minutes to Elizabeth for publication.

Meeting Adjourned 8:20pm

**NEXT MEETING: October 13, 2014**