

FINAL

Walnut Creek Homeowner's Association, Inc.  
P.O. Box 2283, Gaithersburg, MD 20886

**Web:** [walnutcreekhoamd.com](http://walnutcreekhoamd.com)

**E-mail:** [walnutcreekhoamd@gmail.com](mailto:walnutcreekhoamd@gmail.com)

---

Meeting of December 10, 2018

Strawberry Knoll Elementary School

**Call to order:** A quorum was met and the meeting was called to order at 7:05 pm.

**Board members present:** Clyde Lutter, President; Stephen Schuyler, Architectural Chair; Walt Kelley, Contracts; Patrice Williams-Johnson, Finance; Dave Nocket, Member-at-Large

**Contractors present:** Diane Winters, Secretary; Paklawn Lawn Services

**Homeowners present:** Zak Khan

**Agenda:**

The agenda was reviewed for the December 10, 2018 meeting and was updated with changes and approved.

- Architectural, Stephen Schuyler – No
- Financial Patrice, Williams Johnson – Yes
  - Standard Financials
  - Reserve report
- Contracts, Walt Kelley – Yes
  - Walkthrough
  - Paklawn action items
  - Status report
- Old Business to be discussed at December 10 meeting:
  - Contracting secretarial services
  - Neighborhood Watch.
  - Persistent visitor parking violations in townhouse area
  - Speedhumps – deferred
  - Lawyers Report
  - Townhouse Rodent issue
- New Business - No

**Minutes from Prior meetings:**

- The September 2018 Meeting minutes will be reviewed at the January 2019 meeting.

## FINAL

- The November 2018 meeting minutes were reviewed and approved as amended.
  - Better food at the picnic was discussed. Board members feel that if there is enhanced food, for instance crabs, attendance may improve.
  - Holding the picnic earlier in the year when there is better weather may be a good option. Mid September may be optimal.
  - Creating a map to include in the flyer that is distributed will help people get to the picnic. Flyers with map need to be distributed one week prior to the picnic.

### **Homeowner time:**

- The homeowner present is representing Paklawn Lawn Services (see contracts).

### **Architectural:**

- No items at this time

### **Contracts:**

- A Walkthrough was done through the common areas of the community. They looked at trees, bushes, shrubs. Several trees were identified for removal. Branches were identified for trimming.
- Walt Kelley (contracts) has a proposal from Paklawn for trimming of bushes and shrubs.
- Paklawn has completed the aeration, seeding, and mulching of the Centerway trees and cul-de-sac area.
- A hardwood tree growing in the commons area outside the back fence of the single-family house at 9121 Tulip Grove Road is leaning toward the open commons area lawn. The homeowner would like the tree removed. The Board will wait until spring to determine if this tree is still alive. The second tree – a leaning pine – is also growing in the commons lawn area between the townhouse at 9142 Centerway Road and the back fence of the adjacent single-family house. Paklawn will provide a bid for removal of this pine tree. Paklawn would like to plant three trees in its place. The Board will discuss.
- Paklawn requests an answer on an invoice for trimming etc. Clyde would like to change the invoice for net 15 to net 30 days for payment. Paklawn accepts the change and the proposal named “2018 Bush Trimming Proposal, Statement of Work: \$1300” is accepted for payment by the Board. Patrice will handle payment.
- There is a request for a berm to be installed for drainage between Harkness Lane and the rear of the 91xx Centerway townhouses. There are two types that can be installed. One is a French drain, which would involve digging down 2-1/2 feet (avoiding utility cables) and then add a layer of stone beneath the topsoil. However, the French drain is an expensive solution. An alternative is a short wall which is created by pouring concrete. Paklawn will write a scope of work for this alternative, and would provide an estimate and allow other contractors to bid on the project.

**Financial:**

- The beautification plan for the community has been deferred until 2019.
- Allied Realty (Mike Coburn and Sarah Brodie) and Patrice will review several pending line items in the budget.
- There has been a supplemental increase of 5% for the townhouses for the past two years. There will not be an increase of 5% for the townhouses this year. This was approved by the Board. Instead there will be a \$6833 budget that will be accounted for in two lots:
  1. \$4833 for snow removal
  2. \$2000 designated snow reserve if we don't use.
- Action: Patrice will follow-up with Sarah about specific costs of the lawyers report.
- The budgeted cost for secretarial service for 2019 will be \$4000.
- The Insurance budget was increased to \$3500.
- The landscaping (non-contract budget) to cut down trees will be \$7500. Walt Kelley agrees with this cost.
- Action: \$4800 for actual costs. Patrice will look into what this actually includes.
- The management fee is less because Patrice found out that Allied Realty made a mistake.
- There is \$500 budgeted for meeting space.
- We can move on printing the coupons so the assessment books can be sent out.
- The Board requests a separate mailing to send out for recruitment of new Board members.

**Old Business:**

- The Board decided to contract with Diane Winters for secretarial services for December 2018 through 2019.
- Neighborhood Watch. Dave Nocket will follow-up.
- Persistent visitor parking violations in townhouse area
  - History for this issue began in February 2017 when the new parking regulations started. There were two issues.
  - 1) Three vans were parked that didn't follow association parking rules. This issue was resolved.
  - 2) Multiple cars were involved; Steve Schuyler drafted a letter to the homeowner at 9152 Centerway Rd. The parking violation was approved by the Board.
- Lawyers Report – Clyde will talk to Mike Coburn
- Townhouse Rodent issue – letters not sent to Mike Coburn as of this time.

Meeting adjourned at 8:43 pm

Next Meeting is January 9, 2017