

Walnut Creek Homeowner's Association, Inc.

P.O. Box 2283, Gaithersburg, MD 20866

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Minutes of the February 9, 2015 Meeting – ANNUAL MEETING Strawberry Knoll Elementary School

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

Homeowners present: David Goldstein, Asad Khan, Zahid Khan, Ana L. Martinez, David Nocket, Tom O'Brien, Larry Rogers, Keith Rush, Sally Rush, and Diane Winters.

The meeting was called to order at 7:15 p.m. Board of Directors quorum was met.

Introductions: Introductions were made of the board members, the homeowners present, and the Allied Realty property management representative, Erica Cowley. Minutes of the February 2014 Annual Meeting, as well as an Agenda, the proposed 2015 Walnut Creek Budget, and Voting Ballot for this evening's meeting were distributed to all eligible attendees.

Meeting Minutes Review:

The minutes from the February 24, 2014 Annual Meeting were reviewed and approved. The approved minutes will be forwarded to the WCHOA Webmaster Diane Winters for posting to the WCHOA website.

Review of 2014 Association Activities:

Clyde Lutter welcomed everyone present and thanked current board members for their service throughout the year. He strongly encouraged all homeowners present to consider joining the board to give us the additional resource to address the issues and challenges which require additional attention.

Clyde highlighted the fact that we had underspent the 2014 WCHOA budget, which will be a significant help in achieving the additional budget reserves recommended in the last outside financial audit of our books. These reserves are necessary to provide the capital required for major restorations - such as repair/replacement of our parking lots, curbs, tennis courts, aging trees, tot lots, townhouse lighting, reseeding of large common areas, replacement of the Walnut Creek community sign, etc.

Clyde reported on the progress we had made in 2014 repairing street lighting in the townhouse areas, walk-throughs of the common grounds with our landscaping contractor to address necessary reseeding and tree care. Also obtained a new G-mail account with an aim to improve internet communication between the

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WCHOA Board, Allied Realty, and homeowners. Options will be evaluated to "register" the WCHOA website to make it easier to locate in internet search engines. Also, the replacement "Meeting Notice" signs to be ordered will highlight the revised G-mail address.

In October, Walnut Creek hosted a community cookout in the Glendower cul-de-sac, providing an opportunity for neighbors to meet and greet while enjoying a great feed hosted by Patrice Williams-Johnson.

Clyde advised the homeowners of challenges remaining from last year which will require the board's attention in 2015. Although WSSC had made major repairs on the 9032-9074 (upper) townhouse parking lot (originally damaged by an underground water leak) surface water was still pooling at the juncture of that parking lot and Centerway Road. This standing water can be very dangerous in periods of heavy rain or in freezing weather. Contracts Chair Walt Kelley has been working with Montgomery County DOT to have this problem addressed as soon as is possible.

An additional continuing issue is addressing delinquent homeowner account balances, requiring additional property management and legal staff expenses, as well as much of the board's attention.

The board plans to address the design and construction of a community sign (to replace the former aging sign at Centerway and Goshen Road) as part of the March 2015 monthly board meeting.

Financial Report:

A copy of the proposed 2015 Budget was included as part of the Allied Realty January mailing. Copies were also available to all attendees at the meeting, including a "Pie-Chart" displaying the major categories of WCHOA spending: Homeowner Services (\$45K), Items Required by Law or Charter (\$31K), Property Management services (\$19K) and Administrative/Board expenses (\$13K). Total Budget is \$108K.

Patrice explained that she had examined the alternative of reducing Trask Pick-up to once (vs twice) per week, but there were no significant savings. However, she has obtained a lower contractor estimate for trash removal. As a result, our existing contractor has further reduced its estimate, and so is recommended to be retained on the basis of past evidence of performance.

Attendees asked whether the Board had considered reinstating curbside Leaf Pick-up next Fall/Winter, which many homeowners would prefer. Patrice stated the Board would reconsider this issue during the year.

After explanation and discussion, a motion was made and approved to accept and adopt the 2015 budget of \$107,738 Income and Expenses, as proposed.

Architecture Report:

Steve reported that 110 non-compliance memos were sent out in 2014, and generally resulted in corrective action. Additional support may be needed in 2015 to address complete follow-up to insure continued compliance and assure no new violations have emerged.

Steve also reported that the media room at Strawberry Knoll Elementary School had been reserved for the 2014 monthly board meetings on the second Monday of March, April, May, June and July. The second Monday of August is not available and Steve will advise of an alternate date (and/or location) when arranged.

Contracts Report:

Walt summarized the major contract actions of the past year, primarily involving the townhouse area and trees/common grounds. There was also additional discussion of the continued problem of insufficient townhouse parking, as a result of owners having more than two cars, abuse of the visitor's parking restrictions, commercial vehicles (taxis and small vans), etc. The Board hopes to obtain additional resource (i.e. new board members) to address this area in 2015.

There was discussion of a dead tree next to the tennis court. A representative of Pak Lawn offered to remove the dead tree if the board would cover the cost to dispose of the wood from the tree. Subsequently, a motion was made and approved to authorize this action.

Election:

Clyde advised that three current board members terms were expiring (Patrice, Walt and Steve), but all had opted to be re-nominated to the board in 2015. Two homeowners also agreed to be nominated for election to the board: David Nocket indicated an interest in architectural support, and Keith Rush in supporting contracts or special projects. Both have served on the WCHOA board in previous years. Nominations were seconded.

Erica Cowley of Allied Realty supervised the balloting for election of Board membership, reporting that we had exceeded the required quorum of 59 valid attendees and/or proxies. A total of 73 had been achieved. (A special thanks to Tom O'Brien, former WCHOA Vice President, whose door-to-door proxy campaign made this meeting possible!)

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The official results determined that Walt Kelley, Patrice Williams-Johnson and Steve Schuyler were elected to 2-year terms, and David Nocket and Keith Rush were elected to 1-year terms.

Clyde explained that the new board would meet briefly following the annual meeting to discuss individual assignments. He thanked all attendees for their attendance, support and interest.

THE 2015 ANNUAL MEETING WAS ADJOURNED AT 8:53 p.m.