

# **Orchard Knolls HOA Agenda**

## **October 15, 2024**

**Location:** In-Person - Meeting Room A at Quince Orchard Library

### **Board of Directors**

President: Steve Baumgartner (2021-2024)

Vice President 1: Kelly Cakouros (2023-2026)

Vice President 2: Jen Goodstein (2021-2024)

Treasurer: Don May (2022-2025)

Secretary: Jaimie Shinguyen (2022-2025)

**Architectural Review Committee** – Jen Goodstein, Acting Chairperson

Renee Joskow

Cade Williams

### **Metropolis Management**

Brenda Drummond

### **Gardner Law Firm**

- David Gardner

### **Call To Order**

Secretary Called Meeting to Order: 7:05 PM

Absent Board Members:

Community Members: 8 homeowners present

1. Linh Shinguyen
2. Kate Wenick
3. Mark Tabar
4. Paul Hughes
5. Mona Schneider
6. Rick Schinner
7. Cade Williams
8. David Haas

### **Board Announcement**

- Survey any interest in running for board (president or VP1) to prepare for voting at annual meeting in December (need a quorum to vote at annual meeting: at least 15 people)
  - Contact Jaimie Shinguen with your bio if interested:  
[jaimieokhoa@gmail.com](mailto:jaimieokhoa@gmail.com)
- Metropolis will be sending a notice for interest

### **Social/Welcome Committee – Kate Wernick**

- If you'd like to join this committee, please call Kate.
- Reminders:
  - Neighborhood chili cook-off: Saturday, November 2 in Citrus Grove cul de sac. Football will be streamed on big screen.
    - Sign will be placed in front of neighborhood
    - Signup genius will be posted on website
    - Beef hotdogs and smores
  - Holiday caroling (Christmas and Hanukkah songs): Very informal rehearsal will be Sunday, December 15th from 4-5pm (at Kate's house - 12003 Citrus Grove). Sign up will go out via email and facebook. If you'd like to be involved in getting carol packets together, please email or text Kate at [katewernick@yahoo.com](mailto:katewernick@yahoo.com) or 301-529-2921.
    - Will carol in each cul de sac for 5ish minutes, followed with hot cocoa at the end
    - Booklets with lyrics will be made to follow along

### **Architectural Review Committee**

- Emails applications to [okhoa.arc@gmail.com](mailto:okhoa.arc@gmail.com).
- Jen Goodstein is temporary chairperson until we appoint a new chairperson.
  - Adam Grossman is interested in joining the ARC
- Approvals this month:
  - 2 approvals to take trees down
  - 1 approval for window replacement
- Remember, if you're working on anything outside of your home, especially in the front, please check in with the ARC and/or website to see if you need prior approval! Trees, changes in landscaping, sidewalks/paths, driveways, paint, mailbox, fences, doors, windows, roofs, shutters and more!

### **Secretary's Report/Communication**

- Remaining HOA meetings for 2024
  - November 19, 2024 (vote on budget)

- Jaimie will send budget to all homeowners present and will post link on website
- December 17, 2024 (annual meeting)

### **Treasurer's Report**

- Reserves:
  - Last report - As of September 17, 2024
    - Operating Cash Account: \$95,852.28
    - Townhouse Reserves: \$21,144.13
    - General Reserves: \$120,948.29
  - This month - As of October 15, 2024
    - Operating Cash Account: \$113,781.29
    - Townhouse Reserves: \$22,174.09
    - General Reserves: \$121,066.48

### **Security – Officer Justin Haire, Officer Wayne Nichols**

#### **Latest report**

- Officer: Haire
- Entire community patrol: 6:15, 7:15, 8:30, 9:15, 10
- One parking violation observed but quickly moved.
- Cherry Blossom Lane - No suspicious activity observed.
- Park Area walk-through - No foot traffic
- Citrus Grove Rd Foot Path - No foot traffic observed.
- Pineapple Grove Rd Foot Path - No foot traffic observed.
- Gazebo- Nothing suspicious observed
- Note: Nothing to note.

### **Old Business:**

- Light reported near 12006 Cherry Blossom Lane not working
  - Light is operational contractor also took care of second light in same area.
- Tree removal
  - Owners of 15605/15607 requested the three additional trees be removed and replaced with new trees. There is a strip of land that is HOA owned between the two houses and the trees were planted originally by the HOA.
  - FYI - If there's 16 feet from strip to house, then the tree on strip is owned by county. If less than 16 feet, then it's the homeowner's property.
  - A tree and two smaller stumps were removed at the end of the street of Cherry Blossom court.
  - Tree and stump in common area of Garage townhouses to be removed, trimmed and replaced

- Potomac Garden Center
  - A PGC committee was formed (David Haas, Richard Schinner, and *anyone else interested should contact David, Richard, or Steve*)
  - Committee will meet with David Gardner and decide next steps
- Ramp in lower townhome
  - Steve will to talk to David Gardner again to get his opinion on next steps.

## **New Business:**

- Confusion from today's Metropolis emails: apologies
  - Townhouse Parking - We have signed an agreement with Henry's Towing
  - The signs were put in allowing for towing now.
  - In-person meetings - need to get more people together to help build community
- Gazabo
  - Light has been reported out again
- Approval to order Reserve Study
  - Board will vote on this
- Board and Collection Services
  - We have identified several (~4) accounts to be handed over to Gardner for collections. (Michelle from Metropolis to connect with Gardner on these)
- Draft Budget
  - Planned for a break even budget
  - Currently awaiting contract for trash (budgeting \$15k)
  - No new assessments
  - Mostly kept everything the same as last year's budget except for:
    - Increasing legal to \$7500 because of some outstanding issues
    - Small (5%) increase for common area/landscaping maintenance (budgeting for contract renewal in 2025)
      - Will get estimates from Community and from Carlos to determine who to continue with next year

## **Reminders**

### Trash

- We would like to remind you that trash collection occurs every Tuesday and Friday morning, approximately between 8:30 am and 10:30 am, with recycling on Tuesdays. With the trash being picked up a little later than in the past please put your plastic bags in your trash cans and do not leave them exposed. The birds are making quick work of the plastic bags and creating a mess. Please be aware that holidays may alter the schedule.

**Questions & Answers (2 min per home):**

- Mark Tabar:
  - Look at mosquito joe or other companies to prevent mosquitos in the neighborhood
  - Replant trees behind townhomes that have fallen and/or been removed

**Next meeting:**

- November 19, 2024
  - Time: 7-9pm
  - Location: In-Person - Meeting Room A at Quince Orchard Library

**Adjourned:** Meeting adjourned at 8:22 PM

**--- End ---**