

# **Orchard Knolls HOA Agenda**

## **November 19, 2024**

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

### **Board of Directors**

President: Steve Baumgartner (2021-2024)

Vice President 1: Jen Goodstein (2021-2024)

Vice President 2: Kelly Cakouros (2023-2026)

Treasurer: Don May (2022-2025)

Secretary: Jaimie Shinguyen (2022-2025)

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

- Renee Joskow
- Cade Williams

### **Potomac Garden Center (PGC) Committee**

- Richard Schinner
- David Haas
- Lily Zhang
- Brian Lee

### **Metropolis Management**

Brenda Drummond

### **Gardner Law Firm**

- David Gardner

### **Call To Order**

Secretary Called Meeting to Order: 7:07 PM

Absent Board Members: Jen Goodstein

Community Members: 9 homeowners present

1. Amy Cooley
2. PC Kasberg
3. Linh Shinguyen
4. Cat and Bob Baker
5. Mark Tabar
6. Paul Hughes

7. Rick Schinner
8. Kate Wernick
9. Judy and Dave Kettl

### **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 Shinguyen with your bio if interested:  
[jaimieokhoa@gmail.com](mailto:jaimieokhoa@gmail.com)
- Metropolis will be sending a notice for interest
- We will be voting on 2025 annual budget in this meeting
  - No increase in fees for the community

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

- If you'd like to join this committee, please call Kate.
- Reminders:
  - 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:
  - NONE
- 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
  - December 17, 2024 (annual meeting) @ 7:15pm

- Board needs to meet to decide HOA meeting dates for 2025

### **Potomac Garden Center (PGC) Committee Update**

- Letter was sent to David Angel (owner of PGC)
- Rick and David had a formal discussion about visiting PGC to have a walk through to discuss recent issues OK has had and to revisit the historical agreement our community has had with PGC

### **Treasurer's Report**

- Reserves:
  - Last report - As of October 15, 2024
    - Operating Cash Account: \$113,781.29
    - Townhouse Reserves: \$22,174.09
    - General Reserves: \$121,066.48
  - This month - As of November 19, 2024
    - Operating Cash Account: \$106,781.65
    - Townhouse Reserves: \$23,193.95
    - General Reserves: \$121,180.96

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

- Latest report: Orchard Knolls HOA Daily Report: Date: 11/12/24; Times: 6pm-9pm
- Officer: Haire
  - Entire community patrol: 5:50pm, 7pm, 7:45pm, 8:45pm
  - No parking violations
  - Cherry Blossom Lane - No suspicious activity observed.
  - Park Area walk-through - Limited 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: Quiet evening.... Not many people out in the neighborhood. Some calls for service in the area.

### **Old Business:**

- White Honda trash car in lower parking lot in townhouses
  - Henry Towering was notified/approved to remove after the owner was provided three separate notices to move vehicle.
  - Car will be moved in the next few days
- Ramp in lower townhome
  - Steve will talk to David Gardner again to get his opinion on next steps.
- Gazebo light that was reported out last month

- A work order has been submitted to PSE (Power System Electric) for repair of the light.
- Potentially look into a LED replacement
- Reserve study
  - We have requested a quote to start a reserve study from the same firm, Reserve Advisors, that completed our last study in 2020.
- Board and collection services (~4) accounts to be handed over to Gardner for collections

### **New Business:**

- Q & A for Budget 2025 Plan
- Vote on Approval for the Budget for 2025 (motion to adopt new budget by Kelly, Steve, and Jaimie – budget approved)

### **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:**

- What's the protocol for requests (i.e., abandoned cars, abandoned bikes, construction debris, trash cans left in the front yard, etc)?
  - We have more control over the community spaces in the townhomes because we own those streets, but the county owns the roads for single family homes
- New request: 4 trees that are common property (1 is gone) near the Bakers and Kings – can the tree be replaced?
  - Steve will get an estimate from Carlos to get the tree replaced and then we can discuss next steps

### **Next meeting:**

- December 17, 2024
  - Time: 7:15 - 9:00pm
  - Location: In-Person - Meeting Room A at Quince Orchard Library

**Adjourned:** Meeting adjourned at 7:43 PM

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