

## Orchard Knolls HOA Agenda

February 17, 2026

### **Location**

- In-Person - at Quince Orchard Library 6:30p

### **Board of Directors**

- President: Kelly Cakouros (2024-2027)
- Vice President 1: Steve Baumgartner (2025-2028)
- Vice President 2: Jen Goodstein (2025-2028)
- Treasurer: Mark Tabar (2026-2027)
- Secretary: Brett Harvich (2026-2027)

### **Architectural Review Committee**

- Jen Goodstein, *Acting Chairperson*
- Renee Joskow
- Board

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

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

### **Metropolis Management**

- Angel Thornes

### **Gardner Law Firm**

- David Gardner

### **Call To Order**

Secretary Called Meeting to Order: 6:37 pm

Absent Board Members: N/A

Metropolis Representative Present: N/A

Members: 0 homeowners present

### **Social/Welcome Committee**

- Kate Wernick
  - If you'd like to join this committee, please call/email Kate
- Aiming for annual Spring Clean-up end of March/Early April with Metropolis

### **Architectural Review Committee**

- New format for ARC approvals
  - If interest for ARC committee continues to be lacking, we are thinking about moving ARC discussions and approvals to the monthly HOA meetings
  - If anyone is interested in joining, email applications to [okhoa.arc@gmail.com](mailto:okhoa.arc@gmail.com)
- Pending approvals for discussion:
  - a. N/A
- Remember, if you're working on anything outside of your home, especially in the front, please check 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**

- All meetings are at QO Library, 6:30p-7:30p
- Upcoming HOA meetings:
  - March 25th, 2026 6:30pm at Quince Orchard Library (this is a Wednesday)
  - April 21st, 2026 6:30pm at Quince Orchard Library
  - May 19th, 2026 6:30pm at Quince Orchard Library
  - June 16th, 2026 6:30pm at Quince Orchard Library
  - September 22nd, 2026 6:30pm at Quince Orchard Library
  - October 20th, 2026 6:30pm at Quince Orchard Library
  - November 17th, 2026 6:30pm at Quince Orchard Library
  - December 15th, 2026 6:30pm at Quince Orchard Library (Annual Meeting)

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

- Steve Baumgartner to capture pictures of some trees that have died and send to PGC representatives

### **Treasurer's Report**

- New Information (since last meeting)
  - Funds to fix/repair existing structures within the community is drawn from Reserve accounts, whereas funds for net-new things within the community are drawn from the cash account.
  - BoD to monitor walking path and potentially take action to re-fill damaged cracks in pavement (if deemed necessary).
- General Information
  - As of 12/31/25, the operating account balance is \$75,896.71.
  - Currently, there are \$44,666.70 in townhouse reserves and \$166,579.45 in general reserves, bringing the total reserve amount to \$211,245.52. \$120,000 of this total is currently in a CD collecting interest.
  - Total receivables (i.e., money owed to the community) are currently \$12,633.69. This number has been trending down (good!) since November 2025. Attorneys have been notified to send letters to units owing funds.
  - Currently, there is \$9,463.81 in Unclaimed Funds.
  - Currently, there are \$18,488.52 in total liabilities.
  - For 2026, we have a reserve of \$20,000 for townhouses and \$12,000 for general community (includes single family houses and general community).

### **Security – Orchard Knolls HOA Daily Report**

- Officer Justin Haire
- Date: 2/4/26
- Times: 6:10pm-9:10pm
- Entire community patrol: 6:10pm, 7pm, 8:10pm, 9pm
- 1 parking violation, but this individual was having issues with the car and moved it after they got it going.
- Cherry Blossom Lane - No suspicious activity observed
- Park Area walk-through - No foot traffic observed
- Citrus Grove Rd Foot Path- No foot traffic observed
- Pineapple Grove Rd Foot Path- No foot traffic observed
- Gazebo- Nothing suspicious observed
- Note: Not too many people out walking. 1 speeder in the neighborhood but I flashed my police lights and they slowed down. Nothing more to report.

### **Old Business**

- Any new trees to be planted will be done in the spring
  - Plan to plant two Crepe Myrtle trees at beginning entrance of Quince Orchard community and two Cherry trees in the townhouse courtyard
  - Brett to reach out to Metropolis via email to gather information re:
    - WSSC account number for community water (e.g., sprinklers)
    - Confirming upcoming annual walkthrough of community

(sometime between April and May)

- Playground equipment
  - Upper and lower swings need replacement. BoD will contact repair person with scope needing to be assessed.

### **New Business**

- Asphalt resealing
  - Likely to occur in August 2026

### **Reminders**

- All trash should be stored in appropriate containers. Recently, raw food, empty gasoline containers and furniture have been observed in and around the townhomes. These items cannot be strewn across lawns or left by mailboxes. This is a safety and hygiene issue. Please adhere to trash disposal requirements to keep our community safe and clean.

**Adjourned:** Meeting adjourned at 7:13 PM

**--- End ---**

- **Need assessment of musts/nice to haves for playground upgrades.**
- Paint colors
  - **None**

**New Business:**

- Asphalt resealing - Steve will talk to O'leary to see when we need to do this; we do need to reseal some of the paths in the forest.(Will be addressed in Spring 2026)- likely to occur in August

-

**Reminders**

**Trash** - All trash should be stored in appropriate containers. Recently, raw food, empty gasoline containers and furniture have been observed in and around the townhomes. These items cannot be strewn across lawns or left by mailboxes. This is a safety and hygiene issue. Please adhere to trash disposal requirements to keep our community safe and clean.

**Questions & Answers:**

-

**Adjourned:** Meeting adjourned at 7:13 PM

--- End ---