

## Orchard Knolls HOA Minutes

May 19, 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:**

- Meeting Called to Order: 6:35 pm
- Absent Board Members: Brett joined via phone (out of town)
- Metropolis Representative Present: N/A
- Community Members: 9 homeowners present

### **Social/Welcome Committee:**

- If you'd like to join this committee, please call Kate Wernick.

**Architectural Review Committee:**

- No current pending updates/approvals.
- If anyone is interested in joining, email applications to [okhoa.arc@gmail.com](mailto:okhoa.arc@gmail.com).
- Remember, if you're working on anything outside of your home, especially in the front, please check with ARC and/or the 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-7:30pm
- Upcoming HOA meetings:
  - June 16th, 2026 6:30pm at Quince Orchard Library
    - Townhouse parking will once again be discussed.
  - 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:**

- The Board is planning to book an annual walkthrough with PGC this Summer.

**Treasurer's Report:**

- Operating Acct - \$97,900
  - There will be \$9,464 added to the operating acct later this month (from uncommitted funds).
- Receivables - Approx \$18,000
- Townhouse Reserves - \$51,400
  - Re-sealing of roads and tree removal/tree trimming will be done this Summer in townhouse areas.
- General Reserve - Approx \$130,000
  - Upcoming contribution of \$20,000 will likely be made this month to cover some of the costs of the playground work that has been contracted.

**Security Report:**

- Date: 5/7/26
- Times: 5:00pm-8:00pm
- Entire community patrol: 5:00pm; 6:00pm; 7:00pm; 8:00pm
- No speeders or reckless drivers observed on Blackberry Dr this shift.
- Cherry Blossom Lane - Many kids out and playing! No vehicles in the fire lane.
- Park Area - No one observed in the park area during this shift.
- Citrus Grove Rd - Relatively quiet but nothing notable to report.
- Pineapple Grove Rd - Nothing unusual to report.
- Blackberry Ter - Somewhat busy evening but nothing to report.

**Playgrounds:**

- Installation of new playground (3 of them across community) is scheduled to start on May 26<sup>th</sup> (weather permitting) and take approx. two weeks to complete.
- Playground renderings have been posted to our OK HOA website for anybody interested

in viewing.

#### **Trees:**

- Crepe Myrtles have been ordered and should hopefully arrive in the next couple of weeks. 4 of these trees will be planted at the entrance of the community.

#### **Asphalt Reseal:**

- The Board received a quote of about \$7,500 from the same firm that paved the roads two years ago to reseal and repaint the townhouse area roads, which is recommended after two years. This work is planned for the first week of August and is expected to take one full day, though the shutdown duration still needs to be confirmed. The board will review the quote before moving forward, discuss it at the June 16<sup>th</sup> meeting, and send communications to residents in advance. Residents will likely need to park on Blackberry Drive the day before service, but the board is also exploring a second parking option because Blackberry Drive became overcrowded last time.

#### **WSSC:**

- It was recently identified that an additional water valve was shut three years ago to stop the sprinkler system, therefore eliminating water flow within the shed. We are working with Carlos to restore water to the common areas (primarily located within the townhouse areas).

#### **Inspection (Bi-Annual):**

- Last inspection occurred on March 13<sup>th</sup>, 2026. Update letters notifying homeowners of any items that need to be addressed will be sent out shortly.
- Next inspection will be September 17<sup>th</sup>, 2026. Notices will be sent out leading up to this date.

#### **Mosquito Joe**

- Looking for service options (mosquitoes in townhome areas/playground, etc.). The Board will follow up to gain additional information.

#### **Townhouse Parking:**

##### **Facts / Topics Discussed**

- The Board and homeowners discussed ongoing parking concerns related to the Cherry Blossom Place parking lot.
- Two primary concerns were identified:
  - Guests of garaged townhomes are parking in unreserved spaces within the Cherry Blossom Place parking lot. Per the 2015 parking addendum, residents with garages are not permitted to park in the Cherry Blossom Place lot.
  - Some households within Cherry Blossom Place may be utilizing more than the two parking spaces permitted within the lot.
- A homeowner raised concerns regarding the current towing process and signage in the Cherry Blossom Place parking lot. Concerns included:
  - The posted towing sign may reference a towing company that is no longer operational.
  - Homeowners are reportedly unable to contact the towing company directly to

- request towing enforcement.
- Current understanding is that homeowners must submit a request to Metropolis by email, after which a designated Board member would authorize towing. It was noted that this process may take approximately 24–48 hours.
- Additional discussion occurred regarding vehicles parking too close to the turn from Blackberry Drive onto Cherry Blossom Lane (the first left after entering the community). Concerns were raised about visibility and traffic safety in this area.
- The following governing documents were referenced during the discussion:
  - The Orchard Knolls Declaration and Covenants
  - Amendments dated June 30, 1989, 1992, and 2015
- Important context to the discussion - In 2015, the lower lot was designated for non garage townhouse use only and one reserve parking space was assigned to each of the 19 homes with the other 20 remaining spaces treated as floating spots for Cherry Blossom PI homeowners and their guests
- The Board noted that discussion on parking matters will continue at the next community meeting scheduled for June 16, 2026.

### **Homeowner Comments / Suggestions**

- A homeowner commented that non-garaged Cherry Blossom Place residents pay additional costs to maintain the private parking lot, as it is not maintained by the county. The homeowner stated this supports the position that each non-garaged homeowner should have two reserved or assigned spaces and that use of the lot should remain limited to Cherry Blossom Place residents and their guests.
- A homeowner suggested implementing parking placards for non-garaged townhome vehicles as a simple and flexible parking management solution.
- Homeowners discussed the possibility of installing additional signage on Blackberry Drive to restrict parking near the Cherry Blossom Lane turn in order to improve traffic safety and visibility.
- Discussion on this topic will resume at the next community meeting on June 16<sup>th</sup>, 2026.
- *The Orchard Knolls Declarations & Covenants parking rights were cited during this discussion, dated June 30, 1989, with subsequent amendments in 1992 (references #1), and 2015 (reference #2).*
- *Important context to the discussion -> In 2015, signage was added within the Cherry Blossom PI parking lot to distinguish the exclusive use of this lot for non-garage townhouse residents and their guests.*

### **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 7:40 PM

--- End ---

PATRICK J. HOOVER  
OF COUNSEL

DAVID C. GARDNER  
ATTORNEY AT LAW  
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600 EAST JEFFERSON STREET  
SUITE 204  
ROCKVILLE, MARYLAND 20852  
(301) 762-8475

FAX: (301) 217-9297

June 16, 1992

Orchard Knolls Homeowners Association  
C/O Diane Quinn  
12001 Pineapple Grove Drive  
N. Potomac, Md. 20878

Re: Parking at Orchard Knolls

Dear Diane:

You requested that I write to you regarding the Association's ability to designate parking spaces in the townhouse parking areas within Orchard Knolls. The Association's right to designate parking spaces is governed by the provisions of Article IV, Section 4 of the Declaration of Covenants. According to this section, the owner of each townhouse lot which is without a garage and driveway is entitled to use no more than two automobile parking spaces within the community. However, section 4 goes on to state that the Association may, if it deems it necessary, permanently assign one parking space for each lot which does not have a garage or driveway. Therefore, although the owner of a townhouse may park up to two automobiles within the community, the Association is only entitled to permanently designate one space for each such townhome. Most Associations do this by painting the unit number on the curb in front of the townhouse and attempting to leave the space next to it unpainted so that the owner of that townhouse will naturally tend to use the second unpainted space. Nevertheless, problems inevitably arise regarding the designation of spaces because there will be some townhomes which may not have two spaces directly in front of them and the homeowner will be required to park his car farther away. It is therefore vital that the Board work with the townhome owners to devise a plan which causes the least amount of problems to the homeowners within the townhouse community.

NOON -  
GARAGED  
TOWNHOMES

It is also my experience that a comprehensive set of parking regulations can be very useful in avoiding problems in the future. Such regulations would include language not only stating that one space has been permanently assigned to each townhome but also defining those vehicles which are not permitted on the premises pursuant to Article VIII, Section 8 of the Declaration. These rules would also include the procedure where by offending vehicles will be towed from the premises. If the Association desires to adopt such a guideline I would be glad to forward samples for your consideration and work with the Association to develop one which meets the requirements of the Declaration.

I hope this letter answers your questions. If not, please do not hesitate to call me.

Very truly yours,

Page 1 / 2

David C. Gardner

**ORCHARD KNOLLS**  
**VEHICLES & PARKING RESTRICTIONS**

Declaration of Covenants, Article IV-4, 5, and Article VIII-8

**1. RESIDENTS OF CHERRY BLOSSOM LANE AND COURT:**

Park In Garage and Driveway Only

**2. RESIDENTS OF CHERRY BLOSSOM PLACE:**

Park In Assigned Space + One Unassigned Space

**3. VISITORS:**

Park In Unassigned Striped Spaces, Curbside Only Where Permitted  
(Not to Exceed 24 Hours – Enacted October 2002)

**4. VEHICLES WITH ADVERTISING:**

(Not to Exceed 12 Hours – Time Limit Enacted October 2002)

**5. PROHIBITED PARKING:**

All Sidewalk and Curb Parking is Prohibited Except Where Posted.  
Vehicles with Flat Tire(s) – Not to Exceed 3 Days (Enacted October 2002)

**6. VEHICLE REPAIRS PROHIBITED**

Except Flat Tires. No Extraordinary Maintenance.

**7. VEHICLES PROHIBITED:**

Motor-homes, Boats, Campers, Trailers, Vehicles Exceeding 4-Wheels, Trucks Exceeding 3/4 Ton,  
Vehicles Exceeding 2 Axles, Accident Vehicles, Vehicles Violating Motor Vehicle Law

**8. VEHICLE STORAGE IS PROHIBITED EXCEPT:**

- In Garage, Driveway, or Assigned Space in Cherry Blossom Place
- Inoperative - Unassigned Space Not to Exceed 3 Days
- Operative - Unassigned Space Not to Exceed 30 days. (Enacted October 2002).

**Violators will be Towed and Stored at Owner's Expense.**

**Association will Randomly Monitor and Tow Violating Vehicles**

**If Towed call: G&G: 301-588-7090 or  
County Police: 240-773-5241**

*2 SIGDS INSTALLED  
11/19/02*

**GARDNER LAW FIRM, P.C.**

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May 13, 2015

Circuit Court for Montgomery County  
Attn: Civil Division  
50 Maryland Avenue  
Rockville, MD 20850

Re: Homeowners Association Depository Filing  
Orchard Knolls Homeowners Association

Dear Sir/Madam:

Enclosed for filing with the Homeowners Association Depository is Rule No. 2015-1 (A Rule Pertaining to Parking) and the Architectural Guidelines of the Architectural Review Committee on behalf of our client, the Orchard Knolls Homeowners Association. Also enclosed is a check in the amount of \$25.00 to cover the filing fee. Please return the recorded originals and a paid receipt to our firm in the enclosed self-addressed, postage prepaid, envelope.

Thank you for your assistance in this matter.

Very truly yours,

  
David C. Gardner

Enclosure

cc: Orchard Knolls Homeowners Association

Circuit Court for  
MONTGOMERY COUNTY  
Clerk of the Court  
BARBARA A. HEKLEJGAN  
50 MARYLAND AVENUE  
ROCKVILLE, MD 20850-2393  
(240) 777-9400

Transaction Block:	641
Case Number:	396
HOMEOWNERS	AMOUNT
HOME OWNERS	25.00
SUBTOTAL:	
	25.00
TOTAL CHARGES:	
	25.00
PAYMENTS	
CHECK	25.00
TOTAL TENDERED:	
	25.00

Cashier: HR Reg # 1002  
Rcpt # 65049  
Date: May 15, 2015 Time: 04:02 pm

2015 MAY 15 PM 4:06

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CLOCK  
01

**ORCHARD KNOLLS HOMEOWNERS ASSOCIATION, INC.**

**RULE NO. 2015-1**

**A RULE PERTAINING TO PARKING**

WHEREAS, WHEREAS, Article IV, § 4 and § 5, of the Declaration of Covenants, Conditions and Restrictions ("Declaration") of the Orchard Knolls Homeowners Association, Inc. (hereinafter the "Association") dated June 30, 1989 and recorded on August 14, 1989 in Liber 8948 at Folio 380, (hereinafter the "Declaration") sets forth the basic and initial parking rights and rules of the Association; and

WHEREAS, Article IV, § 5, paragraph (d), and Article VIII, § 8, paragraph (d), of the Declaration provides that the Board of Directors may establish and adopt supplemental rules concerning parking on any portion of the Common Area and Lots, including without limitation, reasonable fines and provisions for involuntary removal of any vehicle violating the provisions of the Declaration or the rules established by the Board; and

WHEREAS, the Board now deems it prudent to adopted this Resolution to further memorialize all its rules pertaining to parking within the community.

NOW, THEREFORE, it is resolved that the Association adopts the following rule regarding Vehicle Parking:

**VEHICLE PARKING**

1. **Generally:** It is the responsibility of each person parking within the Association to know and act in accordance with the parking laws and regulations of Montgomery County and the State of Maryland, which may be amended from time to time, and the Association's rules. It is the responsibility of the homeowner to inform his/her residents, tenants, visitor(s) and guest(s) of the Association's parking rules and regulations.
2. **Assignment of Townhome Parking.** Each Townhouse is entitled to the use of two (2) parking spaces.
  - a) For those Townhomes *with* a garage and driveway (also referred to as the "Residents of Cherry Blossom Lane and Court"), the entitlement to said two (2) parking spaces is met by such garage and driveway.
  - b) For the Townhomes *without* a garage and driveway (also referred to as the "Residents of Cherry Blossom Place"), each Lot will be assigned use of one

(1) parking space, for his/her sole and exclusive use, and will be permitted the use of one (1) parking space in the "unassigned" parking spaces. The Association, at common expense, shall mark each parking space with an appropriate designation which is sufficient to denote the Townhome to which the use of the space is assigned. In making these assignments, the Association is in no way conveying ownership of the parking space to any homeowner, and the Board specifically reserves the right to designate and re-designate parking spaces to the extent deemed necessary, at the sole discretion of the Board.

- c) Parking of a vehicle in another person's designated driveway, garage, or assigned parking space is not permitted without permission from that owner/tenant.
- d) An owner/resident must utilize his/her designated driveway, garage, or assigned parking space before parking any vehicle in an unassigned parking space.

3. **Unassigned Townhome Parking Spaces/Guest Parking.** All street and lot spaces for which the specific use by a Townhome has not been assigned, shall be left unmarked or shall be designated as "unassigned". There are approximately 20 unassigned parking spaces on Cherry Blossom Lane and approximately 8 unassigned parking spaces on Cherry Blossom Place. Parking in any unassigned spaces shall be used, on a first-come-first-served basis, by guests, visitors, and Lot owners/residents of the townhomes, subject to the following:

- a) **Parking on Cherry Bloom Place is restricted and reserved only for use by the Residents/Guests of Cherry Bloom Place, which represent the community of townhomes *without* a garage or driveway.**
- b) Only short-term visitor/guest parking is permitted in the community. No guest vehicle shall be parked in any unassigned space for longer than 24-hours unless it notifies the Board of Directors and obtains a waiver. Waivers may be made on a case-by-case basis upon review of particular circumstances. No waiver shall be effective until the Board of Directors has reviewed and granted the waiver petition in writing.
- c) Visitor(s) and guest(s) must know and comply with the provisions of this parking Rule No. 2015-1.

4. **General Prohibitions Restrictions.**

- a) Each vehicle located within the Association must be properly registered, properly display current valid license plates with unexpired stickers, and be maintained in a condition such as not to constitute a nuisance, an eyesore, or hazard to safety and health. No vehicle may be parked within the Association that has an expired license plate, has a license plate missing, has a flat tire (which is not repaired within 3 days), or is attached to a trailer.
- b) No vehicle shall be parked in any of the following areas:
- over any sidewalk (meaning that the *wheels* of the vehicles may not be parked on the sidewalk area. The front or rear of the vehicle, however, may overhang onto the sidewalk, provided no portion of the wheels are located within the sidewalk) or front yard.
  - on any grassy/turf area or open space or roadway portion of Common Areas;
  - within five (5) feet of a driveway;
  - in any "No Parking" zone designated as such by a sign or in violation of any official sign;
  - along fire lanes or within fifteen (15) feet of or by a fire hydrant;
  - on the roadway side of any other vehicle that is stopped or parked at the edge or curb of a highway (i.e., double parked");
  - along yellow curbs
  - on any road if the vehicle is parked in a manner that obstructs a driveway or entrance or dumpster, impedes the movement of traffic, and/or otherwise causes a threat to the safety of other residents/drivers/pedestrians;
  - on any public road that is designated by the County and appropriately signposted as a snow emergency route when a snow emergency has been declared and is in effect; and/or
  - in any other area that is otherwise prohibited by County or State laws and regulations or Association rules.
- c) No commercial truck(s) or vehicle(s) are to be parked within the Association, this includes any vehicle with commercial lettering and signs and includes, but is not limited to vehicles of a governmental agency, school buses, and/or any vehicles larger than a 3/4-ton truck and/or with more than 2-axles or which exceed 4 wheels. Exceptions include, however, (i) delivery type truck(s) or van(s) making short-term pickup or delivery may park within the Association

during daylight hours only; and (ii) moving vans while engaged in moving residents in or out of the community.

- d) No abandoned vehicle, junk vehicle or derelict vehicle ("derelict vehicle" means any vehicle that is missing any parts, i.e., tires, wheels, engine, etc, that is necessary for the operation of the vehicle on public streets), inoperable vehicle, vehicle parts, traffic cones, or other personal property shall be located within any parking space.
- e) No recreational vehicle may be parked or stored in open view on residential property, private streets, or open space. Recreational vehicle (RV) is defined as follows: any boat or boat trailer, any motor home or self-contained camper, any camper slip-ons not mounted on the vehicle, any mobile home/trailer or fifth-wheel trailer, any pop-up camp/tent trailer or other similar recreation oriented portable or transportable facility or conveyance, or any other vehicle not defined above which would not normally or regularly be used for daily transportation (including dune buggies, non-operative vehicles, or other automotive equipment not licensed for use on the highways of Maryland). Likewise, no trailers (any non-motorized vehicle designated to be towed or otherwise propelled by a motorized vehicle) shall be parked or located anywhere within the Association in open-view, without the prior written consent of the ARC.
- f) No extraordinary maintenance or repairs of vehicles shall be permitted within the community other than to repair/replace flat tires.

**5. Penalties & Enforcement**

- a. Action by the Board. Any violation of the foregoing terms may, at the Board's discretion, result in the following, at the sole cost of the Owner:
  - a. If the Board of Directors, or its designee, determines a vehicle should be towed, it shall give notice to the owner of its intent to tow. "Notice" shall be provided in a manner and form as required by law, including Chapter 30(c)-4 of the Montgomery County Code, as may be amended. If such vehicle or other property is not removed by the owner, or the violation is not corrected within 48 hours of issuance of the notice, the Board may have the offending vehicle towed or other property removed at the expense and risk of the owner, in accordance with state and local laws. Any vehicle that received another notice for a violation of the

same regulation within 180 days shall be subject to removal WITHOUT NOTICE.

- b. The Board of Directors may elect, in its discretion particularly if it deems it more appropriate given the nature of the parking/vehicular rule infraction, to either or also (i) suspend voting rights or use of the common areas (pursuant to Article IV § 1, paragraph d of the Declaration), and/or (ii) take further action to abate the violation(s), as it deems prudent and/or necessary, such as entering upon the property of an Owner to remove/correct the violation in accordance with Article VIII § 13 of the Declaration, taking legal action pursuant to Article XIV § 3 of the Declaration, or imposing a reasonable fine on the owner pursuant to Article IV, §5, of the Declaration. However, before any fine is imposed, the Board will hold a hearing to establish the violation and shall notify the owner by forwarding a letter to the owner, by first class mail, advising them of the alleged violation, time and place of the hearing, and the fine that may be imposed.
- b. **Complaints by Owners/Residents.** Any resident with a complaint concerning illegally parked vehicles or other violations, may exercise any of the following options:
- Contact the operator of the illegally parked vehicle directly and request that the vehicle be removed;
  - Contact the Association's property manager during normal office hours and request that the Association act to have the vehicle towed;
  - Contact an authorized towing service company directly to request that the vehicle be removed, in accordance with applicable laws, at the expense of the vehicle's owners; or
  - Submit a formal written request to have the Board take any further action for on-going or repeat infractions.
- c. **Through Local Authorities.** This Rule in no way limits and/or replaces any action that may be pursued by State/Local authorities. Any action or fees or fines imposed by the State/County, for example, parking or vehicular-related violations, are unrelated to the affairs of the Association. Owners shall deal with all such matters directly with the State/County.
- d. **Non-Waiver:** The Association's failure to take action for any violation of this Rule 2015-1 shall in no way be deemed a waiver of the right to do so

thereafter.

Adopted by the Board of Directors of the Orchard Knolls Homeowners Association on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
President, Orchard Knolls Homeowners Association

This is to certify that a meeting of the Board of Directors for the Orchard Knolls Homeowners Association was duly called on \_\_\_\_\_, and a majority of the Board voted in favor of this Resolution at the time of said meeting.

\_\_\_\_\_  
Secretary, Orchard Knolls Homeowners Association

DNER LAW FIRM, P.C.  
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1111 JEFFERSON PLAZA  
BETHESDA, MD 20852  
(301) 762-8475