**Orchard Knolls HOA Board Meeting Agenda**

**October 21, 2021**

**Board of Directors:**

President Jessica Olevsky

Vice President 1 Michelle Katon

Vice President 2 Jennifer Goodstein

Treasurer Don May

Secretary Steve Baumgartner

**Architectural Review Committee:**

Dave Goldstein

Paul Lumsden

Renee Joskow

David Becker

**Call To Order**:

Secretary Called Meeting to Order: \_\_\_\_ pm

Absent Board Members:

Community Members:

Guests: Mark Fine, Maryland Homeowners Coalition

**Board Announcement:**

* Residents stay on mute during the video section until ask for comments nor to have side commentary; disruptive guests will be asked to leave the meeting.
* Annual meeting held last month. Elections postponed until further notice due to Covid restrictions. Notification of the Annual meeting and Elections will go out by mail prior to the meeting.
* Board met with CCOC for clarity on financial records and Homeowner rights to see HOA documents. Homeowners are not to see personal records, ARC requests, contracts under review, outstanding dues by home. Homeowners can see signed contracts, outstanding dues total amount, approved minutes, approved financials, P&L and approved budget. The ARC is a separate body from the HOA Board and not subject to sharing requests or approvals. ARC holds meetings and gives feedback/updates to the Board at HOA meetings. If homeowner has ARC complaint, the homeowner directs request for info to the ARC. ARC can hold closed meetings to review individual requests.
* Mark Fine represents Maryland Housing Coalition

**Minutes review:**

Minutes from previous meeting reviewed and approved.

**Treasurers Report:**

* Missing docs from previous management service, re-creating reports
* Any homeowner unsure of their balance, call Maryland Housing Coalition to verify
* Reg account approx. $
* Reserves single family approx. $
* Reserves townhouses approx. $
* Receivables

**Architectural Review Committee:**

* David Goldstein – no issues to report
* Committee will be reviewing/consolidating general guidelines
* Fence guidelines – table for future discussion

**Community Landscaping update:**

* Spring

**Maryland Housing Coalition update:**

* App FolioStatus gone, replaced by C3 (mobile version is Town Square)
* No more coupon booklets! Will be using new platform, ACH, check or online payment
* Annual neighborhood walkthrough 80% complete – coming out Saturday, May 22nd to complete; Letters sent to town homeowners for violations.
* County recycling is delayed and working on it.
* Covid Grant – money allocated, our amount if any, tbd
* Block Party – do not block the street wholly
* Water at Citrus Grove Rd/Ct – looking to move that water hydrant that is used by Potomac Garden Center, WSSC request to have PGC temporary piping moved to a permanent underground installation
* Dollar limit for MHC to conduct needed repairs without having to wait for Board Meeting.  Also, an amount that will be allowed with a call to a Board member.
* Approval of new insurance premiums for required increased coverage amounts by MC and D&O insurance.
* Delayed - Bids - Retaining walls 2 received, waiting on Jenny at community
* Bids - Paving/surfacing TH roads and walking paths
* Bids - Bridge repairs
* Ridge erosion – do sand bags now
* Status of contractor bids for HOA projects.
* Mark F will ask Community Landscaping to mow down Bamboo growth in parkland
* Mark F – get bids to add a faucet to the sprinkler shed water source
* Mark F - White three rail fence cleaning and repair – get bids on power-washing
* ADA Ramp – we cannot remove ramp until/unless the property is sold. MHC will send out a letter to homeowner. Mark will reach out to the county to ticket homeowner for mess.

**Old Business:**

* Police Patrol Report –
* Street lights in townhouses – Mark shared options with solar street lights, free installation to HOA as Mo Co gives grants to the installer.

**New Business:**

* Beautification committee – Steve Baumgartner & Paul Lumsden – evaluation of the cul de sacs

Executive meeting

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

**Next meeting:**

November 18, 2021 at 7pm – regular board meeting

**Adjourned:**

 Meeting adjourned at \_\_\_\_pm

**--- End ---**