**Orchard Knolls HOA Board Meeting Agenda**

**March 18, 2021**

**Board of Directors:**

President George Puddington

Vice President 1 Michelle Katon

Vice President 2 Cade “Willis” Williams

Treasurer Don May

Secretary Jessica Olevsky

**Architectural Review Committee:**

Dave Goldstein

Paul Lumsden

Ron Gorfinkel

Paul Hughes

Renee Joskow

David Becker

**Call To Order**:

Secretary Called Meeting to Order: 7:10pm

Absent Board Members: Don May, Michelle Katon

Community Members: 6

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. $36,200k
* Reserves single family approx. $134,304k
* Reserves townhouses approx. $142,013
* Receivables unknown at the moment

**Architectural Review Committee:**

* David Goldstein – approved ice guards on roofs (Davinci)
* Committee will be reviewing/consolidating general guidelines
* Fence guidelines – table for future discussion
* ARC Application went out with a fee – this is not approved and Mark F will review.

**Community Landscaping update:**

* Spring Turf Applications starting in April

**Maryland Housing Coalition update:**

* AppFolio Status – homeowners should log in and set up their private accounts
* Status on letters to homeowners, coupon books – missing booklets? Ask Jessica, secretary
* Annual neighborhood walkthrough Saturday, April 10th at 1pm
* Covid Grant – money allocated, our amount tbd
* Two bills in govt – 1st on Reserve Funds required every 5 years and minimum amounts required and 2nd on Directors training every 3 years.

**Old Business:**

* Paving in townhouses and paths – will happen in Spring, still working on estimates, including the bridges repaired/replaced
* Mo Co Traffic Ops - Street Parking restrictions – Blackberry Drive – no more issues
* 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.
* Police Patrol – $50/hour x 8 hours/month – voted and approved to reinstate

**New Business:**

* HOA Insurance for Officers/Directors Coverage – State Farm – voted and approved the expanded policy as recommended and Mark to reach out to verify the Fidelity insurance.
* Street lights in townhouses – Mark shared options with solar street lights, free installation to HOA as Mo Co gives grants to the installer.

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

Paul Hughes – requested we look into the ramp house about 10 residents currently – exceeds county regulations.

Luan Pham – requested ARC information for roofing change.

Ray Ng – Trees being cut down in townhouses – Dave G responded saying applications approved and replaced according to guidelines. Mark F will send a letter to a specific homeowner who cut down tree without ARC approval. Also trash cans and recycle bins are left out front of garage townhouses. Letters will be sent out to offenders. Requested a coupon booklet. Concerned about sprinklers leaking.

Cade – Confirming elections still on hold.

Don – should we amend our President script for beginning of meeting to include diversity and courtesy awareness.

**Next meeting:**

May 20th at 7pm – regular board meeting

**Adjourned:**

 Meeting adjourned at

**--- End ---**