

# Orchard Knolls HOA Minutes

**April 16, 2024**

## **Board of Directors:**

President Steve Baumgartner  
Vice President 1 Michelle Katon  
Vice President 2 Jen Goodstein  
Treasurer Don May  
Secretary Jessica Olevsky

## **Architectural Review Committee**

Paul Lumsden  
David Becker

Jen Goodstein, Acting Chairperson

Renee Joskow  
Willis Williams

Andrew Sams

## **Metropolis Management**

Brenda Drummond – not in attendance

## **Call To Order:**

Secretary Called Meeting to Order: 7:04pm  
Absent Board Members: Don May  
Community Members: \_\_\_\_homeowners present

## **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. 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 a homeowner has ARC complaint, the homeowner directly requests for info to the ARC. ARC can hold closed meetings to review individual requests.

## **Treasurer's Report: Revised numbers from Metropolis finance prior to separating out from Operating account the main reserve balance**

Operating Cash Account \$192,327.34

Main Reserves -\$1138.51

Townhouse Reserves \$157,273.73

Statements being sent out to homeowners to verify and reconcile.

2024 Budget was approved and posted to website.

New dues amounts were also posted to the website.

Preferred payment to Metropolis for dues is through Clickpay – also posted on the website.

Coupon booklets are available by individual request. Email Brenda Drummond at [brenda@mymetropolis.net](mailto:brenda@mymetropolis.net).

CPA firm Strauss & Associates is completing our tax returns.

L J H and Associates Accounting Firm will be conducting a 3 year audit, eta completion summer 2024.

#### **Secretary's Report/Communication:**

Minutes for March 2024 approved.

Minutes are posted to the website once approved.

#### **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.

Approved a fence for a single family, a deck for townhouse.

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!

Also note that contractors cannot leave their commercial vehicles parked out

**Social/Welcome Committee** – Kate Wernick – if you'd like to join this committee, please call Kate. Great job to Kate for the publicity for the Spring Clean Up and for the food truck!

**Beautification Committee** – Steve Baumgartner - Spring creek clean-up recap: Twelve homeowners participated and worked through the creek bed and removed 8-10 bags of trash! Appreciate everyone's help!

**Security** – nothing to report

**Old Business:**

Paving in Townhouses - Steve will gather more information and review contracts. This will be a multi-day process and no one will be able to park in townhouse parking lot while this is going on. If you have your car on your driveway or in the garage when the paving starts, you'll be stuck until the paving is completed. Paving project will address concrete sidewalk issues. Looking into a full milling/repaving of the whole parking lot and sidewalk repair.

Townhouse Special Meeting – date TBD Summer 2024

Parking – Jen Goodstein organizing these homeowners to discuss parking assignments, visitor parking.

Paint colors & vinyl trim – decide on consistency

Falling lamp posts in front of townhomes- first notice will be sent out then individual letters will be sent by Metropolis.

**New Business:**

Community Maintenance- The board will be meeting with Metropolis Management and Community Landscaping will occur in April to review home maintenance issues, tree maintenance and possible tree replacements. Homeowners not in compliance will receive letters from Metropolis.

Sidewalks and French drains in townhouses – working plan and getting estimates.

Sealing the walking path – getting estimates.

White fence – power washing

Wood fence – repair/replace along Blackberry Drive

Potomac Garden Center – followed up about the height of mulch/dirt piles creating artificial hill, location of trucks on the lot, drainage effecting the homes. By a verbal communication, PGC stated to MoCo that the piles would dissipate

over the next couple months. A letter was sent to PGC to confirm that the piles will be removed.

Communication effort with Metropolis to update our mailing and phone list. A letter was sent to homeowners last week, please do not ignore the request!

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

Richard Schinner – question on water about Community Landscaping, question on reserves and operating funds, PGC not mulch,

**Next meeting:**

Tuesday, May 21, 2024

Zoom link will be posted a few days before the meeting on our website page.

**Adjourned:** Meeting adjourned at 7:32pm

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