**Orchard Knolls HOA Board Meeting Agenda**

**January 16, 2024**

**Board of Directors:**

President Jessica Olevsky

Vice President 1 Michelle Katon

Vice President 2 Jen Goodstein

Treasurer Don May

Secretary Steve Baumgartner

**Architectural Review Committee**

Dave Goldstein, Chairperson

Paul Lumsden Renee Joskow

David Becker Willis Williams

Kate Wernick Andrew Sams

**Metropolis Management**

Brenda Drummond

**Call To Order**:

Secretary Called Meeting to Order: 7:09pm

Absent Board Members: Don May

Community Members:  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:**

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.

**Secretary’s Report/Communication:**

Minutes are posted once approved by the Board. Minutes approved for December 2023 and will be posted to website.

**Architectural Review Committee:**

Dave Goldstein resigned from the ARC.

Emails applications to okhoa.arc@gmail.com.

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!

**Social/Welcome Committee** – Kate Wernick – if you’d like to join this committee, please call Kate.

**Beautification Committee –** Spring creek clean-up 2024 – seeking volunteers/coordination.

**Security –**

No updates.

**Old Business:**

Paving in Townhouses - wait until the February meeting. 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.

Falling lampposts in front of townhomes- first notice will be sent out then individual letters will be sent by metropolis.

Parking signs -

**New Business:**

Snow Removal – approved Community Landscaping for 2024 contract-

Single family houses - sidewalk to your house and sidewalk around your property is your responsibility.

Townhouses- sidewalk in front of your house is your responsibility.

Community Landscaping will plow the townhouses parking lot and common sidewalks.

**Election:**

1. Roll Call and Proof of Quorum
2. Proof of Notice of Meeting
3. Election for Directors
4. Call for Candidates/Introduction of Candidates
5. Voting
6. Announcement of Election Results.
7. Michelle Katon was re-elected

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

Maria Siravo – trees dead on WSSC property

Yu Grennon – date on dues payment quarterly

**Next meeting:**

Tuesday, February 20th at 7pm.

**Adjourned:**  Meeting adjourned at 8:09pm

**--- End ---**