

Orchard Knolls HOA Agenda

June 18, 2024

Link: <https://zoom.us/j/9452744028?omn=94707594721>

Board of Directors

President: Steve Baumgartner (2021-2024)

Vice President 1: Kelly Cakouros (2023-2026)

Vice President 2: Jen Goodstein (2021-2024)

Treasurer: Don May (2022-2025)

Secretary: Jaimie Shinguyen (2022-2025)

Architectural Review Committee – Jen Goodstein, Acting Chairperson

Renee Joskow

Cade Williams

Metropolis Management

Brenda Drummond (not in attendance)

Michelle Roberts - Head of Finance

Call To Order

Secretary Called Meeting to Order: 7:17 PM

Absent Board Members: None

Community Members: 16 homeowners present

1. Steve Baumgartner
2. Jaimie Shing
3. Kelly Cakourous
4. Jen Goodstein
5. Donald May
6. Amy Cooley
7. Howard
8. Iphone 13
9. Adam's iPhone
10. Maggie
11. Cherie S
12. Cade's Phone
13. Richard Schinner
14. Paul

15. Renée

16. Mark Tabar

Board Announcement

- Working on going back in person (hopefully in July)
 - Jen is working with the library to reserve the room
 - Board will remind people within that week about the change

Treasurer's Report

- Working on moving single family reserves into “main reserves” so it’s all in one account so we only have 3 accounts (Operating, Townhouse, and Main)
 - Last month – May 31, 2024 (Confirmed these numbers with Michelle Roberts @ Metropolis)
 - Operating Cash Account: \$92,053.08
 - Townhouse Reserves: \$151,495.64
 - Single Family Reserves: \$120,438.74
 - General Reserves: \$1138.51
 - This month - As of June 18, 2024
 - Operating Cash Account: \$88,569
 - Townhouse Reserves: \$152,459
 - Single Family Reserves: \$ Has been merged into General Reserves
 - General Reserves: \$120,438
 - Delinquency total: \$30,850 (but will go down as some people begin to pay outstanding dues)
- NOTE: Operating account will go down after contributions have been made
- Michelle Roberts attended the meeting to discuss account “discrepancies” that were reported in prior meetings.
 - Some discrepancies were because some of the numbers were counting twice (townhouse reserve was overstated), but this was fixed in May
 - Monthly contributions have been moved accordingly based on our budget
 - Metropolis is checking if reserves are being represented correctly from prior management and if all invoices have been paid (no outstanding bills, like snow plowing, etc.)
 - Metropolis is doing an external audit (supposed to be done annually) – taking time to reconcile incomplete record keeping from prior management company

- Reach out to accounting@mymetropolis.net or call 301-779-1800 if there are further discrepancies (e.g., if homeowners received a notice that they have not paid, but they believe they did)

Secretary's Report/Communication

- Minutes for April and May 2024 - have been approved by the board and were posted on the website (<https://orchardknollshoa.com/>)
 - Moving forward, the board aims to approve and post the HOA meeting minutes within a week of the prior meeting in a new format
- The board met to plan out the rest of the HOA meeting dates. We will post these on the website
 - July 30, 2024 (will likely be in-person – we will notify residents of location closer to the date)
 - August no meeting
 - September 17, 2024
 - October 15, 2024
 - November 19, 2024
 - December 17, 2024
- Website was transferred and we're working on a refresh to update board members and additional information as it becomes relevant.

Architectural Review Committee

- Emails applications to okhoa.arc@gmail.com.
- Jen Goodstein is temporary chairperson until we appoint a new chairperson.
 - Adam Grossman is interested in joining the ARC
- Anything Approved this month?
 - 1 homeowner approved for removal of oval window on upper level, side of house
 - 1 homeowner approved for new roof
 - 1 homeowner approved for new windows
- 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.
- Bags to welcome new neighbors
 - Some have been distributed
- Looking to have a social in the Fall (details TBD)

Beautification Committee

- We've been asked to have Pineapple grove circle weeded.
- Tree came down near Ting's house
- Stump in common area for townhomes is still there (removal is \$~3k)
 - Another homeowner is asking to get a stump removed; maybe we can get a quote to get both stumps removed at the same time?

Security – Officer Justin Haire, Officer Wayne Nichols

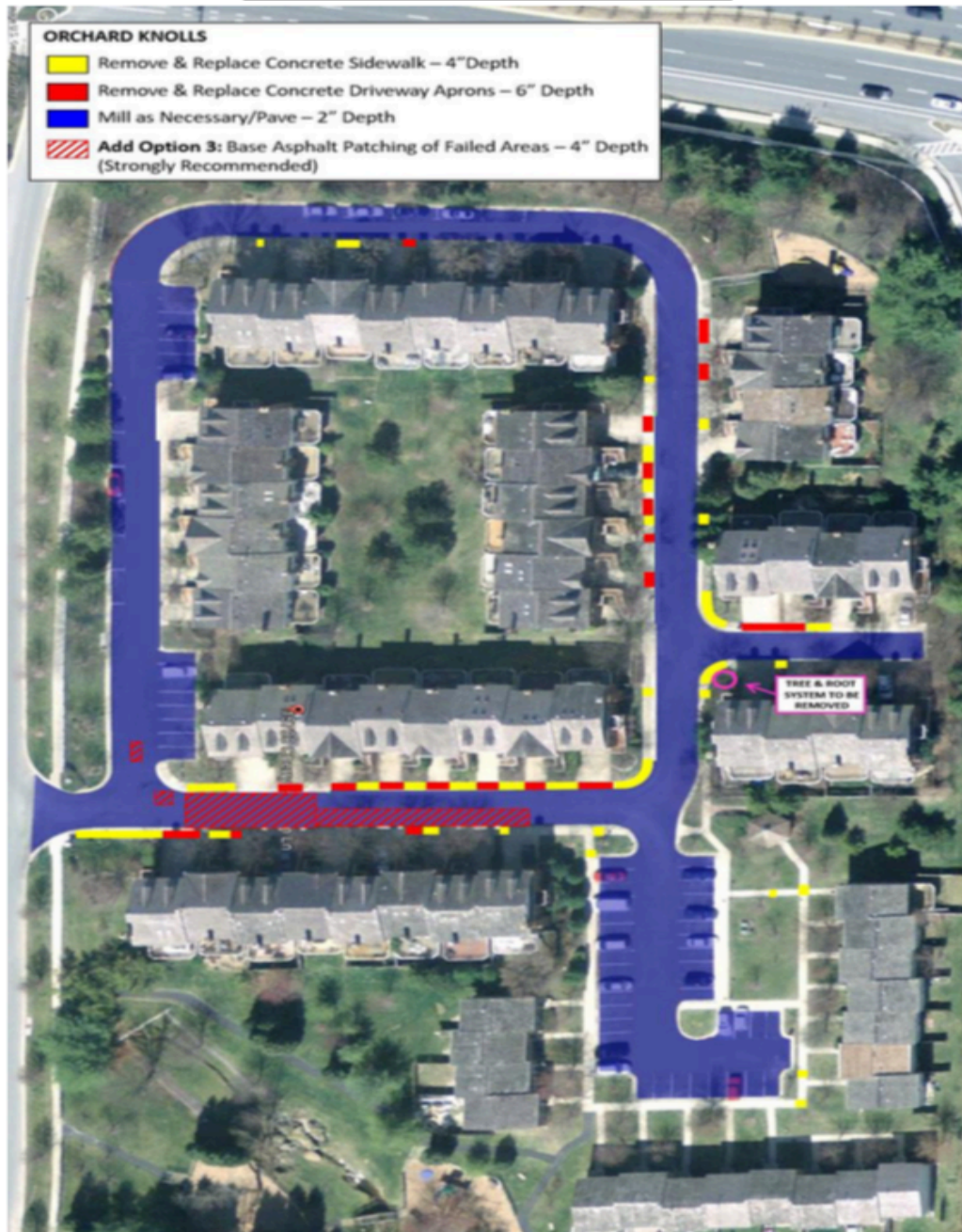
- Orchard Knolls HOA Daily Report (Date: 6/13/24; Times: 6:15pm-9:15pm)
- Officer: Haire
 - Entire community patrol: 6:15, 7:30, 8:30, 9:15
 - No parking violations observed
 - Cherry Blossom Lane - No suspicious activity observed.
 - Park Area walk-through - No foot traffic
 - Citrus Grove Rd Foot Path - No foot traffic observed.
 - Pineapple Grove Rd Foot Path - No foot traffic observed.
 - Gazebo - Nothing suspicious observed
 - Note: People out walking their dog. Observed a black Nissan sedan parked on the street near the park area. I waited a few minutes and watched it. No one came to the car, nor got out of it. I drove slowly towards it and they drove out of the neighborhood. I did not get a look at the driver. Myself and Wayne will keep an eye out for it.

Old Business

Paving and sidewalks in Townhouses

- We are down to the final two vendors, American Paving and Striping and O'Leary Asphalt. Both companies are well respected and have done many projects in our area.
- What needs to be done (see schematic on next page):
 - Remove and replace concrete sidewalk (3 day estimate)
 - ~1392 sq ft at a depth of 4in in 32 areas
 - Remove and replace concrete driveway aprons
 - ~1024 sq ft at a depth of 6in in 20 areas
 - Milling & paving (2 day estimate)
 - ~4125 sq yrs at a depth of 2 in
- Jen and Steve met with both vendors and walked the townhouse streets and sidewalks so both vendors would have the same information for submission of their proposals.
- The board reviewed and discussed with each vendor their original proposal and asked for a best and final.

APPROXIMATE LIMITS OF PROPOSED WORK



- REMOVE AND REPLACE CONCRETE SIDEWALK – (**YELLOW AREAS ON MAP**) - APPROXIMATELY 1,392 SQUARE FEET AT A DEPTH OF 4" IN 32 AREAS
- REMOVE AND REPLACE CONCRETE DRIVEWAY APRONS – (**SOLID RED AREAS ON MAP**) APPROXIMATELY 1,024 SQUARE FEET AT A DEPTH OF 6" IN 20 AREAS
- MILLING & PAVING (**BLUE AREAS ON MAP**) - APPROXIMATELY 4,125 SQUARE YARDS AT A DEPTH OF 2"
- PAVEMENT MARKINGS - Restripe to match existing design

- Final vendor quotes (estimated date 9/3 - 9/5):
 - American paving and striping: \$156,350
 - O'leary asphalt inc: \$124,728
 - Optional (base asphalt patching): \$12,009
- NOTE: If you have your car in 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.
- Questions from homeowners:
 - Mark: Asked about the service date and said August is probably best because the temperatures are hotter
 - Renée: Asked about the relationship between reserves and spending time frame (i.e., what's the relationship between spending this lump sum for road repair and the time to build back our reserves?)
 - Answer: we will reset clock to build back our reserves because this large of an expense won't occur again for another 25 years
 - Cade: Asked if the option is available, it might be worth to do the optional add-on for base asphalt patching because the entrance is where water runs off. Also, can we turn this road over to the county?
 - Answer: No, we can't. But maybe after we complete the project, and the road looks fresh, maybe we can approach the county again and ask because the county won't take roads that are problematic.
- Meeting attendees took a vote for O'leary Asphalt Inc
 - Motion was carried and now we will move forward with engaging with the company
 - Board will engage with the community to help determine the best dates for paving if the above dates do not work for a majority of the community.
 - Goal is the paving to be done prior to the end of August.

Fencing

- White composite fence off Blackberry – power washing
 - We are moving forward with Superior Softwash: \$1400
 - Contract was just signed last week
 - Processing down payment, work should be done within 2 weeks
- Wood fence along Blackberry by the park – repair/replace along Blackberry Drive
 - We are moving forward with CJ Landscaping
 - Work should be scheduled to be completed this week, weather permitting

Sidewalks

- On Blackberry drive and terrace, a lot of mud comes from slope of homes onto sidewalk and it's slippery

- Question last month was: Can the sidewalk be raised?
 - We are working on reporting the trip hazard to Montgomery County
 - Link for sidewalk repair and other Montgomery County services (they will respond within 5 days):
<https://www3.montgomerycountymd.gov/311/AllDepartments.aspx>

Community Walkthrough with Metropolis

- Next walk through for Metropolis will be in July, firming date up
- Metropolis walked the neighborhood and those that were in need of maintenance, cleaning, garnering were set notices to have the items fixed/repaired cleaned within 30 days.

Additional Townhouse Items

- Concrete and paving dates TBD - Summer 2024
 - Board will work toward a communication strategy for when concrete and paving occurs (i.e., moving cars, etc.)
- Parking – Jen Goodstein organizing non-garage townhomes to discuss parking assignments, upper-level visitor parking (may be able to add 2 additional parking spots)
 - Board will work on signing a towing company (need name and number on sign and proper notice in order to tow)
 - Installing a stop sign on corner of Cherry Blossom Lane and Cherry Blossom Place
 - According to the fire department, because our community is so small, we don't technically need a firelane, but we can designate one if we want
 - We don't plan to change anything – we will still have fire lanes. We will make the fire lanes clearer with fresh paint.
- Paint colors & vinyl trim – decide on consistency
- Multiple reach out contacts regarding both concrete and paving jobs - notice to homeowners

Potomac Garden Center

- Met with Dave (owner) and Steve (manager) twice
- Discussed our concerns about the fire and encroaching piles to fence and berm
- Then met with Steve and walked the perimeter and discussed cleaning and clearing it out
- Leslie suggested to plant some green giants to block the view

New Business:

Board and Collection Services

- Set up introductory meeting with Gardner Law Firm with the board to discuss representation for neighborhood matters both inside and outside of community, counsel for board and collection services.

Speed Bumps

- Question about speeding.
- There are requirements to get a survey approved.
 - I believe it's 80% of the residents on the effective road (Blackberry Dr) and 50% of the residents on the secondary roads (Pineapple Grove, Citrus Grove, Gooseberry and Blackberry Ter.)
 - Traffic needs to be greater than 100 vehicles per day and average speed is 7 miles over speed limit.

Sinkhole

- Sheila on Facebook: Sinkhole starting to form on Citrus Grove Ct again. Steve will follow up with Sheila and check on it.
 - Kelly suggested that maybe we can get the sinkhole repaired when the re-paving is being done in September. Steve can ask?

Sprinkler

- Steve to find out how the sprinkler system works from the shed and to find out the HOA account which the water is billed to.

Reminders

Trash

- We would like to remind you that trash collection occurs every Tuesday and Friday morning, approximately between 8:30 am and 10:30 am, with recycling on Tuesdays. With the trash being picked up a little later than in the past please put your plastic bags in your trash cans and do not leave them exposed. The birds are making quick work of the plastic bags and creating a mess. Please be aware that holidays may alter the schedule.
- Action item: adding trash schedule to the HOA website.

Questions & Answers (2 min per home):

- Mark: trees in front entrance aren't looking as good. Are there any plans to update the entrance?

- Answer: we are waiting until the fall to see how much money is left, but we'd like to add a tree in front, some greenery in townhomes, and green giants
- Cade: consider pressure washing the playgrounds when the fences are being washed
 - Answer: Jen will walk over tomorrow and check out the playground

Next meeting:

- September 17th, 2024
 - Time: 7-9pm
 - Location: In-Person - Meeting Room A at Quince Orchard Library

Adjourned: Meeting adjourned at 8:31 PM

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