**Orchard Knolls HOA Meeting Minutes**

**May 21, 2024**

**Board of Directors:**

President: Steve Baumgartner

Vice President 1: Michelle Katon – Last meeting

Vice President 2: Jen Goodstein

Treasurer: Don May

Secretary: Jaimie Shinguyen

**Architectural Review Committee** Jen Goodstein, Acting Chairperson

Paul Lumsden Renee Joskow

David Becker Willis Williams Andrew Sams

**Metropolis Management**

Brenda Drummond – not in attendance

**Call To Order:**

Secretary Called Meeting to Order: 7:01 pm

Absent Board Members:

Community Members: 12 homeowners present (listed below by name on Zoom)

1. Barry Rosenthal
2. Kelly Cakourous (taking over Michelle’s spot)
3. Kate’s iphone
4. Leslie Rosenthal
5. Amy Cooley
6. Richard Schinner
7. Iphone 13 (?)
8. Renée
9. David Becker
10. Cade’s phone
11. David
12. Davidkettl

**Board Announcement:**

* Steve: I would like to announce that Jaimie Shinguyen has been appointed to replace Jessica Olevsky and will finish out her term which is up in December of this year. Welcome Jaimie:
  + Jaimie Shinguyen is a Staff Scientist at the National Cancer Institute. She and her husband moved into the Orchard Knolls townhome community in September 2021. They are both originally from the metro Atlanta area and are first-time homeowners.
* Steve: Also, we as a board would like to THANK Michelle Katon for her service to the community. This will be Michelle’s last board meeting as she and her husband are moving out west to start a new exciting chapter of their lives and have sold their house here in Orchard Knolls.. Congratulations and thank you! With Michelle moving on, literally, I would like to announce the addition of Kelly Cakourous to the board to finish out Michelle’s term. Welcome Kelly.
  + Kelly and her family have resided in Orchard Knolls for 6+ years. Kelly has lived in MD since graduating from UMD-College Park and has worked as a program manager in biotech/pharmaceuticals ever since. She will obtain her MBA in June, and serves on a local BoD for a non-profit.

**Treasurer's Report:**

* Working with metropolis (few tweaks left)
* Need to move money from general reserve out of operating account into main reserve
* Preferred payment to Metropolis for dues is through Clickpay – also posted on the website
* Accounts:
  + Operating Cash Account: $92,053
  + Townhouse Reserves: $151,459
  + General Reserves: $1138 (main) + $120,438 (single family)

**Secretary’s Report/Communication:**

* Minutes for April 2024 - are not approved by the board at this time and will be posted to the website once approved.
* The board will meet to plan out the rest of the HOA meeting dates and post on website

**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.
* Anything Approved this month?
  + No
* 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.
* Great job to Kate for the publicity for the Spring Clean Up and for the food truck!
* Having trouble getting an ice cream truck for last day of school event (end of school celebration for kids)
  + Thinking of getting a bunch of ice creams in a cooler and passing them out that way because our neighborhood may be too small to rent a truck (many trucks require a minimum)
* Bags to welcome new neighbors
  + Have not distributed them yet because of rain, but will be delivering them to newer residents soon
  + Ask Steve to send Kate an email for new residents so Kate can provide welcome bags

**Beautification Committee**

* Nursery: Leslie said there’s a large mound of firewood and a lot of junk near the white fence (ask garden center to conceal their garbage)
  + Propose to plant 3 green giants
  + To do: Steve walk with Leslie to check it out

**Security –** nothing to new to report

**Old Business:**

Paving and sidewalks in Townhouses

* Met with O’Leary Asphalt and American Striping yesterday afternoon and walked townhouses pavement and inspected gutters and sidewalks to be added/included in their estimates.
* Discussed full milling/repaving of the whole parking lot.
* Both vendors felt this would be a 2 but more likely 3 day project though depending on the amount of sidewalk work this could take several additional days but the restriction to the residents would be max 3 days.
* 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.

Townhouse Special Meeting

* Date TBD Summer 2024
* Parking – Jen Goodstein organizing these homeowners to discuss parking assignments, visitor parking (may be able to add another parking spot)
* Paint colors & vinyl trim – decide on consistency
* July’s meeting will likely be about notifying cars moving for this project
* Another walk through first or second week of july to see if we’ve made progress
* If we change the parking spot allotments, we need to have a special meeting to change the by laws and get a majority vote

Community Walkthrough with Metropolis

* Occurred in April 25th and violation notices are in process of being sent out or have been sent out.
* 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.

**New Business:**

Fencing

* White fence – power washing – two estimates received
  + Scrub and power wash process
  + Environmentally friendly chemicals
  + Might go forward with the second quote: $1500
  + Could be cheaper if we have a water source
    - Richard said we do have a tap in the shed
    - To do: Steve will check this later
* Wood fence – repair/replace along Blackberry Drive – two estimates received
  + Replace railing (not posts) and remove old railings:
    - Carlos who installed fence across street: $1500
    - Community landscaping: $2100

Sidewalks

* Leslie: on blackberry drive and terrace, a lot of mud comes from slope of homes onto sidewalk and it’s slippery
* Can the sidewalk be raised?
  + We can’t because this is a county issue so we can’t do much
  + To do: Trip hazards have already been reported before, but we can report again to Montgomery County

Parking

* Lower townhomes: 19 homes total, 40 parking spots
  + Each non-garage townhome is guaranteed 1 parking spot
  + To do: Board needs to make a final decision about how many spots are allotted to each home
    - Can some of these spots be open for upper townhomes? For guests and contractors
  + People are getting harassed because there are not enough parking spots for townhomes with garages (upper townhomes)
* Upper townhomes: 148 parking spots: garage, drive way, visitor spots (26) - 3.1 spaces for each town home

Potomac Garden Center

* PGC has had two fires over the last 30 days – the result of the compositing process - one small smoldering fire on May 1st and second more significant fire in the early morning hours of May 3rd.
* We have requested and received the incident reports from MOCO Fire.
* THANK YOU TO Paul Bitner who spoke with and requested the fire marshal to inspect the lot over at PGC: His communication back to Paul after his visit:

“I did drop by and complete an inspection at the garden center on Monday. From a fire and life safety code standpoint they are compliant with there piles. The larger pile(that had the smoldering fire) is actually not mulch, but their composting of the landscape yard waste. The one area that I’ve asked them to improve is better FD access around the entire pile. Right now the access is only part way around. NFPA 1- The Life Safety code states that the pile must not be over 500’ long, 300’ wide and 60’ high. Their pile was measured and it falls well with the code requirements. For your reference their pile is roughly 135’ x 115’ and under the height. They do maintain their pile in the proper ways and have their own water supply and large diameter hose back at the pile to routinely treat and cool the pile. They also have heavy equipment that moves it around for the composting processes. Piles like this routinely steam at different times depending on their moisture level and temperatures. Steam is okay but obviously combustion not so much. The breakdown of the organic matter can cause a smoldering fire but they are typically alert for it and ready to extinguish it when needed.

Their other piles(mulch, etc) are much smaller and pose no obvious risks or issues. Hope I’ve alleviated some worries concerning this garden center. Let me know if you have any other questions or concerns. Take care.

Regards,

Dan”

* Steve spoke to David Gardner - Attorney hired previously by HOA Board and he was able to provide the agreement that was entered into by the PGC and OK.
* Steve also set up a meeting with David Angell – owner of PGC - as a meet and greet and to review the community’s concerns next Tuesday May 28th. Bryan Lee will join in this meeting.
* 2010 agreement for exception of PGC land. Steve has acquired this agreement and can be used to facilitate conversations between community and PGC
  + Discussion points:
    - To address fire safety concerns and potential impacts for residents near the land
    - Steve’s plan is to use the agreement and set up a meeting (community and PGC) to share concerns & discuss plans to move forward
    - DG ready to move forward with legal action to help protect the community if meeting does not move forward.
    - Meeting TBD
    - To do: Steve send agreement to Berry
  + Steve to share signed PGC agreement via meeting notes to members
  + Richard identified that there is a 20ft non-motorized buffer along the fence that PGC is supposed to maintain.
    - PGC to maintain fence

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! We have only received 28 responses back from the homeowners.
* If you haven’t responded, please send in your information
* Name, phone number, and most importantly, emails

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

* Richard Schinner: question about finances
  + ~$90K in operating account now but in prior report, it said ~$180K
  + What happened to the money in the general reserve?
    - To do: Steve will double check with last month’s meeting minutes for funds and compare with this month’s reserves

**Next meeting:**

* Tuesday, June 18, 2024
* Zoom link will be posted a few days before the meeting on our website page.

**Adjourned:** Meeting adjourned at­­ 7:45 pm

**--- End ---**