

Orchard Knolls HOA Agenda

October 28, 2025

Location: In-Person - at Quince Orchard Library 6:30p

Board of Directors

President: Steve Baumgartner (2025-2027)

Vice President 1: Jen Goodstein (2025-2027)

Vice President 2: Kelly Cakouros (2023-2026)

Treasurer: Don May (2022-2025)

Secretary: Jaimie Shinguyen (2022-2025)

Architectural Review Committee – Jen Goodstein, Acting Chairperson

- Renee Joskow
- Board

Potomac Garden Center (PGC) Committee

- Richard Schinner
- David Haas
- Lily Zhang
- Brian Lee

Metropolis Management

Angel Thornes

Gardner Law Firm

- David Gardner

Call To Order

Secretary Called Meeting to Order: 6:37pm

Absent Board Members: 2 (Jen Goodstein, Don May)

Community Members: 7 homeowners present

1. Andrew Basham
2. Brett Harvich
3. Linh Shinguyen
4. Amy Cooley
5. Mark Tabar
6. Pat and Bob Baker

7. David Grand
8. Kate Wernick

Board Announcement

- We will be discussing the 2026 proposed budget for vote of approval.
- Future BoD membership required upcoming in 2026
 - Don May and Jaimie Shinguyen's positions up at the end of 2025.
 - If interested, please email jaimieokhoa@gmail.com; December meeting is when elections are held.
- There are 5 board members. Elect to 3 year terms. Community members run to be on the board, then the 5 elected into committee and decide the specific roles.

Social/Welcome Committee – Kate Wernick

- If you'd like to join this committee, please call Kate.
- November potential chili cookoff; Kate will work on details and send it out later (please check the Facebook group and express interest in participating and vote on a date).
- Planning another holiday event

Architectural Review Committee

- **New format for ARC approvals**
 - If interest for ARC committee continues to be lacking, we are thinking about moving ARC discussions and approvals to the monthly HOA meetings
 - **If anyone is interested in joining, email applications to okhoa.arc@gmail.com.**
- **Pending approvals for discussion:**
 - a. None
- 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!

Secretary's Report/Communication

- Future 2025 meeting dates: **All remaining 2025 meetings are at QO Library, 6:30p-7:30p**
 - TU 18 Nov 2025 - 6:30p
 - TU 16 Dec 2025 - ANNUAL MTG. 6:30p- Vote for those on the board (not for specific board positions) discussion on Trees, white paint colors and new deck color option for ARC (due to being a change to by-laws)

- TU 20 Jan 2026
- TU 17 Feb 2026

Potomac Garden Center (PGC) Committee Update - Latest Email comm with PGC

- Work is on track

Treasurer's Report

- Reserves:
 - As of September 30, 2025
 - Operating Cash Account: \$130,086.17
 - Townhouse Reserves: \$39,444.19
 - General Reserves (single family): \$170,668.87
 - Accounts Receivables: \$12,318.48

Security – Officer Justin Haire, Officer Wayne Nichols

- Latest report: Orchard Knolls HOA Daily Report:
 - Date: 10/22/25
 - Times: 6pm - 9pm
 - Officer: Nichols
 - Entire community patrol: 6pm; 7pm; 8pm; 9:05pm
 - No speeders or reckless drivers observed on Blackberry Dr
 - Cherry Blossom Lane - A few vehicles parked in the fire lane, however after driving through during the second community patrol, all vehicles would move. Nothing suspicious.
 - Park Area - No one observed in the park area this shift.
 - Citrus Grove Rd - A few residents out but nothing outside the usual.
 - Pineapple Grove Rd - Relatively quiet with some vehicular traffic but nothing of note to report.
 - Blackberry Ter - Several residents out walking up and down the street, but nothing suspicious observed.
 - Nothing of note or suspicious to report. Now that it gets dark earlier I am seeing a lot of completely dark homes. I would recommend some form of lighting for all homes as a form of security and safety.

Old Business:

- Updates on ongoing projects
 - Retaining wall near entrance to main park off of Blackberry Dr: Will be done over the winter (weather permitting)
- Any new trees to be planted will be done in the spring

- **15601 Gooseberry Ct** - trees have been trimmed
- **15711 Cherry Blossom Ct** - lower branches have been trimmed, Lee tree service will trim the upper branches
- **15002 Citrus Grove Road** - request for two trims to be removed will be completed by Lee Tree Service
- Board to meet with Metropolis and review CCOC compliance
- Playground equipment
 - upper and lower- swings need replacement. Jen will contact repair person with the scope needing to be assessed.
- Paint colors
 - ARC is transitioning to white for trims, bannisters etc.. The cream colors are outdated. New windows that are coming in you can't get "off white" without an upcharge. Avoid mismatching white and off-white. Bylaws have the 'off white". That color is outdated and expensive. Many members are using white. HOA will vote to occur in December 2025 Annual meeting.
- Asphalt resealing - Steve will talk to O'leary to see when we need to do this; we do need to reseal some of the paths in the forest.

New Business:

- Discuss 2026 budget:
 - Move \$15k into single family (general) reserve and \$15k townhouse reserve from the operating cash account to keep dues the same (no increase) for next 3 years
 - **NOTE: Board voted to approve the budget (Kelly, Steve, Jaimie). Board will send the final budget after this meeting**
- Finalize December annual meeting voting procedures
 - Third party or independent party to handle all votes
 - Where to send ballots
- Notes for board: Jaimie will put Kate and Angel into contact to figure out how to streamline process to notify Kate when new residents come into the community

Reminders

Trash - None

Questions & Answers:

- Are there any rules around leaf clean up?
 - There are rules about length of grass, but none specifically about leaf clean up, but we can send a letter if it looks unkept
- Would it be possible to add a dog pick up sign on the walking path?

- We can look into adding 1-2 trash can and poop bag combo in the community but we'll need to pay a service to come clean out the trash cans. Steve can find out who does it for Park Potomac.
- Has Carlos been paid for snow removal in 2018? (\$1800)
 - Board approved to back pay and Steve will submit the invoice tomorrow.

Adjourned: Meeting adjourned at 7:11 PM

--- End ---

Orchard Knolls Needs You!

Join Your HOA Board & Make a Difference

Hey neighbors! 

Do you love living in Orchard Knolls? Want to help shape the future of our community? Here's your chance to get involved and bring your voice to the table!

We're looking for caring, committed residents to run for the Orchard Knolls HOA Board. Whether you're passionate about keeping our neighborhood beautiful or making it even more family-friendly, we want to hear from you!

- **Connect with your neighbors, build your network!**
- **Low time commitment/Serve your community- be part of leading and keeping our community safe, attractive**
- **Perks- training and transferable skills, resume building**



Key Info:

- **Elections will be held in December 2025**
- **Nomination info & deadlines coming soon!**



Who Can Run?

Any homeowner in good standing with the HOA. No experience needed—just a desire to help Orchard Knolls thrive!



Interested in Running?

We'll be sharing the nomination process and contact email soon—stay tuned! In the meantime, start thinking about how *you* can make a difference. We are especially seeking someone who may be able to fill the secretary and treasurer roles.

Let's keep Orchard Knolls a place we're proud to call home.

Grow with us. Lead with us. Serve your community. 