

Orchard Knolls HOA Agenda

January 20, 2026

Meeting Location - In-Person at Quince Orchard Library

Meeting Time - 6:30pm

Board of Directors (BoD):

- President: Kelly Cakouros *(2024-2027)*
- Vice President 1: Steve Baumgartner *(2025-2028)*
- Vice President 2: Jen Goodstein *(2025-2028)*
- Treasurer: Mark Tabar *(2026-2027)*
- Secretary: Brett Harvich *(2026-2027)*

Architectural Review Committee:

- Acting Chairperson: Jen Goodstein
- Renee Joskow
- BoD

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 at 6:35pm

Absent Board Members:

- N/A

Metropolis Representative Present:

- N/A

Community Members Present:

- Amy Cooley
- Andrew Basham
- David Grand
- Josh Berkowitz

Board Announcements:

- Two new board members (Treasurer – Mark Tabar; Secretary – Brett Harvich) have been appointed for one year terms (since quorum was not achieved at annual December meeting).

Townhouse Colors:

- Three new shades of white have been voted and approved (unanimous) for townhouse units. When neighbors are ready to transition colors, they can use these three shades of white. Please see below.



Trees:

- Two new Crepe Myrtle trees have been voted and approved (unanimous) to be added to the island area right after turning into the community (turning off Darnestown Rd. and onto Blackberry Dr.)
- 2-3 Cherry trees have been voted and approved (unanimous) to be added in the townhouse area. These Cherries will be the same Cherries that are already there.

Social Committee:

- BoD will reach out to Kate Wernick soon to schedule a Spring Cleaning around the neighborhood. This will most likely take place mid-end March – beginning of April 2026.
- Additionally, the BoD will work with Metropolis to schedule an inspection of the neighborhood. This would include walking around the neighborhood with a Metropolis representative and noting house repairs/fixes to be made to remain in accordance with HOA regulations (e.g., removing moss from siding of house, repairing a broken screen on a porch, etc.) Notices will be sent to homeowners following inspection if repairs/fixes are to be made.

ARC Approvals:

- No new requests or approvals to note.
- Remember, if you are 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, mailboxes, fences, doors, windows, roofs, shutters, and more!
- If anyone is interested in joining the ARC committee, please email applications to okhoa.arc@gmail.com

Secretary's Report:

- The Orchard Knolls HOA website has been recently updated. Please check the website first before reaching out to the BoD for any questions or concerns as it may contain the information you are looking for.
- Upcoming HOA meetings:
 - February 17th, 2026 6:30pm at Quince Orchard Library
 - March 25th, 2026 6:30pm at Quince Orchard Library (this is a Wednesday)
 - April 21st, 2026 6:30pm at Quince Orchard Library
 - May 19th, 2026 6:30pm at Quince Orchard Library
 - June 16th, 2026 6:30pm at Quince Orchard Library
 - September 22nd, 2026 6:30pm at Quince Orchard Library
 - October 20th, 2026 6:30pm at Quince Orchard Library
 - November 17th, 2026 6:30pm at Quince Orchard Library
 - December 15th, 2026 6:30pm at Quince Orchard Library (Annual Meeting)

Potomac Garden Center:

- If there is something that PGC is responsible for taking care of (e.g., tree on their property leaning into your yard), please notify them in advance to cover your own liability. Once notified, we have found PGC is dependable about taking care of things that are within their responsibility.

Treasurer's Report:

- As of 12/31/25, the operating account balance is \$75,896.71.
- Currently, there are \$44,666.70 in townhouse reserves and \$166,579.45 in general reserves, bringing the total reserve amount to \$211,245.52. \$120,000 of this total is currently in a CD collecting interest.
- Total receivables (i.e., money owed to the community) are currently \$12,633.69. This number has been trending down (good!) since November 2025. Attorneys have been notified to send letters to units owing funds.
- Currently, there is \$9,463.81 in Unclaimed Funds.
- Currently, there are \$18,488.52 in total liabilities.
- For 2026, we have a reserve of \$20,000 for townhouses and \$12,000 for general community (includes single family houses and general community).
- Every five years, the BoD pays a third party to conduct a general reserve audit to gain knowledge on how reserve funds are being collected, allocated, spent, etc.
- There is potential for future quarterly homeowner dues to decrease by up to 10%.

Security:

- Orchard Knolls HOA Shift Report
 - Officer Officer Wayne Nichols
 - Date: 1/21/26
 - Times: 5pm - 8pm
 - Entire community patrol: 5pm; 6pm; 7pm; 8pm
 - Activity:
 - No speeders or reckless drivers observed on Blackberry Dr.
 - Cherry Blossom Ln - Many kids outside and playing early in the shift with vehicle traffic as well, but nothing suspicious to report.
 - Park Area - No one observed this shift.
 - Citrus Grove Rd - Some residents out, but nothing unusual to report.
 - Pineapple Grove Rd - A few dog walkers out, but nothing unusual.
 - Blackberry Ter - Relatively quiet evening with nothing observed out of the ordinary.
 - Cold night but seemingly active in the community; nothing of note to report in this tour of duty.
 - Recently, it has been very quiet in the community and no significant security issues to note.

Old Business:

- The renovation of the retaining wall in the park has been completed.
- New trees will be planted at 120005 Citrus Grove Rd.
- Trees were trimmed at Cherry Blossom Ct.
- Currently in process of getting quotes for playground equipment fixes/repairs. Repairs include swings that are damaged, old, and cracked, seesaw that is damaged, new mulching. Money to repair would be drawn from general reserves account.

New Business:

- Asphalt resealing needs to be re-done this coming August 2026. The BoD will send out notices to homeowners closer to this time to keep everyone aware of construction times, parking situations, etc.

Notification of Raw Food:

- Recently, raw food, empty gasoline containers, and furniture have been observed in and around the townhouse areas. These items cannot be strewn across lawns or left by mailboxes. This is a safety and hygiene issue. Please adhere to trash disposal requirements to keep our community safe and clean.
- The BoD will send a reminder email out to townhouse (where this has occurred) to please dispose of your trash and food accordingly.
- Titus Trash comes on the same days every week (Tuesday and Friday)
- Recycling comes on Tuesday's every week unless there is a holiday, in which case they come a day later (Wednesday).
- Reminder to please break all boxes down before recycling.

Questions:

- How do I get a new roof (for townhouse)?
 - On the OK HOA website within the Architectural tab, there are guidelines posted, including a request form. Please complete this request form thoroughly and submit to the ARC committee email (okhoa.arc@gmail.com) for review.
- How is snow dealt with in the community?
 - When it snows, homeowners are responsible for clearing their own driveway. Roads, walkways, and communal areas will be cleared by a snow service, including pre-treatment and post-treatment.

Meeting Adjourned – 7:23pm

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