

# **Orchard Knolls HOA Agenda**

## **December 17, 2024**

**Location:** In-Person - Meeting Room A at Quince Orchard Library

### **Board of Directors**

President: Steve Baumgartner (2021-2024)

Vice President 1: Jen Goodstein (2021-2024)

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
- Cade Williams
- Adam Grossman (still interested in joining ARC?)

### **Potomac Garden Center (PGC) Committee**

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

### **Metropolis Management**

Brenda Drummond

### **Gardner Law Firm**

- David Gardner

### **Call To Order**

Secretary Called Meeting to Order: 7:26 PM

Absent Board Members:

Community Members: 11 homeowners present

1. Kate Wernick
2. Richard Schinner
3. David Haas
4. David Grand
5. Mark Tabar

6. Maria Siravo
7. Linh Shinguyen
8. Judy Kettl
9. Larry Arch
10. Bonny Yaen
11. Saman Q Ahmad
12. Proxy submitted ahead of time
13. Proxy submitted ahead of time

Board members to make quorum:

1. Steve
2. Jen
3. Kelly

### **Board Announcement**

- Election will be at end of public meeting

### **Social/Welcome Committee – Kate Wernick**

- If you'd like to join this committee, please call Kate.
- Caroling this Sunday (12/22) starting at 6pm

### **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.
- Approvals this month:
  - 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**

- Next HOA meeting: January 21, 2025 @ 8pm
- We converted all bylaw documents into searchable PDFs and will post them to the website
- Tentative 2025 meeting dates:
  - Jan - 1/21: 8-9pm
  - Feb - 2/18: 8-9pm
  - Mar - 3/25: 7:30-8:30pm
  - Apr - 4/22: 7:30-8:30pm

- May - 5/20: 8-9pm
- Jun - 6/17
- Jul - Skip
- Aug - Skip
- Sep - 9/16
- Oct - 10/21
- Nov - 11/18
- Dec - 12/16

### **Potomac Garden Center (PGC) Committee Update**

- Board sent letter to David Angel (created a committee of 4 people)
- Rick called David Angel, but the conversation was not fruitful
- Rick called David Gardner, who drafted a letter and will get the county involved

### **Treasurer's Report**

- Reserves:
  - Last report - As of November 19, 2024
    - Operating Cash Account: \$106,781.65
    - Townhouse Reserves: \$23,193.95
    - General Reserves: \$121,180.96
  - This month - As of November 30, 2024
    - Operating Cash Account: \$106,781.65
    - Townhouse Reserves: \$ 23,193.95
    - General Reserves: \$121,180.96
    - Accounts Receivable: \$19,991.29

### **Old Business:**

- Request for 4 trees that are common property (1 is gone) near the Bakers and Kings to be replaced
  - Steve will get an estimate from Carlos to get the tree replaced and then we can discuss next steps
- Ramp in lower townhome
  - Steve will talk to David Gardner again to get his opinion on next steps.
- Gazebo light
  - Fixed
- Reserve study
  - We have requested a quote to start a reserve study from the same firm, Reserve Advisors, that completed our last study in 2020.
  - Reserve study will be done in January (same company that did it in 2020 – supposed to get reserve studies done every 5 years)

- Board and collection services (~4) accounts to be handed over to Gardner for collections

### **New Business:**

- Approval of snow removal contract with CG Landscaping
  - Mark and Jen are authorized to call Carlos for snow removal
- Removing trash bins from the curb (will discuss in January)
- Board Elections:
  - Steve and Jen were voted in to stay another term (3 years)

### **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.

### **Questions & Answers:**

- Suggestions:
  - Send out agenda prior to meeting
  - Send out board bios

### **Next meeting:**

- January 21, 2025
  - Time: 8:00 - 9:00 pm
  - Location: In-Person - Meeting Room A at Quince Orchard Library

**Adjourned:** Meeting adjourned at 7:48 PM

**--- End ---**