

Orchard Knolls HOA Agenda

June 24, 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

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: Don May

Community Members: 1 homeowners present

1. Andrew Basham
2. Mark Tabar

Board Announcement

- Future BoD membership required upcoming in 2026- more information to come
 - Don May and Jaimie Shinguyen's positions up at end of 2025.
 - If interested, December are elections.

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- 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.
- No new plans

Architectural Review Committee

- Seeking new members! Contact the board if interested in joining the ARC committee. Jen Goodstein is temporary chairperson until we appoint a new chairperson.
- **Email applications** to okhoa.arc@gmail.com.
- Pending approvals:
 - One roof approved (15722 Cherry Blossom Lane
- 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**
 - July and August - Skip
 - TU 23 Sept 2025 6:30p- Board will send out budget after Sept. meeting
 - TU 28 Oct 2025- 6:30p -discussion of budget Oct. meeting
 - TU 18 Nov 2025- 6:30p -approval of the budget
 - TU 16 Dec 2025- ANNUAL MTG. 6:30p- discussion on Trees, white paint colors 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 May 31, 2025
 - Operating Cash Account: \$15,258.78
 - Townhouse Reserves: \$32,661.09

- General Reserves (single family): \$126,834.91
- Accounts Receivables: \$25,730.04
- **Action:** Angel -discuss with Michelle- the April 2025 report AR aging mismatch to accounts receivable balance

Security – Officer Justin Haire, Officer Wayne Nichols

- Latest report: Orchard Knolls HOA Daily Report:
- Officer Justin Haire; Officer Wayne Nichols

Date: 06/12/25

Times: 4:00pm - 7:00pm

Officer: Nichols

Entire community patrol: 4:00pm; 5:00pm; 6:10pm; 7:00pm

No reckless or speeding vehicles observed on Blackberry.

Cherry Blossom Lane - Two vehicles parked in the fire lane, they were both moved quickly after a drive by.

Park Area - A few adults observed in the park area

Citrus Grove Rd - A somewhat busy night with many residents out.

Pineapple Grove Rd - Nothing of note in this area.

Blackberry Ter - Somewhat busy with residents but nothing suspicious.

Busy night with great weather but nothing of note in the community. Very heavy police radio traffic with major incidents not too far away, but nothing that involved the community in any way.

Thank You

Old Business:

- Reserve study
 - Update: Financially the HOA is in good shape. Steve welcomes people to review the reports (links below) and feedback : are all the critical items captured? Let us know.
 - Full Report: [Click Here](#)

- [Click Here](#) - to download and print your expenditure and funding plan tables in 8.5" x 11" format
- [Click Here](#) - to download the spreadsheet version of the Expenditures and Funding Plan
- Community/Board has till September 30, 2025 to make official modifications to the study. Zach Fortune from Reserve Advisors is available for Zooms and email follow ups during this period.
- Projects for Summer 2025:
 - Retaining wall near entrance to main park off of Blackberry Dr.
 - Planting of trees (SFH- one tree on Blackberry drive, before you reach Terrace, One tree in the townhomes.) County maintains the trees that are on blackberry drive through Citrus.
 - **Request to trim trees behind 15601 Gooseberry Ct** - trees leaning towards house- Estimate for cost pending.
 - **15711 Cherry Blossom Lane**- requested branches be trimmed- seeking quote- will be part of summer projects

New Business:

- **Board to meet with Metropolis and review CCOC compliance**
- **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.
- **Townhome Parking**- Homeowners who observe chronically improperly parked cars should email the board so we can assess the situation and take next steps. Red signs will now be placed on cars that are improperly parked per HOA guidelines. They will have 24 hours to move the car otherwise the cars will be towed.
- **Sprinkler system**- status of account, confirm where the bill will go- Steve to follow up (**Action:** Mark Taber can re-reach out to WSSC to get details)
- **HOA fees discrepancy between Website and Metropolis**- Steve corrected it on the website
- **Issue: New trees are not being re-planted after tree removal**

- **Action:** Mark Taber will email Jen G. a list of addresses where there were trees/bushes removed with no replantings. Jen will then send notifications.
- **Mosquito Joe Treatment-** started in May- will come through every 3 weeks; Steve will ask about putting up signs for where they've sprayed so we know what areas are treated

Reminders

Trash - None

Questions & Answers:

- Mark Tabar: Asphalt quality in the townhomes don't seem to be that great. Can we get it resealed? – The contractors suggested to reseat after 2 years, but Steve will follow up and see if it can get done earlier. Steve will also ask to get the walking path resealed because there are big cracks.

Adjourned: Meeting adjourned at 7:12 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. 🌻**