

**Courthouse Walk HOA Board Meeting  
HOA Meeting Minutes  
April 14, 2009  
7 pm  
Rockville Library**

**Summary of Action Items listed in Minutes**

For Marina Talavera (Summit Management):

1. Mail signature card to John Mohler
2. Draft ARC violation letters for 200, 317, 327 LMD
3. Make two copies of the audit, one for Johnny and for Jonathan
4. Email the Board the snow removal contract
5. Check on what we can charge for late payment of HOA fees
6. Email the snow removal contract to the Board
7. Get quote to remove flotinium bushes behind Ralph's house and put new bushes— need to be replanted

For the Board:

8. Alice – post previous board minutes on web site
9. Alice – send draft ARC violation letters to Board and ARC for review

For the ARC:

10. Start printing requests and keep paper archive
11. Alice and Ralph – coordinate to get latest docs and put on web site

**II. Approval of Previous Board Meeting Minutes**

Oct. 28, 2008 – Approved and will post on the web site

Minutes

- Judi motions, Johnny approves
- Alice signed, gave signed copy to marina

**III. Report of Officers and Committees**

**Architectural Review Committee (ARC)**

1. Updates – small requests
  - a. 308 dormer
  - b. 208 storm door

APPROVED 7/28/09  
*Alice T. Liu*

c. damage to garage door

Ralph will start printing requests (usually come in by email) and keep paper archive

New procedure:

Marina will start referring ARC requests immediately to Ralph or Al. They will use own discretion on whether form is needed or not. Form is not required unless for major projects. Most requests are very simple. Form is available on Summit web site.

Need to do another walkthrough in May (last one was in Sept)

2. White windows – 327 LMD installed white windows in late Nov (after Board decided at October 2008 meeting that white windows are not allowed) without first bringing the proposed change to the ARC. Board Decision – 327 LMD is in violation of the by-laws. Summit will send them a letter to say they must paint it to match trim color.
3. Extension request from 217 LMD – There are three issues: paint the trim, door is wrong color (current violation), storm door color needs to match the color of the door as close as possible. Board approved extension request, allowing until May 30, 2009 for changes to be made.

**Management Report**

Interest rate of CD is 1.85%

Changing meeting to July 28 6:30 pm

October 20, 6:30 pm

Four documents:

- Covenants
- Two excerpts from the covenants
- Only amended doc is the rules and regulations

Alice – coordinate with Ralph to get latest docs and put on web site

Marina will mail signature card to Johnny (late because acct rep is out of the office)

**IV. Unfinished Business**

Alice send copies of drafts to ARC when received from Marina

Letter to 317 LMD - decide it should be sent to owner's address, not LMD – by Fri 4/17

Letter to 327 LMD – make it consistent with 317 letter

Letter for 200 LMD - raccoons, trash (newspapers in front, recyclables in back), vent under the eaves (under where two rake boards meet) is rotted and falling down. It needs to be repaired and screened is rotted out, assorted rake boards are peeling. Judi

will send pictures. – draft by next wed 4/22

### **Enforcement Policy Resolution**

Our covenants do not allow us to impose fines such as for ARC violations. To change the covenants to allow this, need a vote of the community (in the first 20 years of the HOA's existence the requirement was to get 90% to vote yes to change the declaration, but after 20 years it changes to 75% or 46 units). The change would be to authorize the Board to institute a system of fines. We would need to hire an attorney to come up with the correct language to put in the covenants.

Ralph and Al – come up with the script and list of houses to go to (was this to survey people to see if they would support imposing fines for violations???)

### **2006 Audit**

It took so long because the auditor said files were missing from the previous management company. The audit reflects what he could figure out based on what he had.

The audit mentions we don't have a plan for contingencies. Need reasonable size contingency or emergency fund. Jonathan said we had a reserve study done two years ago. A lot of the study's recommendations do not need to be done – the company that did the study is very conservative.

Jonathan said it's OK to sign, didn't see anything odd in the audit. Johnny signed the representation letter and wants a copy faxed back. Marina will make two copies of the audit, one for Johnny and for Jonathan.

### **Lamp Quote**

Linthicum sent email explanation to Marina. They said there's broken or cracked glass in more than half of them.

\$500 for two fixtures. These are only 6 years old.

Marina sent RFPs to five other companies for the repair. Received two quotes (these are companies Summit has used before). They need to come out on a Monday or Friday so Dave or Johnny can go with them.

Johnny will talk to Ray Whalen – he was in on the decision to get new lamps. He'll remember the name of the manufacturer for the lights.

Jonathan – there are 3 lights with broken panes, 3-4 where hurricane lamp is cracked. Probably one pane is \$5 at a hardware store.

## V. New Business

### 217 LMC request

Get Stolburg's opinion on issue – will grass grow, cost of sod if not, what will keep it from eroding again.

Also look at 307 LMD (Dave Stupar) and 203 LMD (Ray Whalen) . Should be on a Monday or Friday to do quote.

### Stolburg Landscaping

They will automatically plant flowers spring and fall.

There's \$6000 for landscaping outside of the Stolburg contract, now \$5100 for planting pansies in the fall.

Get quote to remove flotinium bushes behind Ralph's house and put new bushes– need to be replanted

Judi moves to spend money on first four items on Stolburg's quote, Dave seconds, motion carries. The first four items are:

- Install 11 azaleas on the left side of the front sign (as you exit onto S. Washington) - \$412.50
- Install 3 Azaleas on the right side of the front sign - \$112.50
- Install 9 Virburnum behind front sign (near the electric box) - \$877.50
- Renewal prune existing Viburnums by electrical box - \$175.00

Total is \$1577.50.

Street lights will come out of Misc which has only \$500

\$3000 estimate for snow removal (keep some for Nov/Dec)

\$500 for Misc

\$5100 for Landscaping	\$5100
There's going to be another planting in the fall - \$900, so reserve this amount out of \$5100	- 900
This leaves us \$ 4200	= \$4200
Spend \$1600 on first four items on Stolburg quote	- 1600
Gives us a remainder of \$2600	= \$2600

**Painting curb** – pay for this out of Landscaping or Misc. We are supposed to repaint the curb every 3-5 years. Tabled to July.

**Signs** – tabled to July.

**2008 Audit** – get more bids for auditor

**Balance Sheet**

7100 and 7120 – Marina will have accountant explain what mgmt fee is, break down the postage and copying charge

\$100 to send late notices – do we charge a late fee? Marina will check

Marina – email us the snow removal contract

**VI. Open Forum**