

HOA Meeting Minutes Courthouse Walk HOA Board Meeting
January 13, 2009
7 pm
Rockville Library

Summary of Action Items listed in Minutes

For Marina Talavera (Summit Management):

1. Draft a letter to 327 LMD regarding white windows need repainting to match trim colors (when will we get a draft to review?).
2. Notify the auditor that we need the 2006 audit by 2/15/09.
3. Check the HOA Act regarding elections and candidate statements and get back to the board by Wed 1/21/09.
4. Provide Board with new signature cards at the next board meeting and update with new board signatures.
5. Find out who called in the lamp bulb replacement.

For the Board:

6. Review draft of the Enforcement Policy Resolution and send initial feedback to Alice by 2/1/09.
7. Review revised ARC docs from Ralph and give feedback Feb. 1. Send out after that.
8. Prioritize the issue list before the April board meeting (March 31), at the next board meeting have public discussion and finalize. We'll announce this at the Annual meeting so people know to add issues on the web site by 3/31.

For the ARC:

9. Notify 217 LMD that it's OK to wait until May 30 to repaint the door.
10. Inspect the unit that has a large hole in the roof due to satellite dish installation.

II. Approval of Previous Board Meeting Minutes

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

III. Report of Officers and Committees

Architectural Review Committee (ARC)

1. Updates - none
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

Alice T. Lim 4/14/09

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

Summit gave an overview of the budget mailer and actions taken: 14 LMD violation letter was sent, annual meeting letter was sent, Alvarado corrected invoice for tree trimming still due.

The Board asked Marina to tell the auditor that we need the 2006 audit by 2/15/09.

IV. Unfinished Business

Board Liaison

Summit asked that the Board designate a liaison who will be Marina's point of contact with the Board. She would communicate with the liaison who will be responsible for communicating with the Board and relaying back to Marina. Alice Liu will be the liaison but others can contact Marina for quick questions and when Alice is out of town.

Ratification of Pansy Installment

\$245 was spent to replant pansies – Mary motions, Dave seconds, it's ratified (need ratification to be able to put in minutes)

Enforcement Policy Resolution

Seven years ago or so a resident who was a lawyer said HOA does not have the right to impose a fine and Al Ripskis has a lawyer's statement from 1998 that we cannot impose fine. Marina has this and said it is in a management report. HOA does not have a retained attorney. Marina recommends we get a second opinion now because since 2002 there could have been changes in the HOA Act, state law, etc.

The Board will go through the draft Enforcement Policy and give Marina feedback. Send initial feedback to Alice by Feb. 1 who will consolidate and send to Marina.

V. New Business

Board Position Openings

There was confusion about the proxy ballot that went out because it did not mention the people/positions up for re-election, making it look like one person is running for two open positions, so it looked like that person by default would get the seat on the board.

Maryland HOA Act (state law) states that notice goes out 45 days before the meeting. Annual meeting has to be on same date every year.

Marina will check the HOA Act – see if we can change wording on the card and Mary and Alice

can bring candidate statements to the meeting. She will get back to us next Wednesday.

Management Fees

The Board proposed a meeting with Elan Krueger, President of Summit Management, on Feb. 2, 10 am at Summit Management offices. Marina confirmed he is OK with a phone or in-person meeting. Purpose is to discuss fees, election process, get a better understanding of services and clarify expectations.

Additional Landscaping

Area behind Dave's and Al's house, between low fence/wall and trees – get quotes on brush removal and planting azaleas or other decorative plants. This area was originally landscaped but was neglected and became overgrown.

Issue List

The Board asked Marina to put the "issue list" on the agenda before the Open Forum. Before the April board meeting (March 31), we'll prioritize the Issue List. At the next board meeting we'll have a public discussion and finalize the priorities. We'll announce this at the Annual meeting so people will know to add issues on the web site by 3/31.

Victory Housing Update

Some encouraging information came out of the Historic District Commission (HDC) meeting. The city's Development Review Committee (DRC) is asking Victory Housing not only to replace all trees removed "in place" (replacement trees must be planted on the property, not elsewhere; current law doesn't require this), but also wants them to save more trees. HDC is concerned about mass and scale. HDC is not willing to grant Victory Housing's request to get exclusive use of a parking area because they felt that this reduction in parking would make the Fleet Street houses less desirable for commercial or residential use.

New Rockville zoning ordinance goes into effect and the development moratorium will be lifted March 16, 2009. Victory Housing will likely submit official proposal at that time.

Board Meeting Dates

Meetings are held the 2nd Tuesday of the month. The next meetings will be on these dates:

April 14 – library is already reserved

July 14

October 12

VI. Open Forum**White windows at 327 LMD**

There have been several complaints about it (at least six to the Board). Board position is that 327 LMD needs to paint it. Part of the problem is that the previous board approved white

windows. The current Board decided at the October 2008 board meeting that the window color rule would not apply to windows installed prior to the October 2008 board decision.

Issues/questions from Brian Hardwick

- Board clarified that the letter does say that windows must closely match the color of the trim. ARC has reworded the 1990 rules to say that it must match the color of the trim or match the dark brown of the storm window frames.
- Reported that the end unit (315 LMD?) has a big hole in the roof (fist-size) at gutter line, apparently from running cable for a satellite dish in. The cable goes to another house. This can be seen from the back of the unit. Brian told the resident that there is a hole in their roof. ARC will inspect.
- Question: Do by-laws state a limit on the renter/owner ratio? We don't think so.

ARC documents and notification - Should we send a letter to all homeowners to include all ARC docs regarding rules, colors, relevant parts of the covenants? Action item – the Board will review the revised documents from Ralph and give feedback Feb. 1. Send out after that. Seven pages, costs \$1 a piece for 62 homeowner letters.

\$1528 negative retained earnings – looks like money we have but we don't have it. Mary motions and Dave seconds to remove it from the books.

Alvarado Tree Trimming - hasn't been paid yet because they haven't sent us a corrected invoice yet for the tree trimming they did in September. Marina will follow up with them.

Signature cards – Marina will provide us with new signature cards at the next board meeting and update with new board signatures.

Linthicum and lamp/light replacement – they were observed spending about 45 minutes replacing lamp bulbs and invoiced us \$260. The invoice didn't break down parts and labor. Board questioned Summit about this. We don't have a service contract with them. We didn't get to review the invoice within five days to ask for clarification, as printed on the invoice. No one knows who called in the lamp repair. In future the Board wants to oversee repairs. Various Board members are available for this - Dave, John, Alice. Decision: switch vendors. Marina will find out who called it in. We need to see invoices. Future repairs need to be scheduled on a Monday or Friday when Board members can be at home.

Issue List - Issues that have been raised to John in person are listed below. Going forward we will maintain an issues list and post it on the web site, and ask that people submit their issues on the web site.

Issue #	Date issue created	Issue Reported by	Description	Action/Decision (include who will take action)	Due Date
1	10/28/08		Plastic swimming pool covering	Marina will send letter to 14	Done on

			a patio wall facing Monroe St. – been there for one month, draped over patio fence	Lynn Manor Court.	12/30/08
2	10/28/08		Dogs off leash		
3	10/28/08		People are entering through the exit lane off of S. Washington		
4	10/28/08	Marie	Resident (Marie) has asked Jonathan multiple times about sidewalk repairs. (new sidewalk was done, then snow chemicals ruined it?).	Board will consider this in the spring. Probably cost at least \$5000-6000.	Spring 09
5	10/28/08	Maxine Rozar	Pressure wash front steps. Steps are black, moldy. May be better for individual homeowner to get quote from Stolburg	Board to ask Stolburg for quote to clean whole neighborhood and for individual house.	Spring 09
6	10/28/08	Al Ripskis	Stated that the tree behind Al's house was killed by tree trimming	Board and Al will look at the tree in the spring and if it's dead, figure out what to do	Spring 09
7	10/28/08	David Stupar	Long hidden wall revealed by tree trimming. It's a double retaining wall, used to be landscaped, flowers, white stones. Alvarado quoted to clear it would be \$1600.	Board will review available funds in the spring (if didn't use up snow removal money), prioritize this against other needed expenditures, get quotes	Spring 09
8	10/28/08		Bushes along Lynn Manor Drive back entrance are diseased, scraggly looking. These aren't appropriate for the location and no one is planting this type anymore according to Stolburg	Board will review available funds in the spring, prioritize this against other needed expenditures, get quotes	Spring 09
9	1/13/2009	John Mohler	Dead tree next to John's house needs to be taken down		

