

**Courthouse Walk HOA Board Meeting
October 28, 2008
7 pm
Rockville Library**



Summary of Action Items listed in Minutes

1. Summit will send a letter to tell people about Stolburg contract and that they will perform snow removal for people's individual property for \$35. Marina will confirm with Stolburg that he's still willing to do homeowner snow removal. Marina will draft the letter and send to board for approval.
2. Marina will include approved budget, window color policy in letter with Stolburg
3. ARC will come up with language to add to the color chart designating the colors to use, to try to match trim.
4. Marina will send letter to 14 Lynn Manor Court regarding the pool hanging over the fence.
5. Marina send the Board the draft text that defines a process that states that the Board can get work done if the homeowner doesn't comply.
6. Al will speak with Sam Neff about shutter replacement.
7. Dave will send Marina an update on whether work was done at 207 Lynn Manor Dr.
8. Alice to put Rocio Estrada, our neighborhood resource coordinator from the City of Rockville, on the web site.
9. Alice will put July 15 meeting minutes on the web site after removing section on the closed session, send to John to sign.
10. Alice will submit reimbursement for domain mapping to Summit.

II. Approval of Previous Board Meeting Minutes

July 15, 2008 – Approved and posted on the web site

III. Report of Officers and Committees

Marina/Summit Management

- The Architectural Review Committee (ARC) did a walkthrough in April and a follow-up walkthrough in September
- Sent September financials to the board. Jonathan approved them.

Ralph Smith (ARC)

- There are about 10 homeowners where second letters have to go out. If work is not done in response to second letter, Board will get the work done and charge it back to the homeowner's account. If they don't pay, their account will be delinquent, then Summit can put a lien.
- Marina has draft text that defines a process that states that the Board can get work

done if the homeowner doesn't comply. This needs to be documented in a letter to all homeowners.

- Shutter still missing from Sam Neff's house.
- Another unit has paint peeling
- Dave Stupar discussed 207 Lynn Manor Dr. Homeowner is out of the country. Yard work is still not done. Board set deadline of Nov. 3.

IV. Unfinished Business

Ratification of contracts

1. **Alvarado Contract** – approved amount was \$5520. Marina notified them of error on first invoice and they're sending a revised invoice. Board approved paying \$5000 out of landscape account and rest out of reserves.
2. **Storm grate cleaning** - Marina is authorized to approve spending for \$2500 without board approval and Stolburg reduced quote from \$1200 to \$748 so she executed the contract. Decision is that Summit must get Board approval before spending HOA funds.
3. **Stolburg contract** is ratified, landscaping cost will be \$22,500 for 2009 and snow contract is approved.

Between now and end of year, Advantage will still do two leaf cleanings in November and one in December.

V. New Business

1. **Erik Kimel** - Founder of peer2peer tours. Board decision is to not post his information on the web site or facilitate contact with homeowners, otherwise it sets a precedent and we'll have a parade of other vendors who want to advertise.
2. **Courthouse Walk web site** - It is almost ready. URL is <http://courthousewalk.org>. It is a blog made to look like a web site, so homeowners can submit feedback and comments.
3. **2007 Engagement letter** - 2006 letter audit should be completed. Jonathan recently received 2006 tax return, signed it and sent back to Summit. 2007 tax returns – cost quoted is \$400 for tax return and \$800 for audit by Ahlberg (accountant). Approved by the Board.
4. **2009 draft budget** – increase of 4% . Approved by the Board
 - a. Budgeted \$500 for legal fees
 - b. Keep snow removal amount
 - c. Accounting and Audit should stay at \$1500
5. **Window colors**
 - a. Board intent is not to stand in the way of home improvements, but homeowners need to allow enough time for board to review the request.
 - b. Board voted and approved decision to not have any white windows after Oct. 31. This will be stated in the Stolburg letter.

6. 2009 Meeting schedule

- a. Jan, Feb – Annual meeting and elections, other board meetings will be on second Tuesday of the month in April, July, October. Keep library location.

VI. Open Forum

Al Ripskis - Tree trimming – see Issues list above.

Linda – mentioned that a homeowner complained to Ray Whalen about tree trimming. Ray said that the previous board approved a motion that trees are individual homeowner responsibility. This is not the case today. Trees on the homeowner's property are the homeowner's responsibility. Trees that are on common property are the HOA's responsibility.

Rocio Estrada – She is the neighborhood resource coordinator from the City of Rockville. Homeowners can go to her instead of mayor and council. Put her on the web site.

John Lai – question about rules about roof shingles. Discuss this with the ARC.

Board approved the cost of domain mapping for the web site (\$10). Send Marina the receipt and she'll cut the check.

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 a patio wall facing Monroe St. – been there for one month, draped over patio fence	Marina will send letter to 14 Lynn Manor Court.	Done on 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 Court are diseases, 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

Alvaro T. Linares