

**Courthouse Walk HOA Board Meeting
HOA Meeting Minutes
November 5, 2009, 6:30 pm
Stella Warner Cafeteria**

Summary of Action Items listed in Minutes

1. Dave Stupar and John Mohler will supply text to Marina Talavera for the 207 LMD ARC violation letter.
2. Marina is putting in the address correction request to the state tax department (sdat).
3. Alice Liu to send Mark Olinger the invoice we paid to Norman Knopf and note how to pay Alice Liu or Noreen Bryan.
4. Mark will work with Dave to change the language in the Stolburg contract to add one leaf pickup so there will be 4 leaf pickup total and to add storm drain cleaning 3 times per year.
5. Alice and Dave will discuss the plants for the wooded wall area behind the townhouses and along S. Washington St. and make a proposal to the Board for planting that will stay within \$3250.

II. Approval of Previous Board Meeting Minutes

July 28, 2009 – Approved with two statements corrected and Alice will send to Marina.

III. Report of Officers and Committees

Architectural Review Committee (ARC)

1. Wrong paint on 207 LMD, painter bought wrong paint
 - a. Send violation letter – Dave and John will supply text to Marina

Management Report

Received a neighbor complaint, ARC response letter, memo mailed to the community.

Marina is putting in an address correction request to the state tax department (sdat). The address for the HOA is incorrectly listed as 326A LMD which doesn't exist.

IV. Unfinished Business

Enforcement Policy Resolution

Bottom line, to change the By-laws we need to engage a lawyer. Even though only one

small part of the By-laws would change, the lawyer needs to read the entire document, so it will take a few hours and a few thousand dollars. After the language changes, to change the By-laws we need a simple majority of homeowners present at the Board meeting or present in form of proxy votes.

Victory Housing

Board approved \$550 to go towards legal fees of Knopf and Brown who is representing the Board in opposition to the Special Exception Application made by Victory Housing to build an 86-unit senior affordable housing project behind Courthouse Walk on the Fleet St property. Alice Liu to send Mark Olinger the invoice we paid to Norman and note how to pay Alice Liu or Noreen Bryan.

V. New Business**Stolburg Landscaping****2010 Grounds Maintenance**

Tree and bush and hedge pruning – ask Stolburg to rewrite to clarify once/year pruning and include keeping wood line pruned back in the common area (low branches below 15 feet)

Leaf pickups

The previous contract stated two pickups and then none for several months. New contract says 3 leaf pickups in the month of November and December. Stolburg did one a couple of weeks ago. When he comes through and cuts he also cleans, but we want to see a leaf cleanup in between cuts. We want a cleanup before the February cleanup.

It would cost \$1000 for an additional leaf cleanup and includes cleaning storm drain three times a year (approx every 4 months).

Decision: Add one leaf pickup, so there will 4 leaf pickups, storm drain cleaned 3 x/year.

\$22,500 – now will be \$23,500

Mark will work with Dave to change language in contract.

Board approves Stolburg contract with these changes.

2009/2010 Snow Removal

There was a question to change snow removal to be triggered when there's 3 inches of snow. Matt says that 3 inches is a lot of snow and sees a liability issue with that. Board agrees to stick to 2" and rely on Matt's judgment. Last year Matt took care of it as he saw fit – if it looked dangerous.

Matt will call John when it's questionable.

Same deal with individual driveways and steps for \$35 - Matt needs to know if we want it again within one month.

Swale

Matt agreed to do a little more but he wants to wait until the holly tree is pruned before he cleans up the swale because the pruning will make it easier to get to the swale.

Planting

The Board discussed the plants proposed by Stolburg for the wooded wall area behind the townhouses that runs along S. Washington St. Burning bushes are drought-tolerant. Catony Aster (Cotton easter) is an alternative to azaleas. We can mix these. Stolburg will warranty them. These need to be planted before the ground is freezing and they need 2-3 weeks to get adjusted. That means the planting can be done up to mid-late Dec. Matt needs 24 hours to do the planting. Alice and Dave will discuss the plants and make a proposal to the Board for planting that will stay within \$3250.

Timbers are pressure-treated. Life expectancy 25-30 years uncovered. The minimum estimate is that 30 timbers need to be replaced at \$30 each, or \$900. The total cost cannot be determined until Stolburg starts digging and sees which timbers actually need to be replaced.

At the front of our entrance signs, we could have ornamental grasses. Knockout roses bloom thru this time of year, maybe some stone. The azaleas are not doing well there.

Asphalt Repair

The Board reviewed the quote from JM Kelley Paving. The permanent fix is too expensive. The short-term fix is also expensive and it only gets us through the winter (it's a 6 month fix). The Board agreed that it doesn't make sense to spend money on a 6 month fix. Table it to the next meeting.

2010 Budget Approval

The Board agreed to

- Increase the Rockville stormwater management from \$920 to \$1000 (+\$80)
- Remove the Storm Pond cleanup because it's incorporated into Grounds Maintenance (-\$500)
- Increase Grounds Maintenance by (+\$1000 increasing it to \$23,500)

The budget has \$7500 for Snow Removal which covers about 10-11 plows.

There is concern about low reserves. Article 4, page 5, 3a says 5% plus CPI (say 1% this year for inflation) plus the amount of the annual increase in real estate tax and insurance premiums over the previous year.

$63105-58652 = 4453$ or 7.6% increase over 2009

$63105/62 = 1018$ per year or \$509 2x/year

Approved the budget

We will send statements two times per year instead of the coupons. It will cost less than sending coupons and people tend to forget they have the coupons and then forget to pay.

Jonathan is in the middle of signing the representation letter for the 2006, 2007, and 2008 audits – it looks accurate and we approve. The Board motioned to approve this and the motion carried.

VI. Open Forum

Alvarado needs to update their estimate on the Holly tree and estimate 321 LMD's request for dead branches to be removed.

The tree on LMD drive going out to Monroe St, further down from the burning bush (about 20 yards near the yellow house across from Ralph Smith's unit) needs to be cut down because it's dead (no blooms). Alvarado will estimate that one too.