

**Courthouse Walk HOA Board Meeting**  
**July 15, 2008**  
**7 pm**  
**Rockville Library**

**7:00 pm Victory Housing Presentation**

- Showed a simulation of the view from the rear yards of the townhouses through to the proposed Victory Housing building.
- They plan to plant evergreens in scattered parts of the grove. Will be 5-6 feet tall.
- Drainage plan is to tie in to the city storm drain that is under the Mt. Vernon Place "paper" road.
- Distance between their property boundary and our property boundary will be 60 - 90 feet. Orange stakes mark their building corners but most in attendance can't see them.
- Loading dock will only be for trash pickups, not moving in/out or deliveries, so should only be once or twice a week.
- Security lighting is regulated by city of Rockville, will face the Victory Housing building and not shine at townhouses
- Drawings are still conceptual, not easy to see exact distances, property lines, tree lines, grass lines, etc.

Contact for Victory Housing:

Project Manager  
Macris, HEndricks  
Michael D. Pitt  
Principal  
9220 Wightman Road, Suite 120  
Montgomery Village, MD  
20886-1279

Phone: 301.670.0840 x1034

**7:30 pm Board of Directors Meeting commenced - Open to all homeowners**

**Board/Summit Management Action Items**

1. Marina will set up another tree walkthrough with Alvarado who was the lowest bidder for the tree pruning work.
2. Marina will solicit for other landscaping vendor quotes to be due August 1. She will let the Board know the quotes she receives.
3. Board needs to discuss the budget for next year. It must be approved by December 31,

*Jhn C. Wohln*

**Approvals**

1. Approved two new board members, Dave Stupar, member-at-large and Alice Liu, secretary.
2. Approved minutes from May 6.
3. Approval to pay web site domain fee \$15 for permanent web site ([www.courthousewalk.org](http://www.courthousewalk.org)).
4. Approved request by John Mohler to remove tree behind 201 Lynn Manor Dr.
5. Approved reimbursement payment to Al Ripskis for copying fees (\$6.00).
6. Approved paying \$143 late fee for HOA dues for 323 Lynn Manor and terminating the relationship with the attorney.

**Actions For Residents**

1. Please let ARC know about your experience with any of the vendors on the vendor list so they can include the comments on the web site

**Next Board Meeting**

Oct. 21, 2008 at the Rockville Library

**Detailed Board Discussions And Open Forum****Architectural Review Committee (ARC) – Al Ripskis**

- Four members on the ARC: Al Ripskis, Ralph Smith, Sam Neff is developing the web site,
- Did a spring inspection on May 10.
- Developed inspection checklist
- Following up with re-inspection in late August or September
- Established a digital community mailbox and a temporary web site (<http://courthousewalkarc.googlepages.com/>). Information sent to some people includes a list of vendors that's been collected over the years by the residents and who have done satisfactory work.
- Paint color list is on the web site now. Duron store is at 1400 Chapman Ave., Rockville. This has been the store for Courthouse Walk paint. The store now has us in their cabinet/files/computer so going forward, residents should inform them that they're from Courthouse Walk and Duron will know from the file what paint colors to use.
- Something about major construction – need clarification
- Need to tell certain owners that there was some major pruning needed around their area – namely the resident who is stuck in Korea. We agreed to contact the person who is watching the place for her and give him 2 weeks to do it.
- If anyone has comments about a vendor, please let the ARC know so they can include the comments on the web site.

**HOA Web Site**

Briefly discussed options to build own web site or use Summit site. [www.courthousewalk.org](http://www.courthousewalk.org) is available (as of late June 2008).

**ARC Letters and Checklists**

Mary Jefferson and John Mohler stated that ARC letters, checklists, reports, etc. need to be reviewed by the board first, which did not happen after May inspection.

ARC/AI Ripskis gave copies of checklists to Marina, who assumed Board had already reviewed them, and shipped them to the residents. Board requested copies of the letters that what went out.

**Decision:** ARC material must be reviewed and approved by board before distribution to residents. Board commits to approving them in a timely manner so letters can be sent soon after inspection.

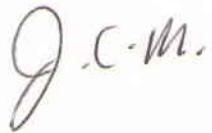
**205 and 207 Lynn Manor Dr.**

It was reported that there is a gutter problem in the back of 205 Lynn Manor that is causing water runoff into 207. We decided this would be reinspected when we had another walk of the grounds with the landscape people.

207 has been empty for about a year. It is overgrown with weeds, etc. Apparently the owners are out of the country and someone comes by occasionally. We decided to notify the owner and tell them action was needed in 2 weeks of receipt of letter.

**Summit Management report presented by Marina**

- Tree removal request behind 201 by John Mohler and was approved by the board
  - Tree is in the forest, leaning toward the house
  - John is paying for it
- Letter was sent to homeowner regarding vehicle without license
- Letter was sent to homeowner regarding pet waste and allowing dog to run off the leash. Neighbors have witnessed homeowner allowing dog to defecate on neighbor's property and off the leash have spoken to homeowner. So far neighbors have not seen any more waste. Off the leash is still occurring.
- There was a homeowner request to send letters to all homeowners about dog waste and trash. People are still putting out just trash bags.
- **Decision:** Board agreed not to send letter at this time. Trash bags are OK if they are put out the morning of, not the night before trash pickup. Will consider a reminder letter after current properties for sale/rent close and new residents have moved in.

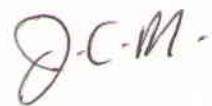
**Tree Pruning Walkthrough**

- One bidder did not show up for the walkthrough. Another wants to do the work.
- Anyone can comment or make recommendations on landscaping, not just the ARC, but Board makes final decision and approves work.
- **Decision:** Established that a minimum of three (3) people are required for landscape walkthrough inspections.
- **Action Item:** Marina will set up another walkthrough with Alvarado who was the lowest bidder (No decision from last walkthrough because two people went on the inspection and deadlocked).
- Regulations include pruning the shrubs, trees, etc.
- In the last 5 years there has been no pruning.
- There are 6-7 dead trees on Monroe, not clear why they died and landscaper did not indicate a cause. Plan is to replace them but Board needs to know why these trees died before replacing the trees.
- Marina quoted some costs, didn't catch them, higher quote is for taller trees
- One bidder quoted \$5000 for the tree pruning and planting, which will not cover much work.
- There was a question about the funds to pay for the tree removal/tree pruning and if it is considered a capital expenditure Jonathan stated that this is not currently covered in the reserve fund but there are items in the reserve fund we won't ever spend, so those funds could be used. Last year we did not spend the entire amount for snow removal. We had \$8000 and only spent \$2900, so have about \$5000 left. There's a negative equity balance that will eventually need to be removed. We decided another walkthrough was needed and then a decision would be made, based on the cost to both the tree pruning and tree replacements.

**Regular Landscaping Service** (this is not fully edited because there was a lot of discussion, details, and figures given verbally which made it difficult to completely capture.)

Vendor	Landscaping	Snow	Total
<b>Alvarado</b>			
<b>Solberg</b>		\$350 for snow plowing and \$350 for ??, so \$700 per storm.	
<b>Advantage (current vendor)</b>			

- Quotes were pretty close in cost. One was for \$28,000 – higher than the rest.
- Advantage overcharges us on snow removal and you have to call them at 4 am to have them come out.
- One vendor doesn't include snow



- Solberg quoted \$350 for snow plowing and \$350 for ??, so \$700 per storm. What is the minimum snow fall for them to come out? Jonathan read something about 2 inches – is that in the bylaws or from their quote?
- Last year there were complaints about sand on sidewalks. We're in the city of Rockville but it's the HOA responsibility for the sidewalks on Monroe St and path along S. Washington St.
- Need to decide landscaper by end of September (this is when the Advantage contract ends).
- Need any remaining quotes by July 30. Marina said that at least 3 board members had to be present to make a decision.
- Marina can solicit for other quotes to be due August 1 and she will let us know the quotes we receive.

**Board Members-Only Session**

Notes on file with the Board and Summit Management.



A handwritten signature in black ink, appearing to read "John C. Mohler", with a horizontal line underneath it.