

WHITEHALL
SQUARE
HOMEOWNERS
ASSOCIATION

OCTOBER 2019 Board Meeting

Minutes

DATE: 10-10-19

TIME: 7:00 PM

PLACE: 1700 April Lane , Silver Spring, MD

Call to Order / Establishment of Quorum: Meeting called to order at 7:10 PM by Rachael Evans, Board Member. See attached “sign-in” sheet.

Approval of Previous Meeting Minutes: No Meeting Minutes from the April 23, 2019 Meeting.

Report of the Board of Directors:

No Report.

Management Report:

Minutes – See above.

Financial Report – Board reviewed financial reports for the periods from July 31, 2019 and August 31, 2019 provided by VMC.

Delinquency Report – Board reviewed Attorney Lawrence Wachtel legal collections status report for the periods of May 31 – September 30, 2019.

Proposals – Reserve Study – **Reserve Advisors proposal (\$2,750)** was approved; motion by Rachael Evans, Board Member; 2nd by Ashley Grimes, Board Member, all in favor. Motion passed.

Accounting Services – Proposal from Jon Strauss & Associates, P.A. for accounting services 2019/2020 was approved; motion by Rachael Evans, Board Member; 2nd by Elisse Barnes, Board Member, all in favor. Motion passed.

For Discussion – See Management Report.

Correspondence - Board reviewed various correspondences.

Old Business:

- **Community Picnic/Annual Meeting** was a huge success with a large turnout.
- **Spring ARC Inspection** was completed on July 12, 2019. Fall Follow up was completed on September 26, 2019, letters to be mailed next week.
- Brightview completed the installation of the new Holly Trees along the fence line on Hadden Manor and new bush plantings at the Tot Lot on Whitehall Drive
- New Doggie Station was installed on Stewart Lane.

New Business:

- Single family house at 11313 Stewart Lane was been repeatedly reported to the MC Police District III Station and Montgomery County due to noise and, auto repairs and vehicular traffic. Also an Eighteen wheeler drops of vehicle early on Saturday mornings and parks overnight.
- Landscaping Requests - Brightview to address dead tree on Chiswick Ct., dead Pine Tree on Whitehall Drive. UPDATE: **HOA Reviewed trees on 10/10 with landscaper and they do not need replacing**
- VMC to contact MC Park and Planning about the dead tree behind Regent Manor Ct.
- Trees were trimmed along Stewart Lane by Montgomery County.
- Board member (1 open spot) no applicants
- Matthew Saeed updated the website and will send a proposal for setting up a Homeowner email contact method for official HOA notices. It was also requested that the website be used to contain homeowner Contractor/Vendor recommendations
- VMC to send notice for updated homeowner information.
- Board to discuss with Brightview on using organic weed killers – UPDATE HOA met with Brightview and they are in the process of working with their vendor on an organic weed treatment proposal to be sent to HOA.
- Walking trail was completed near the Regent Manor Tot Lot through to Whitehall Drive .
- VMC to solicit get proposals to install light guards on the new pole lights on Whitehall Drive and Regent Manor Ct.
- VMC to solicit proposals to paint front entrance sign.
- Four end caps to be installed on the fence on Chiswick Ct near the stormwater pond.
- VMC and Financial Committee to complete the 2020 HOA Budget.
- Brightview to replace two boards at Whitehall Square tot lot due to rotting.

Open Forum:

- See comments above.

Adjournment:

Meeting adjourned at 8:10 PM.

Next meeting date: TBD