



# STEDWICK HOMES CORPORATION

10120 APPLE RIDGE ROAD  
MONTGOMERY VILLAGE, MARYLAND 20886-1000

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## MEMORANDUM

To: Stedwick Homes Corporation Board of Directors  
From: Martha Cruz, Community Manager  
Date: April 14, 2023  
Subject: Management Report for April 19, 2023

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### **A. FINANCIAL MATTERS:**

**March Financials** – As of March 31, 2023 there was \$66,849.18 in operating and \$2106,916.69 in reserves for a total of 2,173,765.87 respectively. There were no notable variances in the month of March.

#### **Month to Date -**

Income	\$ 92,264.34
Maintenance Expenses	\$ 27,080.68
Non-Maintenance Expenses	\$ 32,268.29
Total Expenses	<u>\$ 59,348.97</u>
Variance	\$ 32,915.37

#### **Year-to-Date -**

Income	\$ 277,510.10
Maintenance Expenses	\$ 101,657.86
Non-Maintenance Expenses	\$ 99,902.26
Total Expenses	<u>\$ 201,560.12</u>
Variance	\$ 75,949.98

**2022 Audit** - Field work for the 2022 draft audit is underway; once a draft is received it will be provided to the Board of Directors.

### **B. MAINTENANCE & DISCUSSION ITEMS:**

**Lighting** - The hold on the Battleridge Place account is still in place. Management is still waiting on the requested waiver of a deposit fee that Pepco included to the amount under investigation. The latest update from Pepco is that the meter has been replaced, and the adjustment to the billing is still pending.

**Maintenance Inspection** –The April inspection took place on Tuesday, March, 14 2023 with the Maintenance Committee members and the JB Kline representative. An updated inspection list is provided to the Board of Directors via email along with the Board meeting packet. There are trees that need arborist evaluations, and other maintenance items have been assigned to JB Kline.

**Maintenance Reports** – The JB Kline reports were not received as of April 14, 2023. The Vehicle Violation Report for the month of March 2023 are included for review by the Board.

**Storm Drain Repairs** – Per the Board’s request management requested proposals from JB Kline for the storm drains rated 2, 3 and 4 on the report reviewed at the November 2022 meeting. The proposals were received on March 29, 2023, and are included in the packet for the Board’s review and consideration.

**Royal Woods Retaining Wall** – There is a retaining wall at Royal Woods Court that is in need of replacement. This is a complicated project with evaluation, considerable planning that began several years ago. Initially the landscape company was going to coordinate the repair but it was determined there were several utility lines intertwined in the wall and the landscape company could not handle the coordination and project until it was time to actually do the work on the wall. The project was turned over to Management. Once the Pandemic shut down most of support field work from the utility companies, everything was put on hold however, Management did contact the Utility Commission and had a discussion regarding the issue. It was determined the first thing to do was identify if any of the utility lines were still in use. Miss utility marked all of the lines and there are live Pepco lines running under and around the wall. Pepco’s construction division is working to determine a project/plan to re-route the lines, notify the residents that will be affected and schedule the project. Management contacted Pepco on January 25<sup>th</sup> for an update and were told it is still with construction project development. We will continue to request updates and work on speeding the process up for the community. Management has reached out to Macris, Hendricks and Glascock, P.A. Engineering firm who worked on a retaining wall project currently underway in another community in Montgomery Village for feedback on this project, to determine what concept options may be available for this project and to see if they may have a suggestion for moving it farther along. Management has requested proposals for the reconstruction of the retaining wall, and are expected to be received before October 10, 2022. Once proposals are received, they will be presented to the Board for review and consideration. To date Management has received one proposal and are still waiting for the other two. February 10, 2023- No update at this time.

**Erosion** – Seneca Spring Way and Desmet/Mercado –There are two deeper erosion issues that have developed in the greenspace. Both are too large for JB Kline. Management contacted Busy Services who evaluated and referred us to an Ecological Restoration Company. Management contacted Ecotone who looked at the area and agreed that they could develop a plan for the restoration but suggested that the Association work along with other potential similar jobs around Montgomery Village to help with the cost. They also said they were going to research any County or State funding that would assist with such a repair. Management is working to get a status update from Ecotone and hopes to provide an update at the May meeting. Any meetings on site will be coordinated with the Maintenance Committee. A meeting was held on June 2 to review the location as well as two additional locations. Currently Ecotone is doing research to determine what the course of action will/should be. Management heard back from MNCPPC and they have agreed that with an easement agreement, portions of the construction to this site can be accessed through their property. Management provided MNCPPC contact information to Ecotone and is now waiting for the results of the conversation between Ecotone and MNCPPC. Management went out to inspect the area with a MNCPPC representative who is now in charge of this project. He informed Management that he is going to start the process of obtaining a survey of the area and will meet with a consultant to determine what needs to be done. This will take a few months, but once MNCPPC obtains the survey, permits and plans, they will send a letter to the Stedwick Homes Corporation explaining the plan and what access they will need to the area. The new contact information for the MNCPPC representative

was provided to Ecotone, so that they can work together on the project to determine the best course of action. MNCPPC representative informed Management that an Engineering Firm has been selected to perform a topographic survey. The visit to the area by the engineering firm will take place sometime between October and November this year, and we will be notified once a specific date is available. The engineering firm evaluated the area, trees were marked but a plan for the area is still not available for the public yet. Management was informed by the M-NCPPC Park Development Division that the concept plan for the stabilization of this area is still being worked on and is not ready as of April 11, 2023.

**Seneca Spring Way (10624)** – No change since the last meeting but the item has been left on the report as a point of reference. There is an erosion issue that has developed on Seneca Spring Way. The Maintenance Committee and Landscape Contractor reviewed the area and a proposal was provided for consideration. Management was asked to reach out to Rainscapes to determine if there is a recommendation for this area where the Association could utilize funds from the program as part of a means to fix the issue. The application was submitted in April and a representative contacted Management to confirm receipt. The Rainscapes program was put on temporary hold through Montgomery County. According to their department, the hold will be removed on October 15<sup>th</sup> and the portal accessible on the 16<sup>th</sup>. Management submitted a new application through the Rainscapes Rewards portal and there is an expected 6-8 week wait period before an assigned planner makes contact. Management requested O’Leary Asphalt to look at the area once more under the direction of the Maintenance Chair. O’Leary stated that the erosion problem in the area is in the green space on the other side of the asphalt curb. In order to eradicate the water problem, a landscaper should build a rip-rap swale in the grass where the erosion is currently happening. Building a berm is not an option as it could possibly cause a liability for tripping hazards. He also mentioned that berms are no longer an industry standard. He recommends installing a new asphalt path and will provide a proposal for consideration. The proposal will not include the curb where the rip-rap swale is recommended. JB Kline has been contacted to provide an evaluation and proposal for the rip-rap swale area.

**A. GENERAL MATTERS and COMMUNITY UPDATES:**

**Reaffirmation of Current Policies** – In order to reaffirm all policies and forms, a schedule has been created so that the Board may review and reaffirm up to three policies at each meeting. For the month of April, the Open Space Usage Policy has been added to the agenda to be reaffirmed under Old Business.