

Woodland Hills Home Owners Association
Summary of Actions
April 2015 – February 2016
(no meeting in December 2015 or January 2016)

Administrative

Pam Sonnevile (Pam) reported that as of March 30, 2015, cash in the Operating Account was \$82,236.08; and the Reserve Funds balance was \$486,198.29. One CD is scheduled to rollover late March; Peggy will verify the interest rate. There is no interest at this time in moving it to another bank.

Peggy Toland (Peggy) reported that we are running out of tennis court keys and she ordered 7 at the cost of \$108.51.

Peggy reported that Georgetown Aquatics has ordered the lifeguard stand and it will be installed later this week most likely. The cost for the lifeguard stand is \$2,230.00, plus \$500-\$750 to remove the old stand and install the new one. Judy Sudholt moved to approve the expenditure of \$2,230, plus \$500-\$700 to replace the old and install the new lifeguard stand; Richard Reise seconded; and the motion carried unanimously.

Finally, Peggy reported that Olde Carriage Hill was sent the pool application/information and a bill for the season. (4-15)

Pam reported that as of April 30, 2015, cash in the Operating Accounts was \$84,713.79; and the Reserve Funds balance was \$486,259.92. Leesa asked about a new maturity date for the United Bank CD that rolled over late March. Peggy will check on that and report back.

On April 20, 2015, the Board of Directors approved an application from the Community Affairs Committee and the Wildlife Habitat Group to reserve sidewalk space in front of the pool house and around to the side, including the first 3 parking spaces.

On May 7, 2015, the Board of Directors agreed to retain counsel to represent us in the 1711 Logmill Lane matter.

On May 9, 2015, the Board of Directors approved \$380 to paint/repair the locker rooms at the pool house and \$3,184.06 to replace/update interior lighting at the pool house.

On May 10, 2015, the Board of Directors approved \$300 to paint the existing guard stand and the diving board. (5-15)

Pam reported that as of May 30, 2015, cash in the Operating Accounts was \$93,724.10; and the Reserve Funds balance was \$486,291.25. Leesa asked about a new maturity date for the United Bank CD that rolled over late March. Peggy will check on that and report back.

Peggy Toland reported that she and Pam Sonnevile had a meeting scheduled to do the final walk through on June 10 with Mike Pappas who is the contractor for Pepco and he forgot about the meeting. The good news is he is mailing the check for the \$1,209.00 and we are rescheduling the walk through.

Peggy reported that the trespassing in the pool at night was discussed with Leesa Willis and she will investigate the option to install a ten foot high fence. There was concern that because the replacement of the fence is a reserve item, that going from the eight to the ten foot the association may have to pay the difference. However, Peggy spoke with the auditor and he said that we as a board would just have to do a motion to extend the height and that the cost would come out of reserves. The new fence will be done either in the fall or in March before the pool opens next year. Copy of the pool trespassing flyer was sent to Windjammer Way and a few homes on Wake Forest regarding reporting trespassing at the pool.

Peggy also reported that a couple of weeks ago, we had an emergency at the pool involving a bad circuit breaker that keeps the pool pump going. Peggy reported that while we can go a day without a pump and be fine, we cannot go longer than that. This incident occurred on a Saturday, and we had to get an electrician in or close the

pool on Sunday. Georgetown called a company that they use and the company did come out. They put in a new circuit breaker but they also told Peggy that the circuit box was badly corroded and that they recommended replacing it. After looking at it, Peggy agrees that the chemicals and sitting in the cold over the winter and heat in the summer, has taken its toll on the circuit breaker. The other issue is that the exhaust fan has to also be replaced.

PSE is the company that Georgetown had come to fix the circuit breaker. PSE priced the new circuit breaker and work at \$3,750.00 and the exhaust fan replacement cost at \$475.00. Judy Sudholt moved to approve the replacement of the circuit breaker and the exhaust fan up to \$5,000; Leesa seconded; and the motion carried unanimously. (6-15)

Pam reported that as of June 30, 2015, cash in the Operating Accounts was \$92,532.23; and the Reserve Funds balance was \$486,291.25.

Peggy Toland reported that she been receiving the tax bills, including the one for Parcel T. The tax amount that was budgeted for 2015 taxes was \$2,200; however, the actual tax bill this year will be \$4,949.88 and will continue to increase incrementally due to storm water management fee increases.

Peggy reported that the CD at United Bank is for 12 months. It comes up for renewal in March 2016 and is netting 0.2% interest.

Peggy reported that on July 20, CAI had a meeting where it was decided by the owner, Ms. Wells, that all of the communities managed by CAI must switch over to Alliance Bank by the end of the year for a checking account where all of the assessments will go. When the first discussions came up about Alliance, Ms. Wells said that communities had a choice if they wanted to go with them or not, but that has now changed. While the reason behind this sudden change has not been disclosed, Ms. Wells is willing to discuss it with any board member who may be concerned. Leesa asked since when is it Ms. Wells' purview to decide where we bank? The board agreed to ask for feedback as to the reasoning behind this.

The saga of the diving board replacement is nearly complete. The new stand with rails and the correct size diving board will be in, weather permitting, by next Monday, August 3, 2015. The replacement diving board stand/installation/steel rail kit were approved as concurrence items (via email) by the board during the month of July. The BOD is aware that there is a large gap in the installation cost (\$2,500 - \$3,500) depending on how deep the replacement footer needs to be. We won't know how deep the hole needs to be until they start digging. Also, there was a 12 foot long diving board which has been replaced with a 10 foot diving board. Sometime in the past the 10 foot long diving board was replaced with a 12 foot long diving board. However, the diving stand was engineered for a 10 foot diving board. The cost for the new aluminum board is \$2,600. The fiber board was \$2,000.00. The diving stand, insulation, and steel rails were approved as concurrence items (via email) in the amount up to \$6,960.00 in July 2015.

Peggy reported that she asked G&H Welding Company to submit a bid for the replacement of the loose section of the railing on the steps down to the houses on the lower section of Upper Tanyard. She also asked them to look at the deck area on the tot lot equipment that is starting to show signs of rust. Peggy thought it would be an alternative to get this equipment redone in order to get additional years of use. The areas are galvanized which is very expensive to replace.

Peggy reported that we have received 2 proposals for the playground mulch (1) AMG came in a \$2,950 and (2) Nathan North was at \$3,150.00. Judy Sudholt moved to approve the proposal from AMG in the amount of \$2,950 for the playground mulch; Pam Sonnevile seconded the motion; and the motion carried unanimously.

Peggy Toland received an email from F. James Reed regarding the WSSC work in the Woodland Hills community. He said that the sewer asset work is scheduled for August 3 and August 19-21. Access road removal and final restoration will be started after this work is completed. (7-15)

Pam reported that as of July 31, 2015, cash in the Operating Accounts was \$99,363.59; and the Reserve Funds balance was \$482,620.19. Two CDs maturing in October will be addressed, checking for updated rates.

Peggy Toland provided the Federal and State tax forms that required Leesa's signature. Forms were signed.

The BOD had requested that Josie Wells attend the meeting and explain the reasons why she is demanding that all HOAs represented by Community Associations open accounts with a specific bank. However, Ms. Wells declined the invitation due to a conflict in her calendar. She offered to meet at another time, but the BOD determined to write to her asking for details.

The land survey on the boundary between Olde Carriage Hill and Woodland Hills on the uphill side of Travis Lane is complete. Peggy reported that she attempted several times to secure OCHHOA's cooperation with this, but the president, Joan Meunier, claimed to never have received any of the e-mails until after the survey was complete. Once complete, OCHHOA advised that they were not interested in helping to pay for the survey, that they had survey documents at their disposal and that any additional survey was unnecessary. Discussion ensued regarding Ms. Meunier's interest now in seeing the survey results and any actions WHHOA plans to demand payment for the tree WHHOA topped that belongs to OCHHOA and provide written notice of any other trees on OCHHOA's property that require attention.

The welding company repaired the railings on Upper Tanyard and repaired the metal deck at the tot lot. Peggy suggested we try to spray a special paint finish on that deck and other metal surfaces at the tot lot since they cannot be painted otherwise. The paint we should try is the same used to paint pickup truck beds. Richard Reise moved to approve \$400 in payment to the welding company; Zeno Lantos seconded; the motion carried.

The diving board has been replaced at the pool, but the railings are backordered and will not be installed until next season. Peggy still awaits Montgomery Lighting's opinion on how to combine the two circuit boxes in the pump room. Guard bonuses were discussed. Zeno Lantos moved to approve \$450 to \$500 in bonuses for 4 to 5 guards. Managers will receive \$125; guards will receive \$100. (8-15)

Pam reported that as of August 31, 2015, cash in the Operating Accounts was \$96,705.56; and the Reserve Funds balance was \$482,690.43. Peggy reported that she hoped to open a CD account at CIT Bank. This is an introductory rate for longer. We would invest \$49,000.00 over 24 months.

Peggy Toland reported that the tax bill was much higher than budgeted for. The total amount for the tax bills is \$5,110.20. Half of the amount can go to prepaid since it is actually for 2016 which will help to even out this year's budget. Peggy also reported that she did a calculation for the 2016-17 taxes which would be \$5,677.32.

Peggy also reported that the impervious surface tax will be applied to the tennis courts, pool area and pool building, and sidewalks and parking spaces. Anywhere there is flexi-pave should provide the HOA with a tax break. This tax will also be applied to homeowners for their impervious surfaces. These monies are designed to offset the storm water management retrofits. The storm water management pond structural maintenance/repair/replacement was suddenly assigned to us a few months ago. Then the city rescinded that decision and decided they would take on the responsibility instead. Legal documentation must be executed in order to transfer that maintenance piece to the City. Judy Sudholt moved to approve the Inspection/Maintenance of Storm water Management Facility and/or Water Quality Facilities for Parcel ID # 9-242/84057. Judy Sudholt moved to approve the signing of the Inspection Maintenance of Storm Water Management Facility and/or Water Quality Facilities; Pam Sonnevile seconded the motion; the motion carried.

Peggy reported her concern regarding the budget due to the cost of the taxes but there were a couple of line items that changed for the good. The biggest change is that the HOA does not have the \$3,000 cost for the reserve update. This will not occur again for a couple of years. The estimated rate for the pool management was less than anticipated. Discussion regarding the budget ensued.

Peggy reported that with regard to the retrofitted storm water management, she sent a copy of the answers that Kevin Roman had sent back to the board from questions that Ms. Wells and she had asked at the meeting with Mr. Roman and the mayor. The good news is that the city will maintain the structure of the water management area and the HOA will have to mow it and clear any trash. Peggy reported that she is waiting to get the agreement from the city so that it can be signed and recorded.

Peggy reported that a reimbursement check was received from OCH in the amount of \$400.00 to top their tree. Peggy reported that it does not appear that they have any interest in helping out with the cost of the survey as the check was the only item in the envelope.

A certified first class notification was sent to 631THR in regards to the cost to reforest the common area that they had stripped. This is the second notice so far and no communication from the homeowner has been forthcoming. Peggy recommends that the homeowner be charged as of October 1, 2015.

Peggy reported that she has ordered the refills for the doggie bags. The cost that needs to be approved is \$864.00. Judy moved to approve the replacement for the doggie bags in the amount of \$864.00; Pam seconded and the motion carried.

Peggy reported that the proposal from AMG for the Asphalt/concrete/sealcoating and striping needs to be sent to us as well as additional bids. She will draw up the specifications for the coming spring. We are waiting for our engineer to finish reviewing the AMG proposal.

Peggy reported that the documentation for the handicap designations for 515TR and 627 TR have been received. Richard Reise moved to approve the handicap designation signs for 1515 TR and 1627 TR; Pam Sonnevile seconded and the motion carried unanimously.

Peggy reported that there are towing laws and compliance issues with regard to reserved parking places. The verbiage stickers need to comply with the rules.

Peggy reported that a payment to Georgetown Aquatics in the amount of \$2,513.50 for supplies and repair needs to be made. Judy Sudholt moved to approve, Pam Sonnevile seconded, and the motion carried unanimously.

Peggy reported that the cost of the white-coating for the pool was \$33,995.11. Judy Sudholt moved to approve payment to Georgetown Aquatics, Pam Sonnevile seconded, and the motion carried unanimously. (9-15)

Pam reported that as of September 30, 2015, cash in the Operating Accounts was \$90,136.25; and the Reserve Funds balance was \$482,743.02. Peggy reported that she would like to move three CDs in the amount of \$44,340.17, \$19,916.36 and \$29,127.53 to a bank with a better earning interest rate.

Peggy Toland asked Leesa Willis to sign the 2014 Auditor's Statement and Leesa signed.

Peggy reported that there are additional changes to the proposed budget when compared to last month's proposed budget. We need to adjust for about \$1,064.01. The taxes for 2015-2016 for storm water are \$6,712.48. In 2015 Peggy budgeted \$2,200.00 based on the city's projection which was that over a 5 to 7 year period they would increase the tax but they didn't give definitive answer to the per unit cost amount. Peggy took half of the bill amount and applied it to this year so that the remainder appears under pre-paids because the billing cycle is June 2015 to July 2016. In order to budget for 2016, she took the prepaid amount and her best guess for the bill for 2016-2017 which would be \$22 per billable unit. We have 335 billable units. Peggy further explained that the additional charges fall under the city so it shows up as Gaithersburg property tax storm water fee. The board discussed and agreed to take \$1,064.01 from the postage and delivery budget. Leesa stated she will do a budget letter to explain this change.

Peggy reported that in a letter dated October 23, 2015, Legal stated its findings regarding towing cars with activated alarms stating that the board has the right to establish rules as long as the towing signs comply with the new county towing laws that require that towing signs summarize all parking restrictions. Discussion ensued.

Peggy reported that a two-year renewal notice was received from WGL Energy to supply electricity to the pool area. Leesa signed the renewal contract.

Peggy reported that a payment to Georgetown Aquatics in the amount of \$2,513.50 for supplies and repair needs to be made. Judy Sudholt moved to approve, Pam Sonnevile seconded, and the motion carried unanimously. Peggy also reported that she is still waiting on a bid for the circuit box. This will be her 5th request. Also, she is waiting to hear a report about what to do with the motion detector lights that burn out so quickly.

Peggy reported that a portable base for handicap parking sign was purchased on September 30, 2015 for \$156.41 and the board approved this purchased unanimously.

Peggy reported that the board approved the purchase of \$876.77 on October 13 for plants; however, the amount was reduced to \$716.77 after Pam made an adjustment to the proposal. (10-15)

Pam reported that as of October 31, 2015, cash in the Operating Accounts was \$105,087.30; and the Reserve Funds balance was \$482,743.02. Peggy reported that she closed two Capital One CDs and used most of the funds to pay off the white coat bill for the pool. She suggested that the remaining \$20,000 and the Capital One CD maturing in December be combined in a money market account. Richard Reise moved to close the maturing Capital One CD and combine it with the remaining \$20,000 from the other two Capital One CDs to open a money market account; Pam Sonnevile seconded; the motion carried.

Peggy suggested that a lack of response from a resident who cleared common ground of trees and shrubs should lead to filing a claim in small claims court. Richard Reise moved to file a claim in Small Claims Court; Judy Sudholt seconded; the motion carried. (11-15)

Pam reported that as of November 30, 2015, cash in the Operating Accounts was \$120,230.68; and the Reserve Funds balance was \$448,794.66. As of December 31, 2015, cash in the Operating Accounts was \$74,376.34 and the Reserve Funds balance was \$563,444.35; finally, as of January 31, 2016, cash in the Operating Accounts was \$102,346.78 and the Reserve Funds balance was \$568,624.91. Peggy reported that she was unable to close the Capital One CD and that she will check on the rate for the maturing United Bank CD. If it needs to be closed and the funds moved, she will advise.

Peggy provided copies of the original auditor's statement and the revised. The original did not include the auditor's fee. The taxes were not revised. Zeno Lantos moved to approve the revised statement; Pam Sonnevile seconded; and payment of the revised statement was approved.

Peggy reported that she received a copy of a tax bill from Hyde Park's property manager. The bill is for the parcel containing the tennis court. The manager requested the WHHOA split the cost. Zeno Lantos moved to approved reimbursement of \$246.49 to Hyde Park; Pam Sonnevile seconded; reimbursement was approved.

Concurrence items reported include the following:

- Approval was sought and granted in late January for Nathan North to bring in his end-loader in order to move significant snow piles where he could access them easily in order to free up parking, general access and storm drains.
- Approval was sought and granted to remove several mattresses and box springs that were dumped on the island on upper Tanyard. They would have been sitting there for 3 weeks waiting for special pickup. (2-16)

Architectural Committee

Judy Sudholt reported that the 2015 inspections will be conducted in the fall this year. Home owners continue to submit requests for follow-up inspections from homeowners who have outstanding issues from Spring 2014. This means that home owners continue to make the necessary corrections.

Judy submitted a revised Request for Approval of Alteration Form for the website. Home owners continue to omit any type of plans, specs, measurements, etc. and ARC needs to be able to tell the requestor that if they don't submit the necessary information then the request is denied. (4-15)

Communications

The Spring newsletter was sent out to the residents. Kari Lantos submitted receipts in the amount of \$294.15 for the newsletters. Judy Sudholt moved to approve the reimbursement of \$294.15 to Kari Lantos for the cost of printing the newsletter; Richard Reise seconded; and the motion carried unanimously. (4-15)

Leesa requested approval from the board to reimburse her for expenses for stamps for mailing pool letters in the amount of \$4.20. Richard Reise moved to approve reimbursement in the amount of \$4.20; Pam Sonnevile seconded; and the motion carried unanimously. (6-15)

Grounds

Pam reported that WHHOA received the 2015 Environmental Award from the City of Gaithersburg. Awards were presented at a ceremony which was held on Monday, April 20, 2015. Paul Hlavinka, Board of Muddy Branch Alliance, mentioned that the Board would be discussing the \$500 grant Woodland Hills HOA requested this week. He asked me if we needed more money. Pam will see if they give us more since Toni Bailey's fee comes out of the grant money.

Mead revised the price to be \$125 per spray (need three sprays) of the Austrian pines so the cost is \$375 total and not \$675 as approved at the March meeting.

Pam requests approval as follows:

\$ 100.00	for Prince William
25.00	for stakes
2,240.00	for pruning by Mead
300.00	for Emerald Ash Borer
75.00	for Obscure
<u>325.00</u>	for guidewire
\$3,065.00	Total

Judy Sudholt moved to approve the expenditures for these items; Richard seconded; and the motion carried unanimously. (4-15)

Approval for 10 hours for North Landscaping at \$40 per hr. for a total of \$400 to remove invasives, cut up fallen branches, etc. Judy moved to approve that 10 hours for North Landscaping at \$40 per hour for a total of \$400 to remove invasives; Richard seconded and the motion carried unanimously.

Requested approval for a day of pruning by Mead Tree in the amount of \$2,240; Judy moved to approve \$2,240.00 for Mead to do a day of pruning; Richard seconded; and the motion carried unanimously.

Requested reimbursement for grounds committee expenses in the amount of \$114.66. Judy moved to approve that Pam be reimbursed for grounds committee receipts in the amount of \$114.66; Richard seconded; and the motion carried unanimously. (6-15)

Pam reported that she signed the Pepco Management Agreement on July 1, 2015. A total of 11 trees will be removed: 18-24.9” W Pine, 6-13.9” Per, 6-13.9” VA Pine, two 6-13.9” sycamores, two 6-13.9” box elders, 6-13.9” VA Pine, two 6-13.9” red maples and 6-13.9” cherry. The majority of the trees to be removed are dead or diseased or dying. Pepco will be giving us \$200 per tree for a total of \$2,200.00. Woodland Hills HOA should be receiving \$2,200 in the form of a voucher for the Stadler Nursery. Mr. Shah called Pam on 27 July 2015 to say that he had the Stadler voucher ready to give to her.

Requested approval in the amount of \$425 for North Landscaping to power wash both the Tanyard Hill and Kestrel tot lots, as well as the benches. Walt Sonnevile volunteered to stain the wooden benches with Padre Brown (an approved color listed in the ARC Guidelines). Requested approval up to \$300 to purchase plants at Irvine Nature Center when Pam attends the conference on Saturday, August 22, 2015. Requested approval for \$2,240 for a day of pruning by Mead. Zeno Lantos moved to approve the total amount of \$2,965.00 for \$425 to clean and stain benches at the tot lots, for \$300 for plants at the Irvine Nature Center, and for a day of pruning in the amount of \$2,240; Richard Reise seconded; the motion carried unanimously. (7-15)

Requested approval for \$260 to have Nathan North power wash six additional benches; Richard Reise moved to approve; Zeno Lantos seconded; the motion carried.

Presented receipts totaling \$222.37:

All but \$22.03 in reimbursable expenses were previously approved. Richard Reise moved to approve \$22.03 in reimbursable expenses; Zeno Lantos seconded; the motion carried. (8-15)

Leesa reported that there was a concurrence item for Grounds where Pam requested \$1,690 for plants from Stadler and the board approved.

- Pam reported as follows:
- Summary of Stadler costs:
- 300 Wye Mill Path dog station - \$4,215 (included in City grant)
- 1535 Tanyard Hill - \$1,704 (included in city grant)

Miscellaneous Area	Description	Amount
North of 715LL	3 fothergilla	
Lower Tanyard	3 oakleaf hydrangea	
108 Kestrel	12 lo-gro sumac, 3 gray dogwood and 1 sweetbay magnolia	
1601 TR	3 gray dogwood	

• 333 WMC	• Lo-gro sumac surround already existing sweetbay magnolia plus grasses (sea oats)	•
• LL circle	• Sourwood tree	•
• 1501 TR corner	• Serviceberry tree	•
• Total	•	• \$2,683

Pam reported that Pepco reimbursed the HOA in the amount of \$1,209 for those areas that were affected by Pepco's digging.

Pam reported that:

- \$1,055 for 1631 TH restoration
- \$ 833 for 1901 Windjammer corner (boulders for erosion control)
- \$2,240 for Mead pruning and removal of invasives (one day) (included in City grant)

Grant/voucher totaling (\$6,745):

\$ 4,045.00	City of Gaithersburg
2,200.00	Voucher from Pepco
500.00	Potomac Alliance
Total Stadler proposals	\$11,669.00

Woodland Hills received \$4,045 from the City of Gaithersburg Frederick J. Felton Neighborhood Matching Grant Program.

Pam requested approval for the following work:

- Yankee Clippers for up to 10 hours at \$71 per hour (\$710)
- Nathan North to grind 3 stumps (\$350) at the corner of 1501 TH, 314WMC
- David Rogner for 15 hours at \$15 per hour (\$225) invasive work
- Mead for a day of pruning \$2,240 and rental of a crane for one day (\$975)

Judy Sudholt moved to approve the expenditures in the amount of \$4,500 for

- Yankee Clippers for up to 10 hours at \$71 per hour (\$710)
- Nathan North to grind 3 stumps (\$350) at the corner of 1501 TH, 314WMC
- David Rogner for 15 hours at \$15 per hour (\$225) invasive work
- Mead for a day of pruning \$2,240 and rental of a crane for one day (\$975), Richard Reise seconded the motion, and the motion carried unanimously.

Pam requested approval for reimbursement of expenses totaling \$120.82 and itemized as follows:

- \$36.02 stain for common area benches
- \$33.00 permit for tree removal
- \$31.80 native perennials (Chesapeake Natives)
- \$20 native perennials (Kollar Nursery)

Judy Sudholt moved to approve the reimbursement of expenses to Pam in the amount of \$120.82, Richard Reise seconded the motion, and the motion carried unanimously. (9-15)

Pam requested approval for another day of pruning by Mead at \$2,240).

Pam requested approval for one Satyr Holly to be purchased from Marty Kelly in the amount of \$275 and to be planted behind THR535.

Pam requested approval up to \$50 for drinks for the HTC event on Saturday, October 31, 2015. Leesa pointed out that Pam’s budget for grounds still has a remaining allowance that will cover this request. Pam said she will submit the receipt after the event.

Judy Sudholt moved to approve \$2,240 for a day of pruning, \$275 for the Satyr Holly; Richard seconded, and the motion passed unanimously. (10-15)

Pam requested approval from the board to be reimbursed for her expenses in the amount of \$48.42.

Freestate Copier Services	10/23/2015	Inspection Forms	\$23.32
N&S Rentals	11/05/2015	80 lbs. sand for sign	14.10
City of Gaithersburg	11/16/2015	2 tree permits	<u>11.00</u>
			\$48.42

Pam requested approval for the expenditure of \$400 for root collar work to be done on 7 trees that have been over-mulched. Pam requested approval for an additional 15 hours at \$15/hour which is a total of \$225.00 for David Rogner to remove more invasives.

Judy Sudholt moved to approve reimbursing Pam the amount of \$48.42 for expenses; \$400 for root collar work to be done on 7 trees, and an additional 15 hours of invasive removal work to be done by David Rogner; Richard Reise seconded; and the motion carried. (11-15)

Grounds Chair Pam Sonnevile sought and was granted approval for the following grounds expenses:

- David Rogner (ecological restoration) to help with the removal of invasives for 20 hrs. at \$15 per hr. for a total of \$300.
- North to clean up the debris from a pine tree that fell on common behind 1828/1830 Windjammer Way-- \$300.
- North to grind out stumps (\$500)—oak stump behind 1400, pine stump and small extra stump across from 1907, 5 euonymous stumps and 1 plum stump near 1800, 1 pine stump in front of Travis stormwater pond (closest to pond).
- Mead for a day of pruning (\$2,240).
- Receipts totaling \$85.25:
 - -The Felco Store, 12/1/15, \$39.72 (2 blades for Felco 600 folding saw)
 - -Harbor Freight Tools, 11/23/15, \$24.35 (bow saw, hand pruner, heavy gloves)
 - -Lowe’s, 12/9/15, \$21.18 (pick ax) (2-16)

Recreation/Community Affairs

Leesa submitted receipts in the amount of \$47.96 for reimbursement of laminating pockets for the pool. Judy Sudholt moved to approve the reimbursement to Leesa in the amount of \$47.96; Pam Sonnevile seconded; and the motion carried unanimously. (4-15)

Leesa requested approval from the board to reimburse her for Community Affairs expenses in the amount of \$45.67. Judy Sudholt moved to approve reimbursement in the amount of \$45.67; Zeno Lantos seconded; and the motion carried unanimously.

Peggy reported that we are getting low on the number of Welcome Bags. We need about 2 weeks lead time when ordering. Discussion ensued.

Peggy reported incidents at the pool where homeowners with pool passes gave their pool passes to others without pool passes. There was an incident at the pool where a child who was a guest of the trespassing party choked in the water. There was another incident where the trespassing party also brought other Woodland Hills residents as visitors to the pool. Letters were sent to both parties informing them that this is not appropriate and that they can lose their pool privilege for 60 days. On a later date, a relative of the child who was rescued threatened the lifeguard. As a result of this threat, the BOD has suspended this family. They will not be allowed to visit the pool again. A letter of explanation has been provided to the guards if one is needed. Discussion ensued.

Zeno reported that WHHOA has a total of 542 parking spaces for 258 homes. Discussion ensued regarding the need for some kind of parking initiative and the BOD agreed to continue studying the issue to determine what kind of initiative should be recommended ... reserved parking, permitted parking, etc. Regarding enforcement, Peggy reported that in other communities, the homeowner needs to pay assessments consistently for 3 months. If no payment, then she sends a notice of default. She then sends notice that their parking permit has been deactivated and the car(s) will be towed. Discussion ensued. (7-15)

Leesa submitted a receipt in the amount of \$19.60 for stamps. Zeno Lantos moved to approve reimbursement; Pam Sonnevile seconded; the motion carried.

Discussion continued regarding the possible rollout of reserved and/or permitted parking, the proposed timeline, the necessary preparations, etc. The BOD will continue to study the issue and will prepare to release a plan to the community for its comment and review. Zeno reported that WHHOA has a total of 542 parking spaces for 258 homes. Directors agreed that new parking requirements will help alleviate the backlog of unpaid assessments. (8-15)