
MINUTES OF WOODLAND HILLS HOMEOWNERS' ASSOCIATION

Approved March 25, 2012

Board Meeting of February 25, 2013

The meeting was called to order at 7:00pm by Leesa Willis. Present were board members Pam Sonnevile, Richard Reise, Judy Sudholt, and Kari Lantos. Also present was Peggy Toland, Property Manager.

Homeowners present were Beverly Jordan, David Obloy, and Charles Spence.

The meeting was held at Watkins Mill Elementary School, 19001 Watkins Mill Road, Montgomery Village, MD, 20886.

Opening Remarks

Leesa Willis said that Woodland Hills received a notice from the City of Gaithersburg, which states that the City is considering legislation that would include Gaithersburg's homeowners and condominium associations in the Montgomery County Commission on Common Ownership Communities (CCOC). If adopted, every association in the City would be required to register and pay a fee of \$3.00 per dwelling annually. Membership would provide association residents and Board of Directors access to a range of CCOC's services. The Mayor and City Council are asking for input from Boards of Directors, Property Managers, and a sampling of residents to help determine if membership in the CCOC would be beneficial to residents and associations.

Leesa Willis mentioned that many of the services that are provided by the CCOC are already provided by the City of Gaithersburg, and Woodland Hills has a very good relationship with the City. Peggy Toland mentioned that the other communities that she works with are not in favor of moving to the CCOC services. Leesa Willis will put together a message with questions from the association to send to the City.

Homeowner Open Forum

David Obloy said that his fence is leaning as a result of erosion. This has been an issue since April of 2012, and asked when the engineer might be able to come out to work on the erosion problem. Peggy Toland said she will call to follow up with the engineer.

David Obloy said that he received an ARC inspection report that stated there are issues with a tree and the grids on his house. He said that both of these issues have been addressed previously. Judy Sudholt asked that David send her a list of items that have been dealt with so she can add them to the ARC files.

Charles Spence thanked the Board for work that was done by his house to help prevent rain water from flooding his yard. He said that when it rains hard he still has issues. Leesa Willis

asked if he had re-routed his downspout on his house. He said he had not done it yet, but will when it gets warmer.

Charles Spence said that there is a tree in his backyard that has started to break the fence. In his ARC inspection notice, it was suggested that he might have to remove a section of his fence and reinstall it around the tree. Charles asked if the tree is outside of his fence line, if he still responsible for the tree as it lies next to the common property line. Judy Sudholt said that some homeowners have zig zagged their fence around the tree. Charles Spence said that he does not want to be responsible for the tree if it is on common ground. Judy Sudholt said that several homes have run into the same issue where 50 percent of the tree is on their property and 50 percent is on the common area. Leesa Willis said that the Board will have to consult with the attorney to see how to handle this issue.

Beverly Jordan had questions about her ARC inspection report, specifically she wanted additional information about the problems with the second floor windows. Judy Sudholt said that Beverly Jordan needs to paint the window frames around her second floor windows.

Minutes of January 2013 Board Meeting

Pam Sonnevile moved to approve the minutes from the January 2013 Board meeting, Judy Sudholt seconded. The motion passed unanimously.

Treasurer's Report

Pam Sonnevile reported that as of January 31, 2013 there was \$81,693.41 total cash in the operating account and \$502,747.03 in total reserve assets.

Leesa Willis noted that there is a CD coming due on March 29, 2013 at United Bank. Peggy Toland will check on rates.

Peggy Toland reported that the new manager at the Wells Fargo Bank said that they can change the name on Woodland Hills account to add Pam Sonnevile as the treasurer. Peggy Toland will fill out two forms, and then Pam Sonnevile can go in and sign the forms.

Peggy Toland reported that Woodland Hills has rolled over excess funds that were left over at the end of the year for the past few years. There has been quite a bit of money accumulated, and Peggy Toland suggested that the association take at least \$30,000-40,000 and open an operating savings account. Opening an operating savings account would make the money available to the association should those funds be needed to cover expenses like tree work or other short falls that could occur in the operating budget. The operating savings account would also allow the association to transfer funds to the Reserve Account if needed, to keep assessment levels down.

Judy Sudholt moved to transfer \$30,000 to the operating savings account, Richard Reise seconded. The motion passes unanimously.

Peggy Toland reported that Woodland Hills passed its audit.

Management Report

Peggy Toland reported that Olde Carriage Hill has agreed to the pool usage increase.

Architectural Review Committee

Judy Sudholt reported that there have been a few questions from homeowners about their inspection reports.

Judy Sudholt reported that a homeowner had contacted a former ARC chair, about replacing a tree that they had removed. Homeowners were told they wouldn't have to replace the tree as it wasn't a "builder original". Judy Sudholt will contact the homeowners to let them know that a mistake was made, and they will have to follow the guidelines for replacing the tree. Judy Sudholt will also contact the former ARC chair to let her know that all homeowners will be required to follow the guidelines, should this issue arise again.

Richard Reise offered to help the ARC, if needed.

Grounds Committee

Leesa Willis reported that there were two requests for handicap parking spots made in the past month, one on Wye Mill and one on Carlsbad. The Board provided concurrence to issue both handicap sign requests.

Pam Sonnevile reported that the lights are on at the pool at night and was concerned as she didn't think they were supposed to be on. Peggy Toland reported that the lights are set to go on every night and they are on a timer. Pam Sonnevile reported that the lights on the welcome hill were not always on in the early evening, as it was getting dark. Peggy Toland will work with the electrician to be sure that both timers are working properly.

Pam Sonnevile reported that a letter was sent to the homeowners at 1424 Wakeforest Drive regarding the pine tree that was damaged. Pam Sonnevile e-mailed a copy of the bill to fix the tree to the homeowners. Peggy Toland will resend the bill with the letter. Peggy Toland said that it's likely that the bill was already paid by the association, but will look back to confirm.

Pam Sonnevile reported that there are coupons available to purchase trees through the "Leaves for Neighborhoods" program. The coupon provides \$25 off the purchase of a tree, through a specified vendor, for individuals. Peggy Toland will add the coupon to the Woodland Hills web site.

Pam Sonnevile reported that the City of Gaithersburg has lowered the square footage requirements for homeowners (from 500sq. ft. to 250sq. ft.) who replace turf with mulch. This will make the program more accessible to those who own townhouses.

Pam Sonnevile reported that the City of Gaithersburg is offering \$1,000 grants for homeowner's associations, likely for landscaping preservations, but is waiting to obtain additional information.

Pam Sonneville submitted the 2013 Environmental Award application for Woodland Hills to the City of Gaithersburg.

The Board of Directors discussed the need to replace the landscaping timbers near the pool and the tennis court. Leesa Willis reported that the cost is one consideration, using concrete blocks will be approximately three times the cost of wood, but the aesthetic is another consideration. The landscaping timbers blend in with the overall look in the community where the blocks would add a different look. Pam Sonneville reported the pros and cons (based on an article from Evan's Home and Garden) of wood vs. blocks. Wood would be quick to install and would be a lower cost, where the blocks require more labor and come at a higher cost—excess cost over and above the cost of the wood replacement would need to come out of the operating budget. Peggy Toland mentioned that the wood timbers would likely last about 20 years.

Judy Sudholt moved to use wood timbers to replace the walls at the pool and the tennis court, and to remove the shrubs at the pool, Richard Reise seconded. The motion passed unanimously.

Community Affairs Committee

Leesa Willis reported that Katie Becker is resigning as the chair of the Community Affairs Committee. Beverly Jordan will continue to serve on the committee, and mentioned that she needs additional information for the welcome packets for new homeowners. Richard Reise will go to City Hall to pick up the materials Beverly needs. Leesa Willis will meet with Katie Becker to write up the processes that she used as committee chair. Beverly Jordan mentioned that there were other homeowners who signed up to serve on the committee during the 2012 annual meeting. Leesa Willis will take a look at the signup sheet and try to identify new committee volunteers.

It was decided that the annual community yard sale will be moved to May 4, 2013. Communication will go out on the association listserv, online, and via signs at the entrance to the community (on Watkins Mill Road).

Neighborhood Watch Committee

There were no members of the Neighborhood Watch Committee present.

Nick Chomycia reported to Leesa Willis that there are a few street lights out in the community. Officer Lane recently shared information with Nick Chomycia about a special program (grants) for street light replacement, but unfortunately it wouldn't benefit Woodland Hills.

Communications Committee

Leesa Willis reported that she will start working on the next community newsletter. If anyone has items for the newsletter, please send them to Leesa. The mailing will go out in the spring with pool passes applications. Leesa Willis encouraged Board members to send her information that should go out on the community listserv.

Charles Spence thanked Leesa Willis for the e-mails that go out on the listserv. He said that he finds the information to be timely and informative.

New Business

Pam Sonneville reported that she attended a conference at the University of Maryland on February 23, 2013, where they discussed a new fertilizer law, which requires homeowners to follow the University of Maryland's guidelines when fertilizing lawns. Leesa Willis will send the information in the spring newsletter.

Next Meeting and Adjournment

The next meeting will be held on March 25, 2013 at 7:00pm at Watkins Mill Elementary School in the Media Center.

The meeting adjourned at 8:25pm.

Respectfully submitted March 20, 2013
by Kari Lantos, Secretary