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## *MINUTES OF WOODLAND HILLS HOMEOWNERS' ASSOCIATION*

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*Approved April 22, 2013*

*Board Meeting of March 25, 2013*

The meeting was called to order at 7:02 pm by Leesa Willis. Present were board members Pam Sonnevile, Richard Reise, and Judy Sudholt. Also present was Peggy Toland, Property Manager.

Homeowners present were 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 an invite from the City of Gaithersburg, regarding the State of the City Address to be held on Thursday, April 11, 2013, at Asbury Methodist Village. RSVP should be received by the City by April 4, 2013.

### **Homeowner Open Forum**

David Obloy asked if Peggy Toland had gotten in touch with an engineer to look at the erosion problem—rear corner of his fence closest to 1348 Carlsbad Drive. Peggy Toland is trying to get someone from the City to come out since their services are free. If the City will not come out, then she'll need to get authorization for Mr. Lohmeyer, Montgomery Consulting, to come out and look at the problem.

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 zigzagged 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.

### **Minutes of February 2013 Board Meeting**

Judy Sudholt moved to approve the minutes from the February 2013 Board meeting, Richard Reise seconded. The motion passed unanimously.

### **Treasurer's Report**

Pam Sonneville reported that as of February 28, 2013 there was \$78,878.95 total cash in the operating account and \$511,461.97 in total reserve assets.

Pam Sonneville gave Peggy Toland the necessary paperwork for Wells Fargo so that Peggy Toland can complete the process of opening up the new account and transferring the funds.

Peggy advised that the auditors provided a copy of the draft 2011 audit and that the HOA has provided all material necessary for the auditors to perform the 2011 audit.

### **Management Report**

Peggy Toland reported; however, items reported are included in other sections.

### **Architectural Review Committee**

The ARC Committee had several discussions with Board President, Leesa Willis, and we concluded that it would be best to create an Excel spreadsheet listing the following: 1) home address, 2) no violations, 3) violation, 4) description is noted if something is simple such as [*just clean siding*] in order to be eligible for pool pass, 5) re-inspection date and status, 6) noncompliant items, 7) trees that need to be planted.

Judy has created the spreadsheet and has updated all of the data except for 3 streets: Lower Tanyard, Wild Park, and Wye Mill. Where a tree needs to be replaced by the fall of 2013, the pool passes are not denied. If there is any violation with the exception of noncompliant items, the pool passes are denied. Pam created a list of homeowners who have not replaced trees by the due date. I'll incorporate that list with the current spreadsheet to consolidate the data. The spreadsheet is easily transported and shared with other Board and Committee members.

The homeowner at 1510 Tanyard requested that Judy Sudholt visit her home to explain and discuss the Fall 2012 inspection notice. A time was arranged for Saturday, March 23, to meet with the homeowner, and discussion ensued. Judy assured her that this is not personal in any way and every homeowner in the community is held to the same standards to the best of our abilities.

There were fire trucks at the home of 224 High Timber. Judy was driving by and saw the fire trucks, stopped to talk to the homeowners, and they were okay. There was no fire. The homeowners discussed the items listed on the Fall 2012 inspection form. They were assured that reporting any violation to a homeowner is in no way personal. The homeowners were very agreeable and said they would comply and I gave them my phone number so they can call for re-inspection.

The homeowner at 332 Wye Mill Court submitted a request for exterior alterations including replanting bushes, burying a drain hose and building a retaining wall to reduce erosion on March 14, 2013. The ARC Committee has spent a significant amount of time discussing the issues, working with the homeowners to analyze and discuss the issues, photographing the areas of interest and clarifying the details. The front yard is suffering from erosion and foot traffic. The homeowners are attempting to prevent both of these issues with the alterations. Their property abuts with common ground on a hill leading

down to Tanyard Hill. Marked-up drawings were submitted on March 25, 2013 to the ARC Committee. Judy Sudholt and Pam Sonnevile investigated similar retaining walls with a drain hose and one was located on Wye Mill Court. **Status:** Received conditional approval from ARC Committee that no erosion is caused on common property.

Also, the homeowner at 332 Wye Mill Court discussed the color of the shutters and the front door color with Pam and Judy. The shutters may be white or black according to the Disclosure Form, but the front door should be painted black. Homeowner said that she would prefer to paint both the shutters and the front door black. The storm door is noncompliant, but when these homeowners purchased the home, the real estate agent was not notified that the storm door was a violation. Judy and Pam agreed to give the homeowners until October 2014 to replace the storm door.

The homeowner at 210 High Timber contacted the ARC Committee due to an incorrect notation on the inspection form. The notation has been corrected, the homeowner has been notified, and there are no other violations at this time.

Leesa contacted the ARC Committee regarding 1503 Tanyard requesting status of violations to see if they qualify for a tennis court key. Unfortunately, they are not eligible at this time.

The homeowner at 1614 Tanyard will be putting the home on the market but needed to call animal control due to neighbor's lack of upkeep for their dogs. The phone number was provided and the Animal Control inspector did visit. Hopefully, the situation will be remedied.

Homeowner at 1607 Tanyard sent photographs of the newly painted bay window and newly installed window grids. Apparently, these were the only violations and they have been corrected.

**Pending:** The homeowner at 219 High Timber Court contacted the ARC Committee to say that his windows were approved by the ARC Committee in writing. According to the homeowner, the then ARC representative had waived the window style dimensions. Judy sent an email to Nick Chomycia for any feedback on this issue. Judy will check to see if the proposed windows match the replacement windows and the file for any post-installation notes. The former ARC Committee Chair approved the windows in the Request for Approval but no dimensions were listed. There is no way to know that the windows listed were the ones actually installed. The ARC Committee will check to identify the specific nonconforming issue about the window.

1509 Tanyard was listed for sale about March 4, 2013. The house sold the same week.

1530 Tanyard has been listed for sale and needs to be checked for any violations. They do need to plant a replacement tree.

Judy asked Pam about the inspection form for 1335 Carlsbad where the molding under the bay window was noted. Discussion ensued. This item will be moved to the "noncompliant" category on the inspection report, and the homeowners will be notified. Pam confirmed that the molding should be the same as 1331 Carlsbad.

Contact was made with the former Pool Committee Chairman regarding the email password. Katie will look through her records for the password.

### **Grounds Committee**

Peggy Toland received this response from our legal counsel regarding a tree at 1915 Windjammer Way starting to break the fence. "First, with respect to Woodland Hills, if the roots or the box has come on to the Association's property, the Association may cut the root or remove the box. If the trunk itself has grown onto the Association's property the tree may have become a "boundary tree". In the case of a "boundary tree", usually, all of the property owners own the tree and share responsibility for it. Tree removal without the consent of all the property owners is unlawful." A response to this issue will be sent to the homeowner and a policy and approach for future application will be developed.

Peggy Toland is still checking to see which sidewalks need replacing and hopes to complete it within the next few weeks.

Peggy Toland reported that the new towing signs have been ordered and should be in shortly. Locations TBD. After the towing signs are installed G&G can tow if necessary.

Pam Sonnevile asked that money be authorized for the purchase of plants at plant sales. She mentioned that over the years she has purchased native plants at sales that are usually less expensive than a nursery. These plants would add to the understory plantings as recommended in the Zimar report which is posted on the Woodland Hills website. A more extensive planting plan for the fall will be submitted for approval. Judy Sudholt motioned to approve up to \$500 for the purchase of native plants at local sales. Richard Reise seconded. The motion passed unanimously.

Pam Sonnevile asked for approval to plant two arrowwood viburnums to extend the line of ones already planted across from Wildpark Avenue and three Northern sea oats to be planted in the area near the pool where the euonymous shrubs were removed. Richard Reise moved to approve ; Judy Sudholt seconded. The motion passed unanimously.

Pam Sonnevile requested that she be reimbursed (\$81.21) for: two arrowwood viburnums (\$22) three Northern sea oats (\$18), handicap parking decals (\$37.10) one for Wye Mill Court and one for Carlsbad Drive, and white paint to mark handicap spots (\$4.11). Richard Reise moved to approve \$81.21 for the plants, decals and paint. Judy Sudholt seconded. The motion passed unanimously.

Pam Sonnevile requested approval for Mead to perform a third day of pruning for \$2,240 and up to \$2,500 to remove a dead tree beside 332 Wye Mill Court. Judy Sudholt moved to approve a third day of pruning for Mead at \$2,240 and up to \$2,500 to remove a dead tree beside 332 Wye Mill Court. Richard Reise seconded. The motion passed unanimously.

Pam Sonnevile requested authorization for \$450 for Nathan North to re-level the slate pavers in the tennis court grove. Nathan said that it would cost \$450 to get them all up, put down more

blue stone dust and re-lay. Judy Sudholt moved to approve \$450 for Nathan North to relevel the slate pavers in the tennis court grove. Richard Reise seconded. The motion passed unanimously.

Pam Sonnevile requested up to \$100 for Nathan North to powerwash the two benches in front of Wildpark Avenue. Judy Sudholt moved to approve up to \$100 for Nathan North to powerwash the two benches in front of Wildpark Avenue. Richard Reise seconded. The motion passed unanimously.

Judy Sudholt moved to preauthorize \$200 for Peggy Toland to retain Mr. Lohmeyer, Montgomery Consulting, to come out and look at the erosion issue at 1352 Carlsbad Drive in the event the City is not able to come out for free. Richard Reise seconded. The motion passed unanimously.

### **Community Affairs Committee**

Leesa requested authorization for up to \$300 for refreshments at the pool on Memorial Day weekend and a first round of cards. Judy Sudholt moved to approve up to \$300 for refreshments at the pool on Memorial Day weekend and a first round of cards. Richard Reise seconded. The motion passed unanimously.

Leesa Willis requested that up to \$200 be authorized to advertise the annual community yard sale on 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). Judy Sudholt moved to approve up to \$200 to advertise the annual community yard sale. Richard Reise seconded. The motion passed unanimously.

Leesa Willis requested that up to \$250 be authorized to purchase new community yard sale signs. The signs will be worded such that they can be used from year to year. Judy Sudholt moved to approve up to \$250 to purchase new community yard sale signs. Richard Reise seconded. The motion passed unanimously.

### **Neighborhood Watch Committee**

There were no members of the Neighborhood Watch Committee present.

### **Communications Committee**

Leesa Willis reported that the newsletter will be going out in mid April.

### **New Business**

It was reported that the Kestrel tot lot had been vandalized. A resident on Carlsbad Drive said that it appeared a cloth had been set on fire on top of one of the panels, and the plastic melted to the point that the panel will need to be replaced. A police officer came out on Saturday, March 23, to look at the damage and file a report.

### **Old Business**

Peggy Toland reported that two new table tops were needed at the pool and asked the Board of Directors to provide concurrence before the meeting via e-mail. Concurrence was provided. Cost for them including shipping is \$240—not sure if tax is included so it may be a little more.

Peggy Toland reported that WSSC has sent out a notice that will have to be filled out and sent back to them before the pool season opens. Peggy Toland is not sure that Georgetown Pools can fill out the form so the plumber may have to do it.

Peggy Toland reported that Montgomery Lighting (Tom) fixed the timer for pool lights. It appeared that the small dial inside had been knocked off. It was replaced. Ben also noted that the lights to the sign weren't coming on. He noted that the wire may have been cut when the new landscaping timbers were installed—the wire was running above the ground and not buried like it should have been.

### **Next Meeting and Adjournment**

The next meeting will be held on April 22, 2013 at 7:00pm at Watkins Mill Elementary School in the Media Center.

The meeting adjourned at 9 pm.

Respectfully submitted April 2, 2013  
by Pam Sonnevile, Acting Secretary