
MINUTES OF WOODLAND HILLS HOMEOWNERS' ASSOCIATION

Approved September 23, 2013

Board Meeting of August 26, 2013

The meeting was called to order at 7:01pm by Leesa Willis. Present were board members Judy Sudholt, Pam Sonneville, Richard Reise, and Kari Lantos. Also present was Peggy Toland, Property Manager.

Homeowners present were David and Suzanne Obloy, Jan Summers, and Lori Kmetz.

The meeting was held at 1725 Logmill Lane, Gaithersburg, MD 20879.

Opening Remarks

There were no opening remarks.

Homeowner Open Forum

Jan Summers asked if Mr. Spence's e-mail was received by the Board of Directors, and indicated that he is hoping for a response. Leesa Willis indicated that Mr. Spence had addressed his message to the City of Gaithersburg and he will need to wait for a response from them.

Jan Summers said that she has had two service providers tell her that they will not go to the back of her house because of overgrown grass and weeds. She said the growth is taller than her fence in the back yard and that there is a hole from an animal that has burrowed under the fence. Leesa Willis suggested that she contact the City of Gaithersburg's Animal Control Unit to see if they will set a trap. Leesa Willis went on to say that we have a contract with Nathan North that requires him to clear a path behind homes. Leesa Willis asked Pam Sonneville to contact Nathan to be sure that the area is cleared.

David Obloy said there has been an issue with poison ivy behind 1341 Carlsbad, and indicated that he sprayed the area where it was growing. Leesa Willis asked all homeowners to let the Board know when and where they see poison ivy so Nathan North can spray. Leesa Willis asked homeowners to contact Pam Sonneville so she can direct Nathan to the area that requires attention.

David Obloy asked the Board what the status of the drain issues are near his home. Leesa Willis said that she knows that David had helped Nathan North with some of the work that he did, and now the RFP needs to be updated to reflect the work that has been performed. The next step is to figure out what needs to be done on common ground where the water is being redirected. Leesa Willis indicated that WSSC is coming through that area to work on a project, and they are known for tearing up the ground and leaving it for the HOA to deal with. The HOA will likely wait until after WSSC is done before seeking a more permanent solution. David Obloy said there is a 30

foot pipe near his house that Nathan North still needs to seal. Leesa Willis said she will check with Nathan North as he indicated that he would not seal the pipe since it is a temporary fix.

Lori Kmetz asked if the common grounds in Woodland Hills are meant to be certified by the National Wildlife Federation. Leesa Willis indicated that individual homes are certified, not the common grounds. For clarification, individual common garden areas are certified but not the entire common grounds. Lori Kmetz said that the common grounds look overgrown and asked if the association is encouraging overgrowth or if we are unable to afford to get it trimmed back. Leesa Willis explained that there are several areas in the community where the decision was made to let things grow because of erosion issues and it supports the tree growth. Judy Sudholt added that there has been a lot of rain this year and most areas have experienced more rapid growth.

David Obloy mentioned that deer hunting season opens on September 6, and he has a license to hunt and will be doing so again this year.

Minutes of July 2013 Board Meeting

Judy Sudholt moved to approve the minutes once the corrections are made by Kari Lantos, Richard Reise seconded. The motion passed unanimously.

Treasurer's Report

Pam Sonnevile reported that as of July 31, 2013 there was \$57,692.34 total operating cash and \$520,080.57 in total reserve assets.

Management Report

Peggy Toland reported that she opened an operations saving account at Wells Fargo and she asked Leesa Willis and Pam Sonnevile to sign the paperwork.

Peggy Toland asked Leesa Willis to sign a representation letter from the auditor for the 2011 audit, and an agreement to do an audit for 2012.

Pam Sonnevile asked what the status of the higher WSSC bill was for the pool. Peggy Toland indicated that WSSC is investigating the pool as a valve that releases water was not working. Peggy Toland sent WSSC a check for \$4,000 toward the bill.

Peggy Toland reported that there are two Parcel T's still in limbo. Peggy Toland indicated that the HOA will likely do a quiet deed, but it can take 3-6 months. Peggy Toland sent a check for \$2,813.40 to cover the taxes owed on the Parcel T. Peggy Toland will have to go to Revenue to see how to apply the money we already sent toward this issue. Leesa Willis mentioned that the HOA sent a letter to the City of Gaithersburg to work on the dry pond at the welcome hill. Because we are in limbo over ownership of the property, we need to advise the City that they cannot start the project. Leesa Willis will contact the City of Gaithersburg on August 27.

Peggy Toland said that Woodland Hills did not receive a grant from the City of Gaithersburg.

Peggy Toland said that Woodland Hills received a check from Village Overlook to cover its half of the tennis court resurface project.

Peggy Toland reported that she has four bids out for the concrete work needed in the community. Peggy Toland said that she was hoping to have two additional bids either today or tomorrow. Work on this project can be done through October.

Peggy Toland reported that AMG finished the mulch in the two tot lots. There was 70 cubic yards of mulch laid between the two areas.

Peggy Toland mentioned that the pool season is coming to an end next Monday and asked if the HOA would like to present the lifeguards with bonuses again this year.

Kari Lantos moved to present the lifeguards with a bonus totaling \$365, Judy Sudholt seconded. The motion passed unanimously.

Peggy Toland received the pool opening bill for \$1,066.65.

Judy Sudholt moved to pay the pool opening bill for \$1,066.65, Richard Reise seconded. The motion passed unanimously.

Architectural Review Committee

The ARC Committee held two work sessions on July 27, 2013 (2 hours) and August 23, 2013 (2.5 hours) to discuss and write the revisions, clarifications and updates for the Exterior Disclosure forms and the Architectural Guidelines.

Re-inspections Completed Since Last Month:

7/22/2013	1804 WW - 7/23/2013 Re-inspected - OK Approved Painted front door Charleston Brown
7/25/2013	1324 CD - 7/26/2013 Re-inspected - Siding issues; left rake board issues. Left a note explaining what was needed for the homeowner.
7/28/2013	312 WM - 7/29/2013 Re-inspected -
7/28/2013	224 HT - 7/28/2013 Trim at rear of house follows Disclosure Form - no other violations; therefore, ARC approved.
8/2/2013	1317 CD many violations relating to trash and debris; notified owner that if not cleaned up we would have to notify the City of Gaithersburg and a fine of \$500 per day would be cited. 8/2/2013
8/5/2013	1526 THR No trashcans stored in front of home; trimmed ivy from trees. OK 8/5/2013
Multiple visits	322 WMC - cleaned the siding and removed the bee residue. Homeowner

	has also submitted a request to repair the fence; to remove the fence and to replace the party fence -- all approved but yet un-actioned. Homeowner also requested to move the shed behind the deck - denied. Sheds must be contiguous with rear of house or party fence.
Multiple visits	341 WMC - paint front door black; repair trim around rear sliding door; all trim repaired; front door repaired; grounds general cleanup done; no trash can in front of home.
8/6/2013	1354 CD painted front 2nd floor window shutters and front door Benjamin Moore 1623 Base 4/E. Re-inspected on 8/6/2013 OK.
8/18/2013	106 KC repaired rake board. Re-inspected 8/19/2013 OK.
8/19/2013	1346 and 1348 CD had their run-off hoses connected and placed underground to prevent the flooding/erosion issues down the hill adjacent and on 1352 CD. Approved.

Homes Listed for Sale:

1614 Tanyard Hill and 1915 Windjammer Way

Unapproved Changes:

Address	Issue	What needs to be done.
1317	Tree removal	Needs to replace the tree by 11/15/2013.
1505	Continues to leave the red stain on the deck and fence. Needs to be re-stained with Behr Padre Brown by July 15, 2013 or replaced. It has been more than one year.	ARC sent an email asking that this be corrected by July 15, 2013. Informed the ARC will do this until next year.
1603	Architectural issues - time past due.	Corrections are past due.
1613	Storm door with metal detail	Replace glass inset with clear unadorned glass.
321	Installed clothesline without	Remove unapproved clothesline until a proper

Address	Issue	What needs to be done.
	approval	request for approval has been submitted. Sent a letter explaining the process to the homeowners.

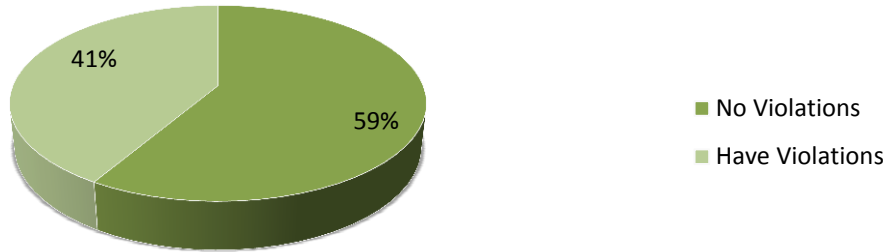
Requests for Approval of Alteration to Exterior:

Request Date	Addresses	Results/Description
7/24/2013	1723	Request to replaced rotted deck boards and stain with Natural-tone Cedar wood treatment. Approved 7/25/2013
8/7/2013	1603	Request to keep the 4 panes over 4 panes window at the rear of the home that was installed after the post-fire rebuilding. Approved 8/15/2013.
8/12/2013	1101	Request to install an under-deck ceiling with gutters and downspouts for the 13 x 20' area. Stain the wood with un-tinted preservative. Approved 8/19/2013.
8/16/2013	341	Request for re-inspection OK. Needs grids on rear windows installed; window frame on patio window needs to be replaced; patched roof needs to be replaced.

ARC Approvals and Pool Use Statistics

One hundred fifty-one (151) homes are compliant with the Architectural Guidelines as of August 26, 2013. This is an increase of 10 homes since last month. Of the 151 violation-free homes, 120 have pool passes.

August 26, 2013 Homes without ARC Violations



Percentage of Homes With and Without ARC Violations

August 26, 2013 Pool Usage by Eligible Homeowners



Percentage of Violation-Free Homes with Pool Passes

Grounds Committee

Grounds Chair Pam Sonneville reported:

The black wrought iron railing on the sidewalk in front of 1324 Carlsbad Drive needs to be replaced. Pam Sonneville received an estimate from G&H Welding for repairing/replacing at a cost of \$225.

Judy Sudholt moved to approve up to \$300 for repairing/replacing the railing on Carlsbad Drive, Richard Reise seconded. The motion passed unanimously.

Received approval from City of Gaithersburg for the conservation landscaping grant application of \$1,000 to landscape at the corner of Carlsbad and Tanyard Hill Road and behind High Timber backing onto Tanyard Hill Road near the doggie station.

Mead Tree will be in the community Tuesday, August 27, 2013 for tree removal. The Board already approved the \$2,700 for one day of removal at the July 30, 2013, board meeting. Mead e-mailed again to let me know that the chipper had broken so tree removal has been delayed.

Receipts totaling (\$119.29):

- \$10.44, June 6, 2013 (yellow caution tape and pool shed key)
- \$18.90, June 8, 2013 (2 coreopsis, golden gain, and Leafgro)
- \$4.21, July 23, 2013 (bee foam)
- \$19.32, July 25, 2013, (Cutter spray and hardwood mulch)
- \$5.92, July 28, 2013 (orange marker paint)
- \$60.50, July 31, 2013 (City of Gaithersburg tree removal fee)

Judy Sudholt moved to reimburse Pam Sonnevile \$119.29 for grounds committee supplies, Richard Reise seconded. The motion passed unanimously.

Leesa Willis submitted a receipt for \$7.36 for poison ivy spray.

Judy Sudholt moved to reimburse Leesa Willis \$7.36 for poison ivy spray, Richard Reise seconded. The motion passed unanimously.

Richard Reise reported that there are no bags in the doggie waste station on Wakeforest Drive. Peggy Toland will let Darla Estep know that the bags need to be replenished.

Peggy Toland reported that in the reserves study under Storm Water Management, she found that funds can be used to correct erosion issues. There is \$5,000 in reserves for erosion issues that can be used to finish the work on Wild Park, which would complete that plan.

Community Affairs Committee

There were no members of the Community Affairs Committee were present

Neighborhood Watch Committee

There were no members of the Neighborhood Watch Committee present.

Communications Committee

Leesa Willis reported that there will be another newsletter in October. Leesa Willis said that she will try to keep the newsletter at four pages. Let Leesa Willis know if there is any content that should be included.

New Business

Concurrence Items:

The following item was concurred upon by the Board of Directors between the July and August 2013 meetings:

- Emergency tree removal of two trees, one on Tanyard, and one on Carlsbad, totaling \$8,100.
- Plan submitted for \$1,000 Rainscapes Grant
- Payment of \$4,117.58 to pay current and past due property taxes
- Comment letter to the Army Corps of Engineers regarding M-83 GASP report
- Letter to the City of Gaithersburg regarding the Storm Water Management pond

Old Business

The City of Gaithersburg e-mailed to thank Woodland Hills for the trash can donation.

Next Meeting and Adjournment

The next meeting will be held on Monday, September 23, 2013 at 7:00pm at Watkins Mill Elementary School.

The Board moved to Executive Session at 8:35pm.

Respectfully submitted September 19, 2013
by Kari Lantos, Secretary