
MINUTES OF WOODLAND HILLS HOMEOWNERS' ASSOCIATION

Approved November 25, 2013

Board Meeting of October 28, 2013

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

Homeowners present: Michelle Tatum of 1344 Carlsbad Drive, David Obloy of 1352 Carlsbad Drive, Adam Markowski of 1335 Carlsbad Drive, Karen Duvall of 302 Wye Mill Court and Marilyn Brown of 306 Wye Mill Court.

The meeting was held in the Media Center, Watkins Mill Elementary School, 19001 Watkins Mill Road, Montgomery Village, Maryland 20886.

Opening Remarks

Leesa Willis mentioned that she, Richard Reise and Pam Sonnevile were among the participants at the Conservation Montgomery Home Tree Care 101 event held on Saturday, October 19, 2013. Andie Murtha, arborist with Conservation Montgomery, showed attendees proper mulching techniques, when to prune and why as the group walked around the diverse tree canopy of Woodland Hills. Leesa Willis thanked Pam Sonnevile for putting the program together.

Leesa Willis read a card sent to the HOA from Woodland Hills Pool guard Jen Ringler, thanking us for our support and assistance to guards at the pool.

Homeowner Open Forum

Karen Duvall wanted to know about the planting of the 20 trees and other plants near the corner of Tanyard and Carlsbad. Pam Sonnevile noted that the 20 trees were shrubs and showed Karen a picture of the native dwarf bush honeysuckle 'Copper'. Leesa Willis mentioned that the planting is part of a \$1,000 Conservation Landscaping grant approved by the City of Gaithersburg. These shrubs will fill in as a groundcover helping to reduce invasives in this area as well as enhance the appearance. The same is true for the perennials planted near 1300 Carlsbad. Karen also brought up the letter she got regarding removing her leaves onto the common. Leesa Willis explained that the leaves from her yard need to be placed at the curb. Leesa Willis also said that she saw a contractor clear the leaves from Karen's yard and deposit them directly behind the rear fence gate. Contractors doing yard work need to deposit excess leaves out to the curb as well. Pam Sonnevile explained that blowing excess leaves against tree trunks is the same as overmulching, creating moisture which could eventually lead to rot and a diseased/dying tree. Karen asked Judy Sudholt if she had asked the homeowner at 304 Wye Mill Court about pruning their crape myrtle. Judy said she hadn't. Karen was concerned that the tree is providing too much shade for her camellias. Pam Sonnevile said that camellias like dappled shade, and since Karen's camellias bloom in late winter before the crape myrtle has leafed out it's probably not a problem. Karen said she was also concerned that the roots of the crape myrtle might be a problem for her foundation. Pam Sonnevile said that when the arborist comes the next time he can look at it.

Dave Obloy said that he has submitted a drawing to add stairs but has not heard back yet. Judy Sudholt said that she had the request and will circulate it to the Architectural Review Committee for consideration.

Dave also asked when the BOD was going to finalize the work on the drainage pipe. Leesa Willis responded that we still intend to get it done but gave no timeline to do so.

Adam Markowski asked about the bags of mulch at the corner of 1300 Carlsbad. He said that before he left for his trip they were there, and when he came back they were still there. Pam Sonneville assured him they were not the same bags that he saw before he left on his trip. They will be used on plantings in that area. Pam Sonneville welcomed Adam to help to distribute the mulch. Adam suggested that a good place to store the mulch might be the pool shed. The leftover mulch will be placed at the pool shed; however, in the meantime it's easier to have it close to where the new plantings are being installed. Adam asked about the additional sidewalks getting done. There were some he noticed that might need repair and asked Peggy Toland about them. Leesa Willis explained that some belong to the City.

Michelle Tatum asked about adding additional hours to the 2014 pool season. Discussion ensued. She also asked about obstructions at intersections, such as shrubs, etc. She hasn't noticed any problems; however, she just wants to bring it up as a concern. Leesa Willis mentioned that when the City relandscaped the islands at the top of Travis, we mentioned to them our concern about some of the abelia that had been planted as being an obstruction hazard. The City removed one row of abelia in the small island as well as one row of abelia in the large island. The City is hard pruning the remaining abelia.

Minutes of September 23, 2013 Board Meeting

All changes were not incorporated into the minutes. Approval will be forthcoming.

Treasurer's Report

Pam Sonneville reported that as of September 30, 2013, there was \$57,465.12 total cash in the operating account and \$555,931.11 in total reserve assets.

Management Report

Proposed budget for 2014:

1. Peggy Toland reported that management cost has gone up 3% which is the first increase in five years. Difference is \$603 for the year.
2. Peggy Toland increased the expenses for Community Affairs, pool opening, yard sale advertisements, Wildlife Habitat, Neighborhood Watch, and Communications to \$600.
3. Peggy Toland reported the house inspection database cost of \$1,500 is removed.
4. Peggy Toland reported that legal fees have been dropped to \$5,000 from \$9,698.75.
5. Peggy Toland reported that the property taxes will be increased by 33% .
6. Peggy Toland reported a 3% increase for Georgetown Aquatics and is hoping that it is less. Didn't have a proposal, yet, at meeting time.
7. Peggy Toland reported that reserve study update will be a line item.

Judy Sudholt moved to approve the proposed 2014 budget. Richard Reise seconded, and the motion passed unanimously.

Concurrence Items

Leesa Willis reported the following concurrence items ... these are items the directors reviewed and either approved or concurred on during the month preceding this meeting:

1. Flexi-pave proposal was approved at a total cost of \$7,960.93 with a deposit of \$3,385.80 and remaining balance of \$4,575.13.
2. Purchase of additional shrubs was approved for \$150.
3. Purchase of additional shrubs and hollies from Kelly Landscaping for \$765 was approved to enhance the area between 1335 and 1339 Carlsbad, between 1349 and 1352 Carlsbad, area near 1101 Wildpark sidewalk, across from 1909 Windjammer.

Architectural Review Committee

The ARC Committee has continued to make revisions and updates to the *Architectural Guidelines*. We held a work session at 1725 Logmill Lane on Monday, October 14, 2013 to work on the updates to the Architectural Guidelines.

Two homeowners requested corrections to their Winter 2012 Inspection Form. All of the requests received to date have been completed and copies provided to the homeowners.

Re-inspections Completed Since Last Month:

Date of Request	Date of Re-Inspection	Comments
10/23/2013	1105	Request for Re-inspection - all is approved.
9/16/2013	1536	Request for Re-inspection - all is approved.

ARC has received the following Requests for Approval of Alteration to Exterior:

Request Date	Address	Results/Description
10/23/2013	1105	Request to replace deck and install the back portion of the fence with a gate. Pending submission of samples for ARC review. Also confirmed the style of replacement storm door is correct.
10/16/2013	1810	Request re specific parking requirements submitted to CAI for approval and completion.

Judy Sudholt asked to be reimbursed \$19.99 (plus 6% sales tax, for a total of \$21.19) for a laminator which was used to generate pool passes and laminate notices.

Richard Reise moved to approve the reimbursement of expenses to Judy Sudholt in the amount of \$21.19. Pam Sonnevile seconded, and the motion passed unanimously.

Leesa Willis asked to be reimbursed \$6.35 for envelopes.

Judy Sudholt moved to approve the reimbursement of expenses to Leesa Willis in the amount of \$6.35. Richard Reise seconded, and the motion passed unanimously.

Grounds Committee

Pam Sonneville reported:

1. Conservation Montgomery held their Tree Care 101 event in Woodland Hills on Saturday, October 19. There were about 12 attendees. Feedback was very positive, and participants said that they now see trees in a totally different way.
2. Woodland Hills received an award (Award of Distinction--environmental) for the hillside garden at an Awards Ceremony in Rockville held on October 16, 2013. The award is part of the Keep Montgomery County Beautiful (KMCB) Task Force Annual Landscape Beautification Contest. Entries are judged by members of the Landscape Design Council of the National Capital Area Garden Clubs as well as representatives of the horticulture and landscape design business community.
3. Completed the Conservation Landscaping planting of shrubs/perennials approved by the City of Gaithersburg—corner of Carlsbad/Tanyard and behind High Timber/Tanyard. Additional trees will be installed by Kelly Landscaping in November.
4. Continuing to work with MainScapes to finalize a plan for installation of plants (Phase 2) for Wildpark.
5. Pam Sonneville created a spreadsheet of tree removal/storm damaged since 6/29/12—A total of 25 trees have been removed. The chart shows that the loss is significant among the canopy trees with 10 being red oak. Replacements for 2012 were 9 which included 3 oaks (chestnut, white and red) and in 2013 so far we have approved the replacement of 6 trees which includes 1 oak (white). Pam Sonneville proposes that Ron's Nursery & Landscaping install 10 canopy trees at a cost of \$1,250 (\$125 per tree installed).

Judy Sudholt moved to approve the proposal conditionally provided there's enough money in the Grounds account to cover it. Richard Reise seconded, and the conditional motion passed unanimously. Peggy Toland will check on the grounds expense item which showed an unexplained, significant and unexpected increase in October.

6. Receipts for Pam Sonneville totaling (\$920.83):
 - \$18.54 (replacement saw blade for F600)
 - \$68.90 (Ilex verticillata-1 Southern Gentleman and 2 Winter Reds)
 - \$283.87 (Lonicera Diervilla 'Copper' – 20 shrubs)
 - \$368.29 (Amsonia hubrichtii—200 plugs and Aster oblongifolius 'Raydon's Favorite'—50 plugs)
 - \$28.62 (Ilex verticillata-1 Winter Red)
 - \$146.28 (Freestate Copier Services Corporation)—printing of sidewalk repair notices
 - \$6.33 (Home Depot—folding fence to be used around new plantings)

Judy Sudholt moved to approve the reimbursement of expenses to Pam Sonneville in the amount of \$920.83. Richard Reise seconded, and the motion passed unanimously.

Receipts for Leesa Willis totaling (\$37.97) for folding fence to be used around new plantings were presented for reimbursement.

Richard Reise moved to approve the reimbursement of expenses to Leesa Willis in the amount of \$37.97. Judy Sudholt seconded, and the motion passed unanimously.

Concrete Work: Pam Sonnevile asked Peggy Toland if 1438 was on the list for repair/removal. Peggy said that it was on her list. Peggy Toland reported that AMG will be finishing up this week (97% is completed)—Wednesday (10/30) AMG will tear out; Thursday (10/31) AMG will repour and caulk. Peggy Toland reported that the cost for concrete is \$3,000 below the contract price.

Handicap Spot: Resident on Windjammer has requested a handicap spot. Copy approving request will be generated to the resident plus a copy to the homeowner. We already have a pole plus a sign which just needs the correct sticker number attached.

Judy Sudholt moved to approve the cost of the sticker and pole installation. Richard Reise seconded, and the motion passed unanimously.

Pool

Leesa Willis asked to be reimbursed for a master padlock key and three packages of rubber pants for toddlers (\$19.51).

Judy Sudholt moved to approve the reimbursement to Leesa Willis in the amount of \$19.51. Richard Reise seconded, and the motion passed unanimously.

Community Affairs Committee

No report at this time.

Neighborhood Watch Committee

No report at this time.

New Business

Leesa Willis thanked Peggy Toland for the tremendous job she's been doing on sidewalks.

Judy Sudholt moved to adjourn at 8:20 pm, Pam Sonnevile seconded, and the motion was carried.

Next Meeting and Adjournment

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

Respectfully submitted November 1, 2013
by Pam Sonnevile, Treasurer