
MINUTES OF WOODLAND HILLS HOMEOWNERS' ASSOCIATION

Approved May 29, 2013

Board Meeting of April 22, 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, Peggy Lindsay, Josh Schumen, Charles Spence, and Erie Fo.

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

Opening Remarks

There were no opening remarks.

Homeowner Open Forum

Peggy Lindsay raised concerns over the ARC report violation regarding the color of the frame around the window in the loft on the back of her house. The report stated it should be white, but as the original owner she said it's always been green. She asked for an exception to keep the window frame the same color it's been since she moved in. Judy Sudholt said that the ARC is working now to revise its guidelines, which haven't been updated since 2005.

Peggy Lindsay raised concerns over the deterioration of the grass as a result of North Landscaping cutting it too short. She noted that many areas have been ground down to mud.

Josh Schumen asked the Board of Directors if membership in the Commission on Common Ownership Communities (CCOC) would be helpful in resolving community issues. Leesa Willis said that the Board of Directors had discussed this and had decided that it was not something the Board is interested in joining, unless required to do so. Woodland Hills has a good relationship with the City of Gaithersburg, and the services needed are offered through the City for free.

Josh Schumen asked if the Board of Directors had considered filing for pool passes and paying monthly homeowners fees online. Leesa Willis said that the homeowner's association management company is not set up to receive monthly fees online. Leesa Willis went on to say that she will look into ways to file for pool passes online.

Charles Spence said that he doesn't remember a law that says homeowners who purchased from the builder have to belong to the homeowners association.

Charles Spence asked what the status is of the boundary tree in his back yard. Leesa Willis said that Peggy Toland is working on getting the appropriate group of people together to examine the tree. Charles Spence said he wants 5-6 people to be present at the meeting to tell him whose property the tree is on and how he should built the fence around the tree. Leesa Willis said the meeting will be schedule as soon as possible.

Erie Fo said that she received an ARC letter that stated she has trees missing from her yard, there was yard debris dumped behind her house, that her deck needs to be replaced, and that she needs to add shutters to the front of her house. The homeowner said that there were no shutters on the front of her house when she bought it. Judy Sudholt said she thinks the shutters were listed as a non-compliant issue. Judy Sudholt will research it and get back to her. The homeowner said the letter states that the deck is not to code, but the City of Gaithersburg said it was to code in 2007. Leesa Willis said the deck will be checked again and will follow up with her. The homeowner said the letter she received said two trees were missing and need to be replaced. Leesa Willis asked Erie Fo if there are any stumps in her backyard. Homeowner said she doesn't know of any stumps. Erie Fo said that there were trees on the common property that were removed and wondered if those were the trees referenced in the letter. Lessa Willis said she will pull the plat to see who the trees belong to that were cut down.

Minutes of March 2013 Board Meeting

Judy Sudholt requested that the minutes be updated to reflect that Charles Spence was in attendance at the March 2013 meeting.

Judy Sudholt moved to accept the minutes, with the update, from the March 2013 Board meeting, Richard Reise seconded. The motion passed unanimously.

Treasurer's Report

Pam Sonnevile reported that as of March 31, 2013 there was \$81,530.02 total cash in the operating account and \$511,713.79 in total reserve assets.

Judy Sudholt moved to approve the Treasurer's report, Richard Reise seconded. The motion passed unanimously.

Management Report

Peggy Toland reported that she and members of the Board of Directors met with city engineer Don Boswell and the homeowner at 1352 Carlsbad Drive regarding the erosion issues at the homeowner's residence. Several issues were discussed during the meeting at the residence and a project proposal was put together. The Board discussed the proposal and Leesa Willis will get the project out for a price quote. The Board determined it was best to wait until WSSC has completed its work before taking on this project as WSSC is likely going to tear up the ground in that area. The Board also decided that the pipes need to be redirected first to ensure the drainage redirect works before any other work gets done.

Peggy Toland reported that when WSSC comes in to complete its work they will enter the community from the rear and will not go between homes. They will put down a mulch mat and

wooden planks. Leesa Willis asked if WSSC will go to the City of Gaithersburg to get permits to remove trees that need to come down in order to do the work. Peggy Toland said that there are no trees tagged to be removed at this time. If they go back in and tag trees, Leesa Willis asked if WSSC can notify Woodland Hills so we know how many trees need to be replaced. If WSSC can't provide a number, Woodland Hills will have to review the area to count the number of trees tagged.

Peggy Toland reported that she walked through the community with a representative of AMG, the concrete company who submitted a proposal to fix the sidewalks in the community. Peggy Toland said that she sent out bids to two other companies, and is expecting a proposal from at least one other by the end of the week.

The Board discussed using Flexi-pave on the sidewalks in areas around tree roots. Leesa Willis asked Pam Sonnevile to get someone out to provide a price quote for the areas she suggests we use Flexi-pave.

Peggy Toland reported that she sent a letter to the City of Gaithersburg regarding the grant money Woodland Hills received to do plantings to help with the erosion issues on Tanyard Hill and Windjammer Way. Peggy Toland said that its time to fill out a new grant application for this year. She suggested that if grant money is available, the Board might consider adding more plantings to Windjammer Way to help stabilize the area. Richard Reise said that he wasn't sure more plantings will help as the majority of the problems are a result of run-off from backyards on High Timber. Leesa Willis will review the Mainscapes proposal to see what we might consider in Phase 2. It was suggested that we wait until July/August to apply as the work has to be completed within three months.

Peggy Toland asked the Board if they would like Olde Carriage Hill to pay the pool fees in one payment or two. Judy Sudholt moved to ask Olde Carriage Hill to pay in two payments, Richard Reise seconded. The motion passed unanimously.

Peggy Toland reported that she bought new signs for the community yard sale and she placed an advertisement in the Gazette. Judy Sudholt moved to approve \$491.40 for the yard sale signs and \$95 for the advertisement in the Gazette, Richard Reise seconded. The motion passed unanimously.

Judy Sudholt moved to approve \$526.00 for new towing signage, Richard Reise seconded. The motion passed unanimously.

Architectural Review Committee

Judy Sudholt and Pam Sonnevile collaborated and updated the Tree Replacement List. The ARC will work on reminding homeowners who were to have replaced trees already. This list has been integrated with the Excel spreadsheet as well.

RESOLVED

1. 115 - Homeowner submitted a Request for Approval form to install a new fence, gate and staircase to the back of his property. Drawings, lot plat, location of fence, photographs,

of deck style and the red maple tree in relation to the proposed fence were all gathered in the assessment of this approval process. The best practice for installing a fence post near a tree is to place the posts at a distance of (3x the tree diameter). The ARC Committee submitted its approval to the homeowner via email on April 12, 2013. I would like to commend the ARC Committee and the Board of Directors for all of their hard work in this effort.

2. 219: contacted the ARC Committee March 11, 2013 regarding a window that is not the same as some of their neighbors' windows. Pam and Judy re-inspected the window and it is fine as to size, style, trim, and grids. ARC approved and sent an email to homeowner on April 15, 2013 as well. This has been noted in the Excel spreadsheet for future inspections.
3. 226: has requested a reinspection of the trim paint, the piled leaves in back of home. Pam and Judy re-inspected the home on April 13, 2013 and all issues have been resolved. The trim around the windows is white but there is also trim around the white trim at each window which is not white but Pam says should be white as well; Katie says it should match the siding which this does. This detail could be confusing and needs to be documented on the Disclosure Form. For now though, the home is approved and has no violations.
4. 332: The ARC Committee provided Conditional Approval on April 2, 2013 in response to the homeowner's Request for Approval Form. The changes were for the front yard landscaping: bury the drainage hose, relocate the holly bushes; build a retaining wall that will be between 12"-14" high, and create terraced steps to the gate.
5. 1344 homeowner called April 11, 2013 to inquire reinspection form. The homeowner also wants to stain the deck to match his neighbor's deck color at 1346. The color is chip-wood brown and is a very medium tinted semi-transparent stain. ARC approved on April 17, 2013 and sent approval to homeowner.
6. 1352: Tree Replacement Issue Resolved. Reviewed the hand delivered memorandum from 1352 Carlsbad. Judy reported the history to the BOD and the ARC Committee members detailing the events back to 2009. March 28, 2013: Judy met with homeowners to discuss tree replacement history and issues: how many trees were removed and how many were replaced. There is a Crape Myrtle in the backyard which replaced the cherry tree. There is a Japanese maple in their front yard which replaced the redbud tree.
7. 1434: The homeowner contacted ARC regarding the letter received for dumping behind the home. She sent a copy of an invoice for services rendered by North Landscaping to repair damaged siding. Homeowner reported a damaged or dead tree behind 1434. Judy sent an email to Pam on March 27, 2013 reporting said tree(s). Pam contacted Bob Mead who looked at the trees and reported that they were okay. 4/8/2013 Pam acquired a plat and offered to measure the lot and location of the trees. April 15, 2013 Judy and Pam went to homeowner's home and measured from the back of her house. The fence is 34' long and her property extends beyond that about 7'. We were

unable to get an exact location but the approximate location of the end of the property was indicated. Homeowner doesn't want to take any action regarding the tree at this time. She wants to see how the leaves develop and then determine if there are any dead areas.

8. 1522 has been listed for sale. Judy checked for violations and found none.
9. 1525: Homeowner contacted ARC after receiving a "no dumping" letter to say that she does not dump at all. Homeowner also reports that we need to send someone to clean up the common area. She hasn't seen anyone cleaning up the common area since 2007. Called and spoke with homeowner on March 27, 2013 and explained that there was nothing personal about the letter; in fact the letter went out to all the homeowners whose backs of homes face those same woods behind her house. Judy inquired about the deck and homeowner it will be replaced with a wood deck. Asked her to submit a request for approval form to the ARC Committee before installing a deck. I think we need to revisit the language in the dumping letter.
10. 1530 has been listed for sale: Judy checked for violations and sent a letter to the real estate agent on or about March 29, 2013. Homeowner has corrected all violations; reinspections were performed at homeowner's request, including the planting of the replacement tree in the backyard.
11. 1614 is for sale. Judy checked for violations and found none.
12. 1631 1 - Request for replacement front door, windows and one slider on the patio door. Judy hand delivered the request for clarification to homeowner March 27, 2013 and spoke with homeowner. He said he will revise his Request for Alteration and resubmit because the colors did not match the Paint Disclosure Form. April 15, 2013 homeowner resubmitted request with color corrections except that the Lowe's contract stated "101 Ember White" rather than "101 Amber White." Made noted this correction with the homeowner in writing and in-person to be sure the correct 101 Amber White is used. Approved April 16, 2013. The window pocket is the space between the window frame and the wavy trim. The window pocket is currently Amber White and will replace with same color. A photo was taken and illustrated to designate the various parts of the window to show the window pocket.
13. 1933 submitted a Request for Approval dated 3/28/2013 to remove a dead tree and replace with a Crape Myrtle. Approval was sent on March 28, 2013.
14. 210 homeowner stained deck without approval from ARC Committee. The ARC members assessed the deck. The vote was 3 to 2 in favor of the color. The chimney stack is new and is stainless steel. The storm door color is white and matches the trim. On April 16, 2013, the ARC Committee sent official notice of approval.

PENDING ARC REVIEW

1. 111 - April 16, 2013 Homeowner submitted a Request for Approval form to extend existing fence, possibly remove a leaning Dogwood tree. On April 17, 2013 ARC requested more information regarding the fence style, etc. By way of noting that a Dogwood tree is an understory tree.
2. 200 homeowner requested information on what to use to cover the red painted retaining wall in front of home. Judy asked him to submit a request for approval. Much of the red paint has worn off and perhaps we can sand the rest off and stain. Homeowner has been working on removing the paint.
3. 331: Homeowner has requested an appeal for her 2012 inspection form. On April 12, 2013, Judy sent a letter from Architectural Committee to homeowner providing the date, time and location for the appeal.
4. 1308 homeowner was sent a letter dated April 10, 2013 regarding the unapproved exterior change to the home. The original request for approval was submitted April 23, 2003 by the homeowner to replace like siding with like siding - clapboard. The ARC Committee at that time approved that request. However, when the siding was replaced it was replaced with Dutch Lap. This went unnoticed for a few years because the back of the house is difficult to see. When the siding discrepancy was noted, the ARC Committee contacted the homeowner. The homeowner replied most recently in April 2012 that the siding was already approved. Our most recent letter explains that the siding request for approval was approved for replacing like siding with like siding - clapboard. However, they did not receive approval for the actual siding that was installed which was Dutch Lap. We have asked that the siding be replaced with clapboard with a 3" reveal and asked the homeowner to provide the date by which the siding will be replaced.
5. 1333 submitted a request for approval on April 17, 2013 to 1) install 3' wide landscape steps on hill, designed to be 4x4 pressure treated frame w/12"x12" grey or brown pavers [*some text is illegible*] wide for step area (total width to be 3'7"), I estimate 6 or 7 steps; 2) stain or actually coat deck with Olympic brand "Rescue It" acrylic paint from Lowes. Color chosen to best match "natural woodtone is "Russet." I'll show color chart to Pam Sonnevile upon contact.
Homeowner would like to start on steps tomorrow, Sun, 4/21/2013 if possible. This solid stain will have to be disapproved and ARC will request plans/drawings for the landscape steps.
6. ARC sent a letter to 1802 dated April 16, 2013 asking for corrective action: 1) issue is a severely pruned tree and 2) clean up what appears to be the pruning debris placed behind 1812. We requested that these issues be corrected by May 15, 2013. ARC also requested the homeowner to submit a Request for Approval Form to remove the, acquire a permit from the City for tree removal, and provide a copy of the permit to ARC all prior to the tree's removal. Finally, the tree needs to be replaced by November 15, 2013.

REINSPECT REQUESTS:

Five requests for reinspection.

Richard Reise moved to accept the ARC report, Kari Lantos seconded. The motion passed unanimously.

Grounds Committee

Pam Sonneville reported that there is a panel on the playground at Kestrel that needs to be replaced. The Board discussed several options for replacing it. Judy Sudholt moved to approve \$418.66 to replace the panel on the playground, Richard Reise seconded. The motion passed unanimously.

Pam Sonneville reported that the tennis court surface won't be replaced for a while because of the cool and wet weather.

Pam Sonneville asked Peggy Toland if she will take the trash cans from the pool. Peggy Toland will pick them up.

Pam Sonneville reported that Mainscapes will be replacing some plants this week. She will ask them for a list of what they are planting before the work is done.

Pam Sonneville asked for approval for up to \$50.00 for seeds or a poster frame for the Wildlife and Habitat group for the pool opening party. Judy Sudholt moved to approve up to \$50.00 for the Wildlife and Habitat group to use on seeds or a poster frame for the pool opening party, Richard Reise seconded. The motion passed unanimously.

Community Affairs Committee

Leesa Willis mentioned that the community yard sale is coming up on May 4, 2013.

Neighborhood Watch Committee

There were no members of the Neighborhood Watch Committee present.

Communications Committee

Leesa Willis submitted receipts for the spring newsletter and pool pass pockets. Judy Sudholt moved to reimburse Leesa Willis \$50.09 for pool pass pockets, and \$256.42 for mailing the spring newsletter, Richard Reise seconded. The motion passed unanimously.

Concurrence Items

The following items were concurred upon by the Board of Directors between the March and April 2013 meetings:

- Approved the appointment of Adam Markowski to the ARC.
- Approved moving the park bench on Wild Park.

- Approved the letter regarding the boundary tree that was sent to Charles Spence.
- Approved the letter with a reimbursement plan from the homeowner who trimmed the common property tree on Wakeforest.

New Business

Leesa Willis reported that North Landscaping will provide gutter cleaning services on May 23-24, weather permitting.

Next Meeting and Adjournment

The next meeting will be held on Wednesday, May 29, 2013 at 7:00pm at Watkins Mill Elementary School in the Media Center.

The meeting adjourned at 9:00pm.

Respectfully submitted May 22, 2013
by Kari Lantos, Secretary