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## *MINUTES OF WOODLAND HILLS HOMEOWNERS' ASSOCIATION*

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*Approved XXX, 2013*

*Board Meeting of July 22, 2013*

The meeting was called to order at 7:03pm by Leesa Willis. Present were board members Pam Sonnevile, Richard Reise, and Kari Lantos. Also present was Peggy Toland, Property Manager.

Homeowners present were David Obloy and Sarah Taylor.

The meeting was held at Montgomery Village Middle School, 19300 Watkins Mill Road, Montgomery Village, MD, 20886.

### **Opening Remarks**

There were no opening remarks.

### **Homeowner Open Forum**

David Obloy reported that there is a bees nest near the tennis courts. Pam Sonnevile reported that Nathan North had sprayed the nest once, but it appears that it didn't work. Pam Sonnevile will get aerosol spray and treat the area again.

David Obloy asked for an update on the erosion issue at his house. Leesa Willis reported that the issue is with the attorney's now as they have to draft a "hold harmless" agreement for all homeowners affected by the work to sign. Once that stage is finished, the project will get sent out for a bid. David Obloy offered to help communicate with the neighbors, if needed.

Kari Lantos reported that the property preservation company who did landscaping at 1931 Windjammer dumped the debris in the wooded area around next to the house. Leesa Willis suggested that we pay to have it cleaned up and bill the bank who owns the property.

### **Minutes of May 2013 Board Meeting**

Richard Reise moved to accept the minutes from the June 2013 meeting, Pam Sonnevile seconded. The motion passed unanimously.

### **Treasurer's Report**

Pam Sonnevile reported that as of June 30, 2013 there was \$77,413.58 total operating cash in and \$520,536.70 in total reserve assets.

### **Management Report**

Peggy Toland reported that she sent the bill for one-half of the total cost of refinishing the tennis courts to Village Overlook.

Peggy Toland reported that she has walked about two-thirds of the community with the contractor to identify issues with the pavement and curbs that will need to be replaced. She reported that there is a parking bay area on High Timber Court that needs to be fixed as the asphalt has sunk by about 2-3 inches. The same company who is repairing the sidewalks will be able to fix this area. Peggy Toland went on to say that there is a spot near Kestreal Court and Carlsbad Drive that she will ask the City of Gaithersburg to review. She believes that they own a portion of the area that needs to be repaired. Once she finishes walking the community, she will get the project out for a bid.

**Architectural Review Committee**

**RE-INSPECTIONS COMPLETED SINCE LAST MONTH:**

105 KC	6/19/2013 - most corrections are still outstanding.
119 KC	7/1/2013 - OK when re-inspected on 7/2/2013.
341 WMC	6/15/2013 - corrections remain undone
1117 WA	6/19/2013 - corrections remain undone. Re-inspected again on 6/20/2013. The fascia has been painted but the lattice on the deck is higher than the 6' limit. This was approved by a former ARC Committee on the condition that once the Architectural Guidelines were updated stating that privacy fences were to be no higher than 6 feet from the deck flooring. Re-inspected again on 6/30/2013. The lattice on the deck is higher than the 6' limit. Confirmed the exact wording of the conditional approval on 6/15/2012 that this privacy screen is okay until Architectural Guidelines are revised. [Note: this was an atypical decision. The Architectural Guidelines state clearly that prior approval is required especially for fences and decks. This privacy screen was not approved by ARC prior to installation.]
1317 CB	7/3/2013 re-inspected. A letter regarding re-inspection was sent to the homeowner on 7/8/2013.
1402 WF	6/30/2013 re-inspected. The violations cited on the inspection form for Winter 2012 have been corrected.
1505 TR	6/19/2013 - roof - approved.
1707 LL	6/26/2013 OK
1802 WW	5/12/2013, 6/18/2013; 6/26/2013 OK
207 HT	7/10/2013 OK Re-inspected by JS on 7/10/2013
220 HT	7/9/2013 OK Re-inspected by JS on 7/9/2013

308 WMC	7/10/2013 OK Re-inspected by JS on 7/10/2013
314 WMC	7/9/2013 OK Re-inspected by JS on 7/9/2013
1101 WA	7/9/2013 OK Re-inspected by JS on 7/9/2013
1303 CD	7/9/2013 OK Re-inspected by JS on 7/9/2013
1372 CD	7/10/2013 OK Re-inspected by JS on 7/10/2013
1328 CD	7/10/2013 Not OK; Re-inspected on 7/17/2013 OK. JS
302 WMC	7/10/2013 OK re-inspected by JS on 7/10/2013
1603 TH	7/10/2013 Homeowner requests status checkup; visit was made on 7/16/2013
1526 TH	7/10/2013 OK re-inspected on 7/11/2013 JS
1511 TH	7/11/2013 OK re-inspected on 7/12/2013 JS
1331 CD	7/17/2013 requested reinspection. Done on 7/17/2013. Approved. JS
1503 TH	7/17/2013 - needs to paint the top floor rear soffit and possible dead tree.

**HOMES LISTED:**

Noticed on 6/20-2013	1113 Wildpark Ave	Trash bin is being stored in front yard	Re-Max Wineman Team (301) 370-6005 Wineman Team (301) 370-6005 www.1113Wildpark.com
June 2013	1521 Tanyard		

**UNAPPROVED CHANGES:**

Address	Issue	What needs to be done.
1317 CD	tree removal	Needs to replace the tree by 11/15/2013.
1505 TR	Continues to leave the red stain on the deck and fence. Needs to be re-stained with Behr Padre Brown by July 15, 2013. It has been a year.	ARC sent an email asking that this be corrected by July 15, 2013. Informed the ARC will do this until next year.

Address	Issue	What needs to be done.
1603 TR	Architectural issues - time past due.	Corrections are past due.

**REQUESTS FOR APPROVAL OF ALTERATION TO EXTERIOR:**

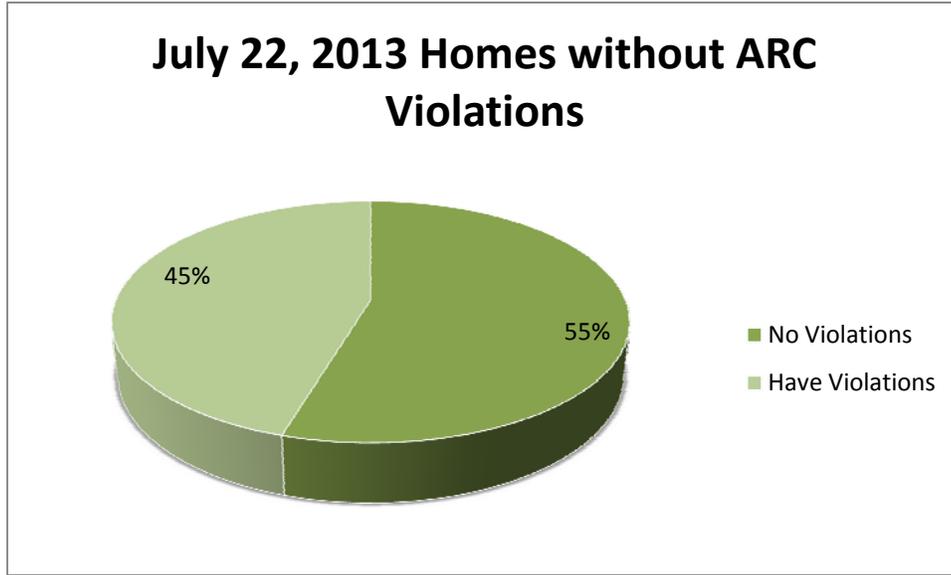
Request Date	Addresses	Results/Description
6/24/2013	226 HT	Request to Install Deck - ARC Responded on 6/27/2013, provided the plat to this property, and requested for certain deck construction details. Included diagrams of the deck and railing style to be used in this community. Hand delivered the information to the homeowner on 6/28/2013. Homeowner provided reply letter to ARC on 7/8/2013. Reply was sent to ARC members on 7/9/2013 for review.
7/2/2013	1505 TR	Roof was installed differently than was described but according to the homeowner a different solution than crickets was used. OK
6/09/2013	1927 WW	7/2/2013 Approved: OK re request to stain and refurbish the deck -- used Behr transparent stain in Natural. The test stain was applied for ARC review on June 30, 2013. Approved.
CORRECTION	1925 WW	Did not request approval for alteration. It was 1927.
6/19/2013	1725 LL	6/25/2013 Approved* - request for installation of under deck gutter and downspout for the patio cover; diverter to rain barrel and the downspout
6/20/2013	1725 LL	6/25/2013 Approved*request for approval to install bluestone pavers (see next to tennis court) from the patio up along the side of the house to the deck stairs and then continue on to the sidewalk. The walkway will be 2' wide and will allow plenty of real estate for water-absorbing plants to soak up any excess water.
6/25/2013	115 KC	6/27/2013 - Approved Pavers for a new patio in back yard

Request Date	Addresses	Results/Description
6/26/2013	1915 WW	Extend fence to enclose tree that is not a boundary tree OK 6/26/2013 - 7/8/2013 - The tree has been enclosed inside the fence. Photo sent by homeowner. OK
6/22/2013	1526 TH	6/27/2013 - Approved to remove tree; needs a permit and needs to replace tree by November 15, 2013
7/1/2013	1526 TH	7/2/2013 - Approved to remove 2 Bradford Pear trees. Needs a permit from the City. Needs to plant 2 trees by November 15, 2013.
7/4/2013	225 HT	7/8/2013 - Approved request to stain deck with Behr's 'Woodchip' "natural cedartone". Behr Premium, Semi-Transparent, Weather Proofing Wood Stain, UV Resistant, Cedar Naturaltone No. 5533.
7/8/2013	1721 LL	7/18/2013 - Approved. Request to stain deck with Behr Premium transparent Cedar Naturaltone 501. Waitiedto hear from homeowner so ARC can look at test spot for approval. Reinspected on 7/18/2013.
7/8/2013	1357 CB	7/9/2013 - Approved request to replace deck and add stairs. Caution provided on no harm to plants or common; no truck on common; clean all debris from the community; walk the sidewalk and parking lot for any nails and remove them. OK
7/9/2013	115 KC	Requests that the "condition" portion of the approval for the installed pavers be removed. Denied because not enough time has been allowed to properly monitor for erosion. Planting water-loving plants at the ends and edges of the pavers will reduce any chance of erosion.
7/18/2013	119 KC	Request to remove a pin oak (front yard) by Savatree. Approved 7/18/2013. Must plant a replacement tree no later than November 15, 2013.

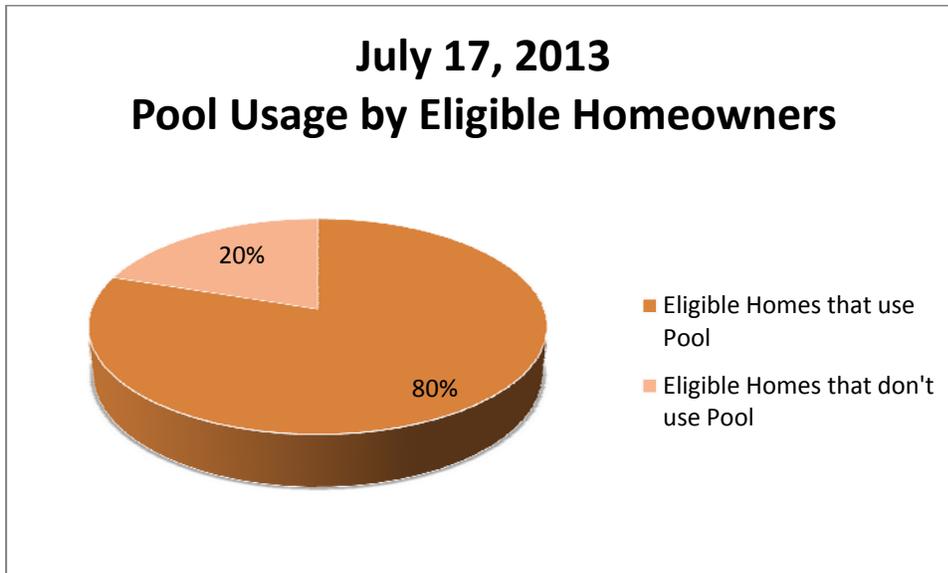
**\*Note:** Because the ARC Chair is also the homeowner at 1725 LL, the homeowner does not approve own requests. This is a personal preference and not a requirement.

## ARC Approvals and Pool Use Statistics

Of the 258 homes in our community, one hundred forty-one (141) homes have been cleared of architectural violations as of July 17, 2013. This is an increase of 17 homes since last month. The number of violation-free homes represents 55% of the homes in our community that are without architectural violations. Of these 141 homes, 108 have received pool passes.



Homes without ARC Violations



## Grounds Committee

[Grounds Chair Pam Sonnevile reported:](#)

Mead Tree was in the community for a day of pruning. Included in this day of pruning was elevating the branches on lower Tanyard along the parking spaces.

~~Need approval for a day of tree removal for a price of \$2,700.~~

There's a boundary tree behind 1322 Carlsbad which is dead and needs to be removed. The homeowner Dave Slattery has gotten three quotes that range from \$400 to \$1,400. The \$400 quote from McCarthy ~~which~~ is the cheapest and includes stump grinding. The HOA is wWaiting on a quote from Mead for the pine removal. ~~but don't think it'll be any cheaper than the \$400 quoted by McCarthy.~~

Richard Reise moved to approve a day of tree removal for \$2,700 with Mead, \$200 for one-half of the cost of removing the boundary tree behind 1322 Carlsbad, and \$50 for permits for tree removal from the City of Gaithersburg, Kari Lantos seconded. The motion passed unanimously.

Nathan North submitted a quote to replace the L-shaped bench at 1101 Wildpark Avenue (\$300); replace rotten timber edge and reset flagstone on common ground (\$600). Nathan submitted a quote to replace the bench- along the flagstone path by the tennis court (\$200) which includes replacing the wood, all hardware and staining the wood.

Richard Reise moved to pay \$1,100 to Nathan North to replace two benches in the community, and reset the flagstone at the bench on Wildpark, Pam Sonnevile seconded. The motion passed unanimously.

Peggy Toland reported that she received a quote from MAA to mulch both of the playgrounds in the community (70 cubic yards) for \$2,950 (installed), which was chaper than the two quotes from Little Tikes and Playground Specialists.

Kari Lantos moved to pay \$2,950 to MAA to mulch both playgrounds, Richard Reise seconded. The motion passed unanimously.

Leesa Willis received a bid from Nathan North for storm water control between the homes at 1348 and 1352 Carlsbad. The proposal would connect the downspouts at 1346 and 1348, run a 10' trench from the houses, connect the two downspouts into one and turn them 90 degrees. He would then run the pipes under the sidewalk into a riprap catch basin. Nathan North would then refill the trench and seed and straw the area. The proposed cost is \$1,750. Additionally, he would install a 50' silt fence along the fence at 1352 to reduce runoff. The proposed for the fence is \$160.00

Richard Reise moved to pay Nathan North \$1910 to complete the downspout work between 1346 and 1348 Carlsbad and install a silt fence at 1352 Carlsbad, Pam Sonnevile seconded. The motion passed unanimously.

### **Community Affairs Committee**

Richard Reise moved to reimburse Beverly Jordan for \$10.58 for the welcome packets, Kari Lantos seconded. The motion passed unanimously.

Leesa Willis submitted a receipt for reimbursement for swim diapers, rubber pants (for the guards to sell at the pool, in case pool patrons didn't have them), and stickers for pool passes of children who are allowed to be at the pool by themselves. She also submitted for one-half of the cost of a printer ink cartridge because of printing flyers for the pool, and pool passes.

Richard Reise moved to reimburse Leesa Willis \$31.79 and \$29.42 for pool-related expenses, Pam Sonnevill seconded. The motion passed unanimously.

### **Neighborhood Watch Committee**

There were no members of the Neighborhood Watch Committee present.

### **Communications Committee**

There was no Communication Committee report.

### **Concurrence Items**

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

- Request submitted to legal counsel to draft a hold harmless agreement for work to be done on Carlsbad Drive.

### **New Business**

Kari Lantos asked if there has ever been a parents group within the Woodland Hill Community. She expressed interest in exploring the idea with homeowners as a way to help parents connect and plan activities with children in the community. Leesa Willis said there was a group years ago, but hasn't been active in some time. She suggested that Kari Lantos put together a plan for the group.

### **Next Meeting and Adjournment**

The next meeting will be held on Monday, August 26, 2013 at 7:00pm at the Watkins Mill Elementary School in the Media Center.

The meeting adjourned at 8:05pm.

Respectfully submitted August 15, 2013  
by Kari Lantos, Secretary