
MINUTES OF WOODLAND HILLS HOMEOWNERS' ASSOCIATION

Approved October 29, 2013

Board Meeting of September 23, 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 were Peggy Toland, Property Manager and Beverly Jordan, chair of Community Affairs.

Homeowners present: Michelle Tatum and John Tatum of 1344 Carlsbad Drive, David Obloy of 1352 Carlsbad Drive, and Adam Markowski and Akin Akturk of 1335 Carlsbad Drive.

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

Opening Remarks

Leesa Willis introduced Beverly Jordan and described her role as Chair of Community Affairs. Leesa asked that if anyone sees a new neighbor, please let us know by email or phone call. Beverly will pay them a visit.

Leesa congratulated Adam Markowski and Akin Akturk on their nuptials and on behalf of the Board of Directors and the entire community wished them the very best.

Homeowner Open Forum

Michelle and John Tatum discussed the drainage issues near their house and at 1352 Carlsbad Drive. They came to discuss the agreement the HOA asked them to sign regarding the proposed changes to the existing drainage hook-up from their home's front downspout to the HOA's drainage pipe. They asked who is doing the work now? Leesa explained that the situation has changed. Originally, the front downspouts from 1344, 1346 and 1348 were going to be attached to the same system. That is no longer the case. There will be no new introduction of storm water into the existing system that carries 1344's storm water away from the house and common ground in front of the house. The original proposal was to add 1346 and 1348 to the existing system. A change needs to be made in the proposal to include the change that 1346 and 1348 have their own separate runoff system that connects with a pipe farther down the hill. Leesa directed the Tatums to address any questions they have to Peggy Toland. In addition, where the dirt has become packed down (concaved) on the hill, we will build that up a bit, complete the run at the bottom of the hill, and place rip-rap at the end. Discussion ensued.

Dave Obloy asked that the silt fence adjacent to his property along his fence be removed. Dave reported that the item was not placed deep enough and therefore does not do what it's designed to do. Dave expressed his concern that the HOA stated at the last meeting that it is not doing anything more about the drainage situation. Leesa explained that is not the case. Leesa explained that she said she preferred to wait until WSSC completes its portion of the work at that

area prior to spending more time and money on the drainage issue at that location. Leesa quoted from last month's minutes that she thought it was best to wait until WSSC comes through, but if the board recommends to go ahead with the fix for the drainage situation, we will go ahead. Leesa explained that WSSC should make its repairs through its lines and not further disturb the area but that experience tells us that is not always the case.

Adam Markowski asked about how things dealing with grounds in the community are being handled. He expressed his concern that too many plants are being planted throughout the community. Leesa explained that we applied to the city for a \$5,000 (or just under that) grant but did not receive it. We also applied for a \$1,322 grant and received \$1,000. This grant was aimed at removing invasives in those areas and to plant native perennials, shrubs and trees. Adam said that the trees in the community are overgrown, and do not get proper care. He stated that three (3) birch trees and one (1) pin oak near 1357 Carlsbad are examples that he is referring to. He said that shrubs have been planted near the trees and these newly planted shrubs are causing the trees to die. He expressed his concern that we should scale back on the plantings. He asked that a moratorium be placed on planting any plants for at least 3 years. Adam asked that his request for the moratorium be included in the minutes. Leesa explained that some of the plants we buy die because of bad stock, pet damage, etc. When that is the case, the contractor will generally replace those plants if it's within the warranty period. Leesa assured Adam that all trees and shrubs planted receive adequate watering.

Adam stated that he is concerned that we should take care of the problems first such as removing the pokeweed, which is growing everywhere, rather than letting it grow and planting plants unnecessarily. Leesa explained that we remove pokeweed in some locations. Leesa asked Adam, and stated generally, that anyone who notices invasives such as pokeweed or poison ivy to please notify the board via email and provide the specific location(s). Adam reported that there is pokeweed at Carlsbad Drive and Tanyard Hill Road.

Adam stressed again his belief that the board is over-planting the community. Leesa explained that the HOA is bound by its governing documents to replace trees when they are removed. We replace them in locations where we can get to them easily in order to care for them. She explained that we have, do, and will haul water to a number of plantings. Leesa also explained that with so few volunteers, it falls on only a few volunteers' shoulders to do all of this work. Leesa also explained that we do plant trees in the understory areas because older trees may be coming to their end of life. Therefore, we plant young trees underneath that will eventually replace the older trees.

Adam asked who gave permission to cover-over the grass at Carlsbad and Tanyard. He said that was a little bit of grass his dogs liked to visit on their walks. Pam explained that the grass there was just a little bit of edging grass and Japanese silt grass, which is an invasive. Adam said it was the grass under the sycamore tree. He said that more and more grass is being removed around the community and that he is concerned that the community does not look attractive. Adam asked how just a few people on the grounds committee or the board can make these decisions that the rest of the community has to accept. Richard Reise explained that there are committees who are provided the authority by the board to handle these tasks. The individuals on the board and those on the committee are by nature of their roles given permission to make

these kinds of decisions. Richard explained that if members of the community would like to join the committees they are certainly invited to do so.

Adam asked what happened to the arborist reference he supplied. Adam stated that the arborist he referred is priced much better than Mead and that we should use him. Judy Sudholt stated that she sent the information to Pam since Pam is the chair for the Grounds Committee. Leesa said that we have done research on various arborists and that Mead has proven to be well within the price range. Pam explained that Mead is generally contracted for a day of pruning/removal which is a better price than contracted per job. Adam asked that he be given access to review the landscaping contract documents we have with Nathan North because he wants to see what he does in the community. Adam stated that he has talked with his neighbors who moved here 20 years ago and it used to be a grassy area. Leesa explained that the trees are 20 years older now and much bigger. Leesa stated that grass is not good under trees. Adam said that grass is better for trees than shrubs. Leesa explained that in fact the grass robs much-needed water and nutrients from the trees. Discussion ensued.

Adam asked why it takes so long for the minutes to show up on the website. He stated that the minutes are delayed by a year or more. Leesa stated that that has not been the case for at least the last 10 years. She explained that minutes go through an approval process for the previous month. She stated that Earl Barnes posts the minutes to the website as soon as he is available once the minutes are approved, which is typically 5-6 weeks after the board meeting.

Minutes of August 2013 Board Meeting

Richard Reise moved to approve the minutes from the August 23, 2013 meeting, Judy Sudholt seconded the motion, and the motion passed unanimously.

Treasurer's Report

Pam Sonnevile reported that as of August 31, 2013, there was \$51,637.81 total cash in the operating account and \$537,764.54 in total reserve assets.

Pam Sonnevile asked Peggy Toland if the tennis court resurfacing costs came out of reserves and Peggy Toland confirmed that was correct.

The maturing CDs will be rolled over. There is one (1) CD in October and one (1) CD in December.

Peggy Toland provided the tax auditor's engagement letter for 2012 to Leesa Willis; the auditor's engagement letter was signed.

Management Report

1. Peggy Toland reported that budget season is coming. She needs to mail the budget in October 2013 for the November 2013 WHHOA meeting. Discussion ensued.
2. Peggy Toland stated that it is time to increase the reserve amounts by at least 2.5 to 3%. For example, she pointed out the reserivist experts recommended that we replace the pool at a

cost of \$183,000. We are not going to replace the pool at this time; however, we will probably have to white-coat this year.

3. Peggy Toland asked the board, generally, if there are any changes that need to be incorporated into the budget and to inform her of those changes. The board discussed that we should include expenses for Community Affairs, pool opening, yard sale advertisements, Wildlife Habitat, Neighborhood Watch, and Communications. Peggy suggested that we add a line item for these in the budget.
4. Peggy Toland reported that North Landscaping's contract will remain the same.
5. Peggy Toland reported that Georgetown Aquatics contract will increase a little.
6. Peggy Toland reported that B&B Refuse's contract will remain the same.
7. Peggy Toland reported that CAI's contract will increase by 2-3%.
8. Peggy Toland reported that the taxes for the Water Protection Act will increase significantly and we can expect them to triple over the next few years.
9. Peggy Toland reported that we received grant monies (\$4,923.00) from the city for landscaping work that was done last year.
10. Peggy Toland reported that bids for the concrete work (sidewalks and curbs) in the community have arrived. She reported that we have a little over 5,000 feet of sidewalk work to be completed. We received bids from: (1) AMG who charges \$6/sqft and \$25/linear foot; (2) O'Leary who charges \$5.50/sq ft and \$28/linear foot; ACA who charges \$6.50/sq ft and \$30/linear foot; and Image Asphalt who charges \$5.75/sq ft and \$26/linear foot. Square feet refers to the sidewalks and linear feet pertain to the curbs and gutters. Discussion among the board and Peggy ensued. Judy Sudholt moved to approve AMG's bid, Richard Reise seconded, and the motion passed unanimously.

Pam Sonnevile will provide the cost/benefit analysis for the locations where Flexi-Pave may be installed. The board will then consider and vote on the use of Flexi-pave in the designated locations via e-mail since it needs to be done quickly.

11. Peggy Toland reported that she placed a call to Jason Fisher, Esq. regarding the quiet title for Parcel T in the location of the front storm water management pond for which the City is seeking a grant to refurbish. Mr. Fisher indicated that the quiet title process is underway and should be resolved soon.

Concurrence Items

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

- August 27, 2013 – directors agreed to reimburse ARC expenses for \$24.92.

Architectural Review Committee

Judy Sudholt reported as follows:

- The ARC Committee has continued to make revisions and updates to the *Architectural Guidelines*.
- **Re-inspections Completed Since Last Month:**

Date of Request	Date of Re-Inspection	Comments
9/9/2013	HT204	Request for Re-inspection - all is approved.
9/16/2013	TR1536	Request for Re-inspection - all is approved.

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

Request Date	Address	Results/Description
9/9/2013	WM302	Request to install a 4' - 6' fence in the front yard. Disapproved.
9/9/2013	TR1501	Request to install a deck in the side yard. Approved.
9/12/2013 Revised request on 9/23/2013	WA1105	Request to install a fence and to replace the deck. <i>Pending</i> approval of composite materials for use on deck flooring and treads (to be submitted to ARC) and pending receipt of drawings of the deck.
9/20/2013	TR1603	Request to stain un-tinted stain on deck and fence. Approved.

Pam Sonnevile moved to approve the Architectural Review Committee’s report, Richard Reise seconded, and the motion passed unanimously.

Grounds Committee

Pam Sonnevile reported:

1. Black wrought iron replacement railing was installed in common area sidewalk in front of 1324 Carlsbad Drive. The railing does have solid posts and are not hollow.
2. Started on the prep of the area at the corner of Carlsbad and Tanyard Hill Road and planting behind High Timber backing onto Tanyard Hill Road near the doggie station. This is primarily covered by a \$1,000 grant approved by the City of Gaithersburg.

3. Mead Tree was in the community today looking at trees in question. We will go ahead and do a day of removal including some pruning. I asked him about remedial pruning on a few trees. They are small so Pam can do it when she gets a chance.
4. Conservation Montgomery is hosting a Tree Care 101 in Woodland Hills on Saturday, October 19, at 10 to 11:30 am.

Pam requested reimbursement for the following items:

yellow jacket spray, white	\$14.02
marking paint, twine	
copies of letter (distributed	2.71
to Kestrel Court)—	
(informational letter	
regarding invasives and	
informing the homeowners	
that we are trying to replace	
the invasives with native	
plants on the slope	
 TOTAL	 \$16.73

Richard Reise moved to approve the reimbursement of expenses to Pam Sonnevile in the amount of \$16.73, Judy Sudholt seconded, and the motion passed unanimously.

Community Affairs Committee

Beverly Jordan reported that she will need additional supplies for the welcome kits. Leesa suggested that we add a recycle bag to the welcome kit. Leesa also suggested we attach a note to the recycle bag providing general information about the community’s approach to leaves and/or the grounds committee and Wildlife Habitat group in case the new neighbor is interested in participating.

The board, Beverly and Peggy discussed that the budget line amount to be added should include community affairs (pool opening, and meet & greet events, welcome kits, yard sale advertisements) in the amount of \$650.00.

Neighborhood Watch Committee

No report at this time.

New Business

Leesa Willis reported that weeds and overgrowth behind 1341 Carlsbad have been noticed. Also between 1335 and 1339, there are weeds and overgrowth that need to be addressed. These areas are very messy and unattractive. Leesa asked Pam Sonnevile to address these areas and to devise a plan to make them more pleasing.

Leesa requested that in addition to updating the *Architectural Guidelines*, we also address needed changes to the *Rules and Regulations*.

Leesa Willis asked for concurrence from all members present to allow the Board to go into executive session.

Judy Sudholt moved to adjourn at 8:45 pm, Pam Sonnevile seconded, and the motion was carried.

Next Meeting and Adjournment

The next meeting will be held on October 28, 2013, at 7:00 pm at Watkins Mill Elementary School in the Media Center.

Respectfully submitted October 1, 2012
by Judith Sudholt, Vice President