
MINUTES OF WOODLAND HILLS HOMEOWNERS' ASSOCIATION

Approved June 24, 2013

Board Meeting of May 29, 2013

The meeting was called to order at 7:40 pm by Leesa Willis. Present were board members Pam Sonnevile, Richard Reise, and Judy Sudholt. Also present was Peggy Toland, Property Manager.

Homeowners present were Beverly Jordan of 1510 Tanyard Hill, Adam Lotinsky of 222 High Timber Court, Monica Gordon of 1324 Carlsbad Drive and Dave Slattery of 1322 Carlsbad Drive.

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

Minutes of April 2013 Board Meeting

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

Treasurer's Report

Leesa Willis reported that as of April 30, 2013 there was \$76,741.75 total cash in the operating account and \$511,751.46 in total reserve assets.

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

Opening Remarks

No comments at this time.

Homeowner Open Forum

No comments. Comments were made earlier at the Annual Meeting.

Management

Peggy Toland reported that letters were sent to WD424 re authorizing pruning of tree settlement. The homeowner's offer to split the cost was agreed upon by the board. No payment has been received. Peggy stated that she did note that the letter was sent to the WH address and in the CAI database, she has a different address off-site for them. She will resend the letter to the off-site address.

LL703 - deposit of leaves on common area.

HT217 - storage of waste wood on common area; this wood was removed by Mead.

Peggy reported that she sent in for the city grant for phase II of the plantings; copies are attached. Notification is done in August.

Peggy Toland reported that copies of the WSSC agreement are attached. She said that these need to be addressed. Leesa said that we need to put in writing that if any damage is done to trees in the area, that WSSC will replace those trees. Leesa and Peggy will work on the agreement.

Concrete Work on Sidewalks: Where trees are pushing up the sidewalks and causing a tripping hazard, we are considering replacing the concrete with Flexi-Pave. Peggy reports that she will have two (2) bids that will come in from O'Leary and AS&C. She had asked that they hold off bidding until she went through with Charles from Public Works because she was not sure how much any information gleaned from him might change the scope of the work. Now she is waiting to see if more of the tripping areas are removed and replaced with Flexi-Pave, if the price improves. The more areas to be replaced, the greater the square footage and therefore the lower the price. Leesa asked if we can use the reserves to replace the concrete with Flexi-Pave. Peggy explained that we can use the reserves for the difference but the price for replacement concrete would have to be calculated. Leesa suggested that we pick out 2-3 of the worst areas where the tree roots are the problem. For larger areas, the cost for Flexi-Pave is \$21/sq.ft.; \$30.35/sq.ft for smaller areas; and the price for 5,000+ square feet areas is \$7.50/sq.ft.

Richard Reise moved to approve, Pam Sonnevile seconded. The motion was passed unanimously.

Architectural Review Committee

Judy Sudholt reports that the ARC Excel spreadsheet she designed and developed has proven to be a tremendous tool for keeping track of all of the detailed information.

ARC members met for a work session at Judy's home on April 26, 2013 to discuss the revised Charge communique from Board President, Leesa Willis, assign re-inspections, and to thank ARC members for all their hard work on the home inspections and re-inspections.

Four decks were noted on inspection forms due to concerns by the inspection team for the homeowners' safety. This was done in order to suggest to each of these homeowners that they check to make sure their deck is to code and safe to use. ARC Committee was able to confirm that permits are on file for three (3) of the four (4) decks. Judy and Leesa discussed with the homeowner whose deck is not permitted that she go to the City of Gaithersburg and apply for a permit.

Architectural Inspection Appeals (April 2013 Meeting) Addressed to Board of Directors

1. 203 - Pam Sonnevile and Judy Sudholt re-inspected April 29, 2013:
 - a. The rear upper second story window trim is not white and the board in the lower left-hand corner at the back of the house is not white and is in the builder original design as is. This was revisited onsite with the homeowner. We all agreed that the existing trim color is builder original and is not white.

2. 331 - Leesa Willis and Judy Sudholt re-inspected on May 18, 2013. A letter dated May 22, 2013, with the results of the reinspection was mailed to the homeowner.

- a. Homeowner appeals that the deck is not to code and appeals the right of ARC inspectors to include such a comment on the inspection report. Homeowner cannot locate the permit for the deck but seems to recall she used to have one.

HOA: There is no deck permit on file with the City for 331. The deck must be permitted if/when the house is sold. This is a noncompliant issue and therefore has no impact on eligibility of pool passes or tennis court access.

- b. The missing shutters: Homeowner states she purchased the home without the shutters on either side of the front door and has photographs from the real estate listing when she purchased the house.

HOA: With respect to the shutters missing from the front of home, the homeowner was shown the holes in the brick façade on either side of the front door where these shutters were previously attached. If homeowner would like addresses of other homes that are identical to her home's model, we can supply those. Because the home was purchased without the shutters, we had moved this item to the "Non-compliant" section of the inspection form. This means that this item remains non-compliant with ARC Guidelines and needs to be returned to builder-original design whenever you perform work on the front door surround or before you sell your home, whichever comes first. Immediate compliance is not required, but compliance sooner rather than later would be appreciated. Non-compliant items will not prevent you from securing pool passes or a tennis court key.

- c. Homeowner appeals the statement that they removed two (2) trees from their property.

HOA: It was indicated that no trees have been removed from your property. However, during our inspection, we found and identified two tree stumps from small trees located in the back yard. The tree stumps in the back yard are within the confines of the property lines as shown with the help of the plat and the tape measure. We also explained the tree replacement policy that requires the HOA to replace all common ground trees it removes and the requirement that homeowners replace all trees that die, fall or are removed from private property. The ARC or Pam Sonnevile, grounds chair, can provide assistance. Finally, we asked that the stumps be flush cut as they present a serious tripping hazard at this time.

- d. Side yard needs general cleanup.

We discussed the need to tidy up the dead wood lying about in the side yard. Any unwanted dead wood or brush should be pulled to the curb for recycling. Any wanted dead wood should be piled or stacked neatly. Also discussed was the improper use of scrap lumber nailed to two trees in order to hold the firewood stack in place. Not only is this an unacceptable look, nailing into your trees can jeopardize their health, possibly leading to decline and replacement later.

- e. All trim should be white.

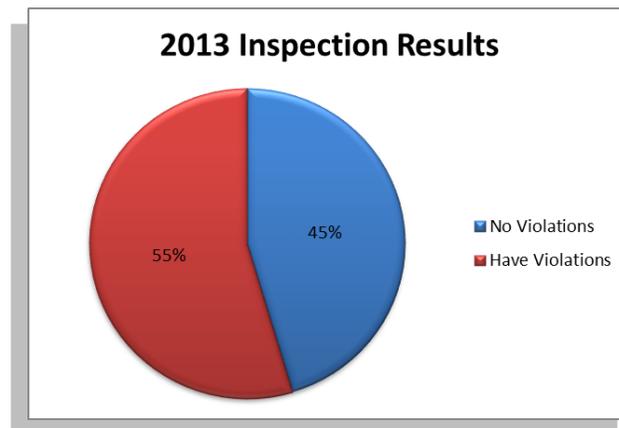
HOA: All violations/items on your 2013 home inspection were re-inspected and found to be uncorrected. Once these items are corrected (excluding the missing front door shutters and deck), the homeowner may request a re-inspection in order to clear them. Once all items have been

cleared, the homeowner will be eligible for pool passes and a tennis court key. A Paint Disclosure form was provided to the homeowner.

Architectural Inspections/Responses/Corrections/Re-inspections/Pool & Tennis Court Eligibility

This year starting on January 1, 2013, 52 out of 258 homes were without any architectural violations. At the beginning of May, there were 88 homes without violations. As of May 28, 2013, there are 117 homes without violations. This is a significant improvement from 20% at the beginning of the year to 45% without violations. When homeowners reach out to ARC, we are committed and passionate about helping homeowners prevent violations/correct violations, and providing solutions.

- Of the 117 homes that are architecturally eligible for pool passes, seventy-six (76) homeowners have requested and have been sent their pool passes. This means that 65% of architecturally eligible homeowners have requested pool passes.
- Five (5) homeowners who requested pool passes have had their pool passes deferred due to architectural violations. Deferral letters were mailed to all homeowners who requested a pool pass but did not qualify due to architectural violations. Once the violation(s) is corrected, the homeowner submits a Request for Reinspection. Once the reinspection is completed and all is clear and corrected, the homeowner is then eligible for pool and tennis court access. The Pool Application will be processed and pool passes sent.
- Currently, four (4) homeowners out of 258 who are architecturally eligible for pool and tennis court access are deferred due to monies owed.
- As of May 28, 2013:



Statistical Chart as of May 28, 2013

Pending

1. 111 - April 16, 2013 Homeowner submitted a Request for Approval form to extend existing fence, possibly to remove a leaning Dogwood tree. On April 17, 2013, ARC requested more information (drawings) regarding the fence style, etc. ARC members will meet with the homeowner May 31, 2013.

2. 331 - Homeowner requested an appeal regarding 2012 inspection form. Leesa Willis and Judy Sudholt re-inspected on May 18, 2013 and Leesa prepared and sent the answer letter to the homeowner. We are waiting for homeowner's request for reinspection.
3. 1308 - Letter dated April 10, 2013 was mailed to homeowner re Dutch Lap siding at rear of home. In the letter we asked the homeowner to advise HOA as to when the siding will be replaced. No response has been received as of May 28, 2013.
4. 1323 - ARC sent a letter dated April 29, 2013, to the homeowner re missing dental molding. The correction needs to be made within sixty (60) days of the date of the letter.
5. 1324 - ARC sent a letter dated April 24, 2013, to the homeowner re incorrect front door style; grids need to be reinserted; bay window front is not builder original in design. The correction needs to be made within sixty (60) days of the date of the letter.
6. 1340 - ARC sent a letter dated April 26, 2013, to the homeowner re front door pediment is not builder original in design. The correction needs to be made within sixty (60) days of the date of the letter.
7. 1348 - ARC sent a letter dated May 7, 2013, to the homeowner re bay window molding not same as builder's original design. The correction needs to be made within sixty (60) days of the date of the letter.
8. 1358 - ARC sent a letter dated April 30, 2013, to the homeowner re unapproved change to the section below the picture window; change of builder original molding style/design. The correction needs to be made within sixty (60) days of the date of the letter.
9. 1362 - ARC sent a letter dated April 30, 2013 re missing molding under the bay window. The correction needs to be made within sixty (60) days of the date of the letter.
10. 1368 - ARC sent a letter dated April 30, 2013 re picture window molding is unapproved. The correction needs to be made within sixty (60) days of the date of the letter.
11. 1372 - ARC sent a letter dated April 26, 2013, asking homeowners to replace tree by November 15, 2013.
12. 1378 - ARC sent a letter dated April 29, 2013, re bay window molding should be restored to builder original design. The correction needs to be made within sixty (60) days of the date of the letter.
13. 1416 - ARC sent a letter dated May 7, 2013, to homeowner re tree to be replaced by November 15, 2013.
14. 1438 - ARC sent a letter dated April 29, 2013 re yard structures -- green metal fence and arbor. This is a design style that some ARC members would like to propose be accepted by the board and update the Architectural Guidelines.
15. 1519 - ARC sent a letter dated April 29, 2013 to the homeowner re missing bay window molding. The correction needs to be made within sixty (60) days of the date of the letter.

16. 1532 - ARC sent a letter dated April 29, 2013 to the homeowner re the missing dental molding on the 2nd floor at the soffit. The correction needs to be made within sixty (60) days of the date of the letter.
17. 1536 - ARC sent a letter dated April 29, 2013 to the homeowner re bay window molding is missing. The correction needs to be made within sixty (60) days of the date of the letter.
18. 1536 - Also included in letter ARC sent to homeowner on April 29, 2013, was ARC's request that tree to be replaced by November 15, 2013.
19. 1603 - ARC sent a letter dated November 29, 2012, re variety of violations and homeowner submitted on April 15, 2013 their response that these will be corrected by May 26, 2013. ARC needs to reinspect.
20. 1631 - ARC sent an email to homeowner on May 9, 2013, re the new replacement storm door glass, which was installed with decorative glass rather than plain clear glass. ARC has re-inspected twice but the storm door has not been changed as of May 25, 2013.
21. 1709 - ARC sent a letter dated May 7, 2013, to homeowner re tree to be replaced by November 15, 2013.
22. 1715 - ARC sent a letter dated May 7, 2013, to homeowner re tree to be replaced by November 15, 2013.
23. 1725 - Submitted Requested for Approval of Alteration to Exterior for solar panel installation dated May 20, 2013. Homeowner has been working with the Board and ARC regarding this issue.
24. 1725 - Submitted Request for Approval of Alteration to Exterior for a new roof with the same design and style.
25. 1812 - ARC sent a letter dated May 7, 2013, to homeowner re tree to be replaced by November 15, 2013.
26. 1917- ARC sent a letter dated May 7, 2013, to homeowner re tree to be replaced by November 15, 2013.

Re-inspections Completed

ARC has completed 20 re-inspections.

Architectural Review Committee Suggestions to Homeowners

1. Many of our decks are getting older and need to be checked for your safety. The ARC Committee respectfully suggests that homeowners check their decks and their deck support posts to be sure they are not water damaged or rotted. If the deck is shaky or feels unstable in any way, please have your deck checked or examined. To make the repairs, you will need a permit. If you have any questions, please feel free to contact us.



Water Damage Deck Support on 25-30 year old Deck

The ARC Committee respectfully suggests that homeowners check their chimneys and chimney caps for deterioration. Our chimneys are nearing 35 years in age and many will need to be replaced or repaired. A homeowner on High Timber had an issue and her chimney cap was replaced.

Richard Reise moved to accept the ARC report; Pam Sonneville seconded. The motion passed unanimously.

Pool Opening:

- Committee is comprised of Leesa Willis and Judy Sudholt. The first mailing of pool passes was completed on May 11, 2013. Weekly mailings will continue throughout the summer.
- More than 300 pool passes have been mailed or hand delivered including Olde Carriage Hill residents. Approximately, eighteen (18) homes from the Olde Carriage Hill community have been issued pool passes.
- The pool opened Saturday, May 25, 2013. It was a sunny day but due to the cool windy weather, it was not crowded. The lifeguards did a great job.
- Lilly Brotons, Leesa Willis and Judy Sudholt worked together to provide food, water and decorations for the Pool Opening Event on Sunday, May 26, 2013 from noon to 3:00 pm.
- The Pool Opening Event on Sunday, May 26, 2013, was successful. Residents consumed over 100 hotdogs and 4 cases of water. Some were brave enough to actually go swimming. Cookies, chips, salsa and decorations were donated by Lilly, Leesa and Judy.

- Judy requested reimbursement for the following items:
- - Hotdog buns, hotdogs, water, and napkins\$125.39
- - Business cards for creation of pool passes and lamination pouches54.00
- - Avery Easy Peel Return Address Labels.....9.04
- - Avery Business Cards (1,000)29.63
- - Fellowes Hot Laminating Pouches, Business Card size 5 mil, 100 per pack (3 packs).....39.27
- - Laminating pouches from Office Depot 24.99
- TOTAL\$282.32

Note Judy Sudholt is now ordering supplies in bulk from Amazon (on-line) to reduce the costs significantly.

- Leesa Willis also submitted 2 receipts in the amounts of \$46.00 each, \$92.00 total for postage for mailing the pool passes

Richard Reise moved to approve the reimbursement of expenses to Judy Sudholt in the amount of \$282.32 and \$92.00 to Leesa Willis; Pam Sonneville seconded. The motion passed unanimously.

Grounds Committee

Pam Sonneville requested approval for a fourth day of pruning \$2,240 plus about \$500 for cabling a black gum beside 1525 Tanyard Hill Road.

Judy Sudholt moved to approve the fourth day of pruning for \$2,240 plus \$400 for cabling a black gum tree, Richard Reise seconded. The motion was passed unanimously.

Pam Sonneville requested approval for stump removal, up to \$800, for six (6) stumps.

Judy Sudholt mentioned that a homeowner reported that they liked the stump because it makes a good chopping block. Leesa explained that the area gets very messy because some homeowners are using common area in that particular location for chopping wood. Leesa said that Mead had to haul off some unwanted wood from there a couple of weeks ago. She said that a homeowner has been bringing in wood and cutting it up on a regular basis.

Judy Sudholt moved to approve the expenditure of \$800 to remove the six (6) stumps; Richard Reise seconded. The motion was passed unanimously.

Tennis court resurfacing will begin on Saturday, June 1 and probably will not be available for play until after Friday, June 7, 2013

Adam Lotinsky has agreed to join the Grounds Committee. Congratulations were expressed.

Judy Sudholt moved to accept Adam Lotinsky as a member of the Grounds Committee, Richard Reise seconded the motion. The motion was passed unanimously.

Judy Sudholt moved to accept the Grounds Committee's Report; Richard Reise seconded. The motion was passed unanimously.

Pam Sonneville requested reimbursement for the following items:

Copies of Wildlife Habitat Cover Sheets to be included with the Welcome Packets 3/30/13	\$ 12.40
One viburnum dentatum to extend to the line of dentatums across from Wildpark (Environmental Concern, Inc., April 27, 2013)	11.00

3 little bluestem to be planted in the garden across from the pool (Friends of the Black Hills Nature Programs, April 26, 2013)	12.00
Seed packets for pool event on Sunday, May 26, 2013, (American Plant, April 27, 2013)	7.10
Native shrubs and perennials (Prince William Wildflower Society, May 11, 2013).....	87.00
Copies of gutter notices and Wildlife Habitat event flyer (Staples, May 12, 2013)	49.23
2 bags of top soil used to replace the soil that was dug up when digging up black-eyed Susan's giveaways (Lowe's, May 12, 2013).....	2.91
Frame for poster used at pool event on Sunday, May 26, 2013, (Michaels, May 15, 2013).....	10.81
Large photocopy for sign at entrance to community for pool event on Sunday, May 26, 2013	2.25
Supplies for sign announcing pool event	2.12
TOTAL	\$196.82

Leesa Willis submitted a receipt for key tags in the amount of \$5.28.

Richard Reise moved to approve the reimbursement of expenses to Leesa Willis; Judy Sudholt seconded. The motion passed unanimously.

Habitat Committee

Pam Sonnevile reported that the National Wildlife Federation has certified nine (9) homes.

Over 100 native plants were given away at the Pool Open House on Sunday, May 26, 2013. Residents received info. on how to certify their yard as well as the City grant application for conservation landscaping. Thanks to Jackie Mann, Belinda Adams and Carolyn Oakford who volunteered at the Sunday event. Thanks to Walt Sonnevile who helped pot plants and make signs for the event. Thanks to Richard Reise who helped pot plants and for his generous donations of giveaway items for the event.

The red-shouldered hawk continues to be seen in the community.

Community Affairs Committee

Beverly Jordan reported that she needs more folders and other supplies for the welcome packets. Leesa asked that Beverly make the necessary purchases and then submit the receipts for reimbursement. Beverly said she would do that. Beverly also indicated that she would appreciate volunteers for this committee.

Neighborhood Watch Committee

There were no members of the Neighborhood Watch Committee present.

Communications Committee

Leesa Willis reported that she will make four (4) signs for the resurfacing of the tennis courts. She asked Judy Sudholt to laminate the signs and give them to Pam Sonnevile for posting.

Leesa Willis asked Judy to laminate pool hour signs for posting on the pool bulletin board and for the lifeguards.

Starting June 14, the pool will open from noon to 8:00 pm Wednesday through Monday.

The pool will be open from noon to 6:00 pm on July 4 so that everyone can enjoy the fireworks.

Old Business

1. Peggy will be meeting with City Planning to discuss the sidewalk in the Carlsbad drainage corner. Most of the sidewalk is on private property. We have to cut through the sidewalk to direct the downspouts to the drain. Once the sidewalk situation is clarified, we can finalize our RFP for the drainage job and get an estimate. Once that is completed, Peggy can write to the homeowners involved. We will require some kind of "sign-off" from 1346 and 1348 to cover our liability.
2. Pam continues to compile the list of landscape timber installations in the neighborhood so that we can have a comprehensive list to review each year to determine which, if any, require replacement.
3. Nathan North has been cleaning up some common ground areas that have been left looking a bit ragged. Two such locations are in the Kestrel/Carlsbad area and in the upper Tanyard area. If there are others, please report them so we can address them.

New Business/Concurrence Items

Leesa Willis reported these concurrence items:

1. To seek legal advice on 2 matters; only one issue was pursued
 - a. Response to 1603
 - b. Response to 331
2. Richard Reise reported that a homeowner asked if he could park an extra-large passenger van in the community parking lot. Discussion ensued and it was determined that this vehicle is considered a commercial vehicle and is too large to

fit in the spaces. He will have to find another place to park. Leesa suggested the owner talk to the folks over by Furniture for Less or park on Travis Avenue.

3. Directors agreed to hold an Executive Session.

Next Meeting and Adjournment

The next meeting will be held on Monday, June 25, 2013, at 7:00 pm in the Media Center at Montgomery Village Middle School, 19300 Watkins Mill Road, Montgomery Village, MD 20886.

Judy Sudholt moved to adjourn and move to Executive Session. The meeting adjourned at 8:25 pm.

Respectfully submitted,
by Judy Sudholt, Vice President
June 3, 2013