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# MINUTES OF WOODLAND HILLS HOME OWNERS' ASSOCIATION

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*Approved January 26, 2015*

## **Board Meeting of November 24, 2014**

The meeting was called to order at 7:05 pm by Leesa Willis. Present were board members Zeno Lantos, Pam Sonneville, Richard Reise, and Judy Sudholt. Also present was Peggy Toland, Property Manager.

Also present was Beverly Jordan of 510THR. The meeting held in the Media Center, Watkins Mill Elementary School, 19001 Watkins Mill Road, Montgomery Village, Maryland 20886.

### **Opening Remarks**

No opening remarks.

### **Homeowner Open Forum**

Zeno Lantos inquired if PEPCO has completed their job. Pam said she will call them tomorrow to find out. Zeno said that they left some items on Windjammer that need to be removed.

### **Minutes of October 27, 2014 Board Meeting**

Richard Reise moved to approve the October 27, 2014, meeting minutes; Zeno Lantos seconded; and the motion carried unanimously.

### **Treasurer's Report**

Pam Sonneville reported that as of October 31, 2014, there was \$57,987.31 in the operating checking and savings accounts and \$488,709.53 in reserves.

Pam Sonneville inquired as to the grounds budget and Peggy said she will review the balances for the exact amount, but there is about \$4,600.

Leesa reminded directors that those funds are also used for snow removal and may be needed this year. Discussion ensued.

Judith Sudholt moved to approve the financial reports; Richard Reise seconded; and the motion carried unanimously.

**Management Report***Annual Budget Meeting*

Board members had already read through the budget and a brief discussion ensued.

- Judy Sudholt moved to approve the proposed budget; Richard Reise seconded and the motion carried unanimously.

Peggy reported that she sent a letter to Dan Merkel of PEPCO addressing the damage to common grounds by the contractor, that our grounds are naturalized and the seeding of grass is not desired in a naturalized area.

Peggy asked Leesa to sign the final document for the audit. Also, Peggy asked Leesa to sign the federal and state 2013 taxes. Leesa did so.

Peggy presented the management agreement to Leesa to sign for renewal.

Peggy provided clarification of WSSC and whether or not they will be relining pipes. Orange flags have been staked out and the area has been walked in preparation for the work to be done. The actual relining work will take place from Spring into Summer. WSSC confirmed that the company who will be doing the work will be laying down matting and wood to make sure there is the least amount of damage done to the tree roots.

Peggy confirmed that 2 letters were sent to homeowners at WMC328 and HT217 regarding grounds violations.

Peggy reported that AMG came back and fixed the broken step on THR and it looks good.

Peggy reported that Flexi-pave came out and repaired the damaged area on CD. Peggy reported that while she would have like to have been there, she was unable to do so because Flexi-pave didn't have a firm schedule when the work would take place. Flexi-pave charged the proposal price which is \$1,506.37. The cost of the repair will be paid from the funds held back from final payment to AMG.

Peggy reported that the meeting with PEPCO at CAI offices went well but time will tell if they will live up to their promise of replacing trees that would die over the next few years because of damage to the roots caused by PEPCO parking their trucks on common ground adjacent to trees.

Pool – Peggy reported that she received a copy of the receipt of payment from DB Plumbing and the owner's email. Peggy sent a copy of the receipt to the court as a record for the case.

Roger from Solar Systems did meet with Jeff (GT Aquatics) and Peggy to review the installation of the solar system water heater. Roger stated that in his opinion we do not need the two heaters and that we could have done with just the solar heater. However, Roger stated that it can work the way it is. He also said that the reason the system was not turning on automatically is that the control box was also malfunctioning and needs to

be replaced. The invoice for the control box has been received. The control box will be replaced in the Spring and will cost \$175 plus installation.

- Judy Sudholt moved to approve up to \$500 to repair the control box once the water is turned on; Pam Sonnevile seconded the motion; and the motion passed unanimously.

Peggy reported that Four Seasons has ordered the slider for the guard room. Michael from Four Seasons went on the roof area and tacked down the T-1-11. Peggy has asked T&C Painting to bid a price for the fix of the T-1-11 when she learned that it was already taken care of. Peggy still wants the bottom of the wood sealed with caulk to prevent water from seeping in there and causing damage.

- ◇ Leesa asked Peggy to have them also look at the pump room door, specifically the bottom stopper because it does not function properly and will not lock. Discussion ensued. Peggy said she would do so.

#### *Assessment of Value*

Mason & Mason has offered a proposal to assess all commonly owned property including, but not limited to, sidewalks, tot lots, trees, etc. Once the property is valued, we will be able to use the reserve funds to pay tree removal costs and erosion costs. The last time Mason & Mason provided this service was in 2009 -- 4-5 years ago. The board has already approved \$3,525 for the assessment.

#### *Mailing*

Peggy is crediting our account for the overcharge on the last mailing. Her new assistant inadvertently used too much postage and too many sheets of paper.

#### *Debris Hauling*

Leesa reported that someone left a mattress on common ground and it needed to be hauled to the dump. Leesa requested that the person who hauled the mattress be paid for the work and mileage.

- Judy Sudholt moved to approve \$50 payment to Karen Kneller to remove the mattress from common grounds and dispose of properly; Richard Reise seconded; and the motion carried unanimously. The typical charge is \$75.

Richard Reise moved to approve the Management Report; Zeno Lantos seconded; and the motion passed unanimously.

#### **Community Affairs Committee Report**

Discussion ensued as to the addresses with new residents so that Beverly Jordan can visit and welcome them.

**Neighborhood Watch Committee Report**

No report at this time.

**Architectural Review Committee Report**

Judith Sudholt reported the following issues:

1. CD323 has completed the installation of the dental molding.
2. CD352 has completed the installation of the grids in the bay window's side window.
3. Judy asked Peggy about homeowner at LL715's sidewalk extension request. Peggy explained that the sidewalk ends at his front door as per the master plan. Any changes would have to be presented to the City. Peggy and Leesa both provided confirmation that we do not want to do that. Leesa said that she will send a communication to the homeowners regarding their request.
4. 316WMC wrap on the molding is very plain and similar to a picture frame. Another home on Carlsbad has similar molding and it has been reported as unapproved on their inspection form. In fairness, this molding is nearly similar and should not be approved. Judy will send an email to the parties.
5. 416WF has installed a replacement bay window and the window pane system is incorrect. It should be 6 panes over 4 but they have 6 over 6 and it is not like other bay windows in that section. Judy will send a communication to the parties.
6. 501TH requested approval to install a deck and it was approved. However, the homeowner didn't install all wood as described in request for approval and used composite in a different color. Judy explained in the person-to-person visit with the homeowner and provided some solutions. The composite was used on horizontal pieces but in light of the fact that they used a different color, it is not in accordance with the practice used in the community. Discussion ensued.
7. Judy requested authorization to purchase a scanner up to \$450. This is for the storage box retrieval project for documents older than 7 years. Discussion ensued.
  - Richard Reise moved to approve the purchase of a scanner at a cost of up to \$450; Zeno Lantos seconded; and the motion carried unanimously.

**Grounds Committee Report**

1. Pam asked the BOD to authorize reimbursement to her for receipts in the amount of \$15.89:
  - Dollar Tree Stores, \$.24, 11/10/2014 (decorations for monument sign).
  - Michaels, \$8.47, 11/11/2014 (block letters for magnetic strips for sign).

- Dollar Tree Stores, \$3.18 (decorations for monument sign).
  - Judy Sudholt moved to approve reimbursement to Pam Sonnevile for costs incurred in the amount of \$15.89; Zeno Lantos seconded; and the motion carried unanimously.
2. Kelly Landscaping completed the replacement of shrubs on 11/14/2014.
  3. Pam reported that she spoke with Ron Graunke the previous week regarding the replacement of 10 trees. He assured her that they would be replaced.
  4. Steve of Mead Tree said that he will try to meet within a week and walk the route where all of the underground vaults are located (area where most of the digging took place by Lorenzo Construction, working for Pepco to replace underground power Lines in the existing conduits). Steve will be looking for potential damage to trees, grounds, etc.
  5. Pam reported that she spoke with Dyan Backe, City of Gaithersburg, several weeks ago about the Travis stormwater pond. Dyan said that there are no plans in the near future to revamp the pond. Leesa asked what “near future” meant. Discussion ensued.
  6. Pam reported that she has noticed that the pool lights are not on. Peggy will contact Jeff (Georgetown Aquatics) to have him check on the lights. In the process of closing the pool, Georgetown Aquatics may have inadvertently turned off the lights. Leesa explained that the lighting plan is that lights are on all of the time and motion detectors turn on when they detect motion. The motion detectors should act as a deterrent.
  7. Pam requested authorization for another day of pruning by Mead Tree in the amount of \$2,240.
    - Judy Sudholt moved to approve \$2,240 for another day of pruning; Zeno Lantos seconded; and the motion carried unanimously.
  8. Pam request authorization for 10 hours of work by Nathan North for removal of invasives, unwanted waste-wood, etc. in the amount of \$350.
    - Judy Sudholt moved to approve the expenditure of \$350 for 10 hours of work removing invasives and unwanted waste-wood to Nathan North; Richard Reise seconded; the motion carried unanimously.

### **Communications Committee Report**

The newsletter was sent to all residents and homeowners.

Judy Sudholt moved to approve all committee reports; Zeno Lantos seconded; and the motion carried unanimously.

**Next Meeting and Adjournment**

The next board meeting will be held on Monday, January 26, 2015, at 7:00 pm in the Media Center, Watkins Mill Elementary School, 19001 Watkins Mill Road, Montgomery Village, Maryland 20886.

After all persons present had no objection to doing so, Judith Sudholt moved to adjourn to Executive Session. The meeting adjourned to Executive Session at 8:20 pm.

Respectfully submitted, December 10, 2014  
by Judith Sudholt, Secretary