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## *MINUTES OF WOODLAND HILLS HOMEOWNERS' ASSOCIATION*

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*Approved February 24, 2014, 2014*

*Board Meeting of January 27, 2014*

The meeting was called to order at 7:03 pm by Leesa Willis. Present were board members Pam Sonneville, and Richard Reise. Kari Lantos arrived at 7:30 PM. Also present was Peggy Toland, Property Manager and homeowner Adam Lotinsky.

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

### **Opening Remarks**

None.

### **Homeowner Open Forum**

None.

### **Minutes of November 25, 2013 Board Meeting**

Richard Reise moved to approve the November 25, 2013, meeting minutes; Pam Sonneville seconded; minutes were approved.

### **Treasurer's Report**

Pam Sonneville reported that as of November 30, 2013, there was \$60,805.39 total cash in the operating accounts and \$503,200.39 in total reserve assets; as of December 31, 2013 total cash operating was \$64,209.79 and \$512,578.24 in total reserve assets.

Discussion ensued regarding the Capital One CD that matured/rolled over on December 28, 2013. Plans had been to transfer the cash from this CD into the Wells Fargo money market account. However, after further analysis, Peggy Toland recommended we move the proceeds from the reserve savings accounts at Capital One into new accounts at CitiBank and United Bank. This will maintain each bank's balance under the \$250,000 insurance cap. Richard Reise moved to approve transfer of the reserve savings accounts at Capital One in the amounts of \$115,695.24 into a new reserve savings account at CitiBank and \$62,483.15 into a new reserve savings account at United Bank; Pam Sonneville seconded; transfer was approved.

**Management Report**

Peggy Toland reported that she will pay Mainscapes a total of \$2,244 from the reserves account for work done in the fall to deal with erosion issues in the community.

Peggy Toland reported that she received the grant check from the City of Gaithersburg in the amount of \$1,000.

Peggy Toland reported that “No Parking” signs have been installed around the island on lower Tanyard Hill Road.

**Concurrence Items**

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

1. On December 16, 2013, the Board of Directors approved replacing the sod on WildPark (\$200) that was destroyed during the flexipave installation.

**Community Affairs Committee**

There is no report at this time. Beverly Jordan requested additional copies of the fall newsletter and welcome bags for new residents.

**Architectural Review Committee**

There was no ARC report. The ARC is finalizing its proposed guidelines and will get them out for review soon.

The ARC will have the date set to start home inspections soon.

**Neighborhood Watch Committee**

There is no report at this time.

**Communications Committee**

There is no report at this time

**Grounds Committee**

Kari Lantos moved to reimburse Pam Sonnevile \$35.00 for one bottlebrush buckeye, Richard Reise seconded. The motion passed unanimously.

Pam Sonnevile submitted an application to the Maryland DNR Forest Service and the Maryland Community Forestry Council for a bronze award.

Pam Sonnevile ordered zip ties for the tennis court windscreen (120-lb. zip ties for the top of the screen and 50 lb. zip ties for the bottom) through Lenny McGarvey at American Tennis Courts. Total cost is \$62.70 [120-lb. zip ties (3 x \$9 per bag = \$27), 50 lb. zip ties (3 x \$6 per bag= \$18),

\$2.70 tax, plus \$15 shipping = \$62.70]. Woodland Hills will request \$31.35 from Village Overlook to cover half of the cost of the zip ties.

Richard Reise moved to approve payment to American Tennis Courts for the new zip ties in the amount of \$62.70, Kari Lantos seconded. The motion passed unanimously.

Because of the weather Ron Graunke has not yet installed the 10 canopy trees that were approved in 2013. He said that he'll probably be installing in March 2014.

Nathan North proposed the following actions to help with erosion problems between 1348 and 1352 Carlsbad: 1/2 cubic yard topsoil be added to level out a low spot, install 100 sq. ft. of sod (4x25 along fence), rip rap to consist of 10 5-8" rocks, and cover over a pipe in woods with 7 3 cubic ft. bags of mulch for \$300.

Kari Lantos moved to approve payment of \$300 for Nathan North's remedial landscaping between 1348 and 1352 Carlsbad, Richard Reise seconded. The motion passed unanimously.

Pam Sonnevile met with Steve from Mead Tree to discuss another day of pruning/removal.

The board discussed using flexipave in other parts of the community to resolve puddling issues. Peggy Toland suggested incorporating flexipave costs in the reserve study. A discussion ensued. Peggy Toland will also add tree replacement costs into the reserve study as the association's governing documents require tree replacement.

Pam Sonnevile will meet with the City of Gaithersburg on February 5, to discuss the storm water management project and will report back to the board.

### **New Business**

Leesa Willis reviewed the proposed changes to the Rules and Regulations document. The Board of Directors agreed with the proposed updates.

Leesa Willis asked Peggy Toland for additional information on how other communities are handling a few of the proposed regulations. Once Leesa Willis hears back from Peggy Toland, she will send the final proposal out to the Board of Directors to approve before sending to community members. Community members will receive pages 5-7 of the Rules and Regulations, which were the pages with changes, to compare and merge with the documents that they currently have. There will be a final vote on the Rules and Regulations at the February 2014 meeting. Once approved, the full document will be sent to all homeowners.

### **Next Meeting and Adjournment**

The next meeting will be held on February 24, 2014, at 7:00 pm at Watkins Mill Elementary School in the Media Center.

The Board of Directors moved to Executive Session at 8:12pm.

Respectfully submitted February 20, 2014  
by Kari Lantos, Secretary