
MINUTES OF WOODLAND HILLS HOMEOWNERS' ASSOCIATION

Approved March 24, 2014

Board Meeting of February 24, 2014

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

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

Opening Remarks

There were no opening remarks.

Homeowner Open Forum

David Obloy asked about the status of the HOA's proposed grounds work on the shared drain that empties storm water runoff from 1344 Carlsbad through a pipe that runs through common ground down between the homes at 1348 and 1352 Carlsbad. Leesa Willis explained that because the drainage system is shared between the HOA and an individual homeowner, steps are being taken to reach a written agreement to cover the arrangement. Once that is secured, the proposed work can proceed.

Adam Lotinsky raised additional questions regarding the expenditure and planning for reserve funding. Discussion ensued regarding the scheduling of capital (reserve) improvements and its relationship to setting aside reserve funding for the improvements.

Minutes of January 27, 2014 Board Meeting

Judy Sudholt moved to approve the January 27, 2014, meeting minutes; Richard Reise seconded. Minutes were approved.

Treasurer's Report

Pam Sonneville reported that as of January 31, 2014, there was \$54,820.18 in the operating checking account and \$510,369.52 in reserves.

Peggy Toland reported that the Capitol One reserve savings account was closed and \$115,706.02 was moved to a Citibank reserve savings account. Peggy also reported that she contacted the previous Woodland Hills president to authorize moving \$62,499.07 from another Capitol One reserve savings account to the Citibank account.

Management Report

Notice of the T.A.M.E. walks on March 1 and 15, regarding the M83 proposal, were distributed on the Woodland Hills listserv.

Peggy Toland reported that Georgetown Aquatics sent a notice regarding a new law (B364 Connor’s Law) that went into effect November 5, 2013, which requires owners and operators of swimming pools open for general admission to the public to have a defibrillator on site. It would cost about \$750 per year to rent a defibrillator, or Georgetown aquatics submitted a proposal to purchase the equipment with a cabinet and fill out the paperwork that needs to be submitted to the state for \$2,000-2,200. A discussion ensued.

Judy Sudholt moved to spend up to \$2,200 to purchase the defibrillator through Georgetown Aquatics, Kari Lantos seconded. The motion passed unanimously.

Peggy Toland reported that Georgetown Aquatics submitted a proposal for a new white coat for the floor of the swimming pool and wading pool totaling \$22,625. The last time the white coat was applied was in May of 2008, and the average life of the white coat is six years. A discussion ensued and it was determined that while the current white coat could go through one more year, the upkeep and maintenance will help preserve the structure of the pool.

Judy Sudholt moved to spend \$22,625 to apply a new white coat on the floor of both the main pool and the wading pool, Pam Sonnevile seconded. The motion passed unanimously.

Peggy Toland reported that Georgetown Aquatics went to the pool to turn off one of the breakers after Pam Sonnevile expressed concerns about regular lighting being left on at the pool, rather than just the motion lights. Pam Sonnevile will check the lighting and let Peggy Toland know if the regular lights remain on and if there is still an issue, Peggy will contact Georgetown Aquatics.

Peggy Toland reported that she had a discussion with Georgetown Aquatics regarding another one of its communities that had a fire destroy its pool building, which housed the pool furniture. While the insurance covered the building, it didn’t cover the contents so the community has to pay to replace the furniture. Currently, Woodland Hills has insurance to cover \$17,100 of personal property in the pool shed. Peggy Toland suggested that the Board may want to increase the amount covered. Peggy will contact the insurance agent to request an estimate to cover the costs of all of the supplies housed in the pool shed.

Concurrence Items

There was one concurrence item, which are issues the directors reviewed and either approved or concurred on during the month preceding this meeting:

- On January 30, 2014, directors concurred to forward the updated Rules and Regulations to legal for review.

Community Affairs Committee

No report at this time. Leesa Willis reported that she delivered more bags and newsletters to Beverly Jordan for new community residents.

Architectural Review Committee

Judy Sudholt reported that the Architectural Review Committee (ARC) held a work session on February 23, 2014, to work on revising the architectural guidelines. Judy submitted the first round of edits, and said that there will be more to come.

Judy Sudholt reported that there were a few concerns raised by committee members that they wanted the Board to discuss:

1. Privacy screens – some members of the ARC discussed having a board-on-board option for privacy screens, rather than just lattice. The committee asked the Board to consider having both options included in the guidelines. A discussion ensued and the consensus of the Board is to offer the lattice privacy screen as the only option.
2. Stacking firewood – the current guidelines allow homeowners to stack firewood away from their home in an effort to keep termites away. Some members of the ARC felt that stacking wood away from their homes, especially on community property could be a liability to the HOA. A discussion ensued and the Board consensus is to leave the guideline as is and allow homeowners to stack wood away from their homes.
3. Garage doors – some members of the ARC did not like the 4x5 panel option for garage doors. Judy Sudholt will supply a photo of both the 4x4 and the 4x5 options for consideration.

Judy Sudholt reported that the home inspections will start the weekend of March 1, 2014. The inspection forms have been updated to clarify all color requirements for homes (bricks, chimney stacks, doors, etc.).

Richard Reise moved to approve \$65.16 to cover the cost of printing the ARC inspection reports, Pam Sonnevile seconded. The motion passed unanimously.

Judy Sudholt will incorporate feedback from the Board into the guidelines, and send the document around to Board members for another review. The goal is to have a final document ready for a vote at the March 2014 meeting. Once the ARC guidelines have been approved by the Board of Directors the document will be sent to legal before distributing to all community members.

Grounds Committee

Pam Sonnevile reported that she met with the City of Gaithersburg regarding the water protection plan. The City is reviewing with a consulting firm the rates that are charged and what would be a more equitable distribution of charges. Currently, residents are bearing the greatest burden when it comes to fees and commercial properties are not paying their fair share. The City Council will be reviewing and get back to the Board with the results.

Pam Sonnevile submitted an entry for the City of Gaithersburg's 2014 environmental award. The awards will be presented on April 7, 2014.

Pam Sonnevile reported that the sidewalks (which are owned by the City of Gaithersburg) on Travis Avenue are crumbling. Peggy Toland will contact the City and request that they send someone out to take a look at them.

Peggy Toland reported that the concrete people will return to Woodland Hills in the next few weeks. They will inspect the work that was done in the fall to be sure that there are no problems with the various

locations that were fixed. If there are any issues that anyone knows of, Peggy asked that the locations be reported to her by March 12.

Pam Sonneville reported that she will contact Stadler Nursery to request a free estimate on plantings that could be done in the community if/when grant money becomes available.

Pam Sonneville reported that Ron Graunke will be coming in March to plant ten oak trees.

Neighborhood Watch Committee

No report at this time

Communications Committee

No report at this time.

New Business

Judy Sudholt moved to approve the Rules and Regulations as amended, Richard Reise seconded. The motion passed unanimously.

Judy Sudholt inquired about the fees that are being paid to maintain off-site storage. A discussion ensued and the Board members agreed that the documents being housed in storage could be purged.

Kari Lantos reported that she will be resigning as secretary for the Board of Directors once the February 2014 minutes have been submitted.

Old Business

Leesa Willis reported that she and Peggy Toland will work on getting an agreement signed to fix the storm water erosion issues on Carlsbad Ave.

Next Meeting and Adjournment

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

The Board of Directors moved to executive session at 8:43pm

Respectfully submitted March 19 , 2014
by Kari Lantos, Secretary