
MINUTES OF WOODLAND HILLS HOMEOWNERS' ASSOCIATION

Approved May 28, 2014

Board Meeting of April 28, 2014

The meeting was called to order at 7:03 pm by Leesa Willis. Present were board members Pam Sonnevile, Richard Reise, and Judith Sudholt. Also present was Peggy Toland, Property Manager.

Homeowners present were Eunice Patron of 1408 Wake Forest, Katie Becker of 1907 Windjammer Way, David Obloy of 1352 Carlsbad Drive, and Adam Lotinsky of 222 High Timber Court.

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

Opening Remarks

None.

Homeowner Open Forum

Eunice Patron raised the issue of her association fees and brought paperwork for Peggy's review. Peggy will review and get back to Eunice.

Katie Becker provided comments and suggestions to the proposed Architectural Guidelines, including Katie expressed concern about vegetable plants being allowed in front yards, pointed out some repetition, asked that stains/tints be reconciled for fences and that a middle range stain tint option be provided. Also, she pointed out where metal railings are defined in 2 locations, and Katie suggested that homeowners store/stack their firewood inside their property line/fence rather than on common ground. Discussion ensued.

David Obloy inquired as to 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 stated that a third professional engineer has been hired to assess the area. For the present and for addressing future erosion, Leesa suggested that the contractor may run a scope down the drain to be sure that there is no leakage. Dave said that although the pipe has been sealed, it still leaks at the joints. Dave said that the ground above the pipe has been eroding and dirt should be replaced. Leesa explained that we need to make sure that the pipe is doing what it is designed to do first, and once that has been established; we can then cover the pipe. We don't want to cover the pipe with dirt just to learn later that additional work must be done. We would have to remove the dirt/grass, address the changes to the pipe and then redo the work. Leesa further advised that we

will wait on the finishing touches until we know that the pipe is declared correct by the engineer. Leesa also explained that it has taken such a long time because the board has faced several delays outside its control. We are trying to develop a solution with the third professional engineer and the issue will be discussed tonight among the board members. Dave stated that this problem has been occurring for 5 years and he will seek counsel.

Minutes of March 24, 2014 Board Meeting

Richard Reise moved to approve the March 24, 2014, meeting minutes; Pam Sonnevile seconded; and the motion carried unanimously.

Treasurer's Report

Pam Sonnevile reported that as of March 31, 2014, there was \$59,391.76 in the operating checking account and \$510,391.65 in reserves.

Copies of the financial reports for March 2014 were provided to board members. Peggy Toland has closed out the second account at Capital One and is waiting for that check in the amount of \$62,513.45 to take to Citibank and open a new account. Pam Sonnevile and Peggy Toland have an appointment with Citibank on Wednesday, April 30, 2014. There was an issue with the check arriving and after it had not shown up, Peggy was told that it was mailed. After four weeks, the check still did not show so a stop payment was placed on the check and the funds were transferred. Peggy told management at Capital One that they should have done that in the first place and there would be no need to send a check.

Leesa Willis asked about the March 29, 2014, United Bank CD. Peggy Toland reported that the CD is a three (3) month CD and confirmed that it rolled over.

Management Report

Follow-up: In February, Peggy mentioned the need for additional coverage for the personal property at the pool. Peggy Toland recommended increasing the coverage for the personal property at the pool from \$17,000 to \$25,000 which would be more than adequate to cover the replacement costs if a fire should destroy these items. The board moved to increase the insurance to \$25,000 in March. Peggy reported that she called the insurance company and the new coverage will begin at the next billing cycle.

Peggy reported that she met with AMG and American Landscaping for estimates to repair the stacked wall near the pool. AMG's bid is greater than \$2,000 and American Landscaping's bid came in at around \$900-\$1,000. They will use a metal mesh to encase the wall, thereby prohibiting removal of the stones. Peggy will get a piece of the mesh and the board members will be contacted to observe an approximation of how the mesh will look when placed. The mesh will encase the wall, should be nearly invisible, and should prevent persons from pulling rocks out from the wall. Adam suggested that if the wall is pointed correctly, it should not be possible to pry rocks from the wall. Discussion ensued. Judy Sudholt moved to approve the American Landscaping's bid up to \$1,000; Richard Reise seconded; and the motion carried unanimously.

The front door and the siding at the front of the pool were spray painted by vandals. Peggy reported that T&C Painting have completed the repainting of the front of the pool house, the front door and the pump room door at the pool. Peggy stated that she thinks it looks pretty good now. The total cost of \$1,890.00 was approved previously in concurrent emails. However, for the record, the board unanimously approved the expenditure of \$1,890.00 for this painting project.

Jeff from Georgetown Aquatics reported that one of the solar panels is broken and has been leaking; the solar panels are used to heat water for the showers. Jeff rerouted the water so that the panel is no longer getting any water. Peggy is trying to find a contractor to repair the system. The contracting company who installed the system is no longer in business and/or the phone number is no longer in service. Peggy is having difficulty because vendors want to install a new system rather than repair the existing one.

Jeff also noticed that the bi-valve that was an issue with WSSC last year was not remaining closed. Jeff has offered to put a new one in just for the cost of the bi-valve.

The city recently sent the notice requiring the electrical inspection. Peggy reported that she has contacted Wetmore Electric to inquire if they will be doing the electrical inspection of the pool.

Peggy discussed the issue of the pole lights and the motion lights. The electrician said that there should be two circuit breakers. Jeff of Georgetown Aquatics said that there is only one circuit breaker. Katie Becker explained that a few years ago, electrical changes were made to the pool lighting system so that the pool lights would stay on all night and the motion sensors work off the pool pole lights when there is motion. If unauthorized personnel are in the pool area at night, the whole pool area lights up and acts as a deterrent. Katie also explained that this lighting system was purposefully designed that way when she served on the board. The lights at the front of the pool house are designed to be turned on by the lifeguards when they leave at the end of the day, and the lifeguards turn off the front lights when they arrive at the pool. Adam Lotinsky asked if the lighting created a high electric bill. Katie explained that the lights are fluorescent and so the bill is not too bad. Also, the lights are necessary as a deterrent because kids were climbing the fence and getting into the pool area. Leesa and Peggy expressed their appreciation to Katie for her information. Katie said that there should also be motion lights at the front of the pool because kids are urinating in that area.

Peggy reported that the board needs to submit the landscaping proposal for the Fred Felton grant by May 15, 2014.

Community Affairs Committee

Katie Becker asked about the community yard sale. Discussion ensued. We all agreed that Saturday, May 31, would be the best day. Peggy will contact Montgomery Meadows to coordinate the yard sales for both communities. Katie suggested that we start advertising the yard sale at the pool opening event.

Leesa Willis discussed the lending library houses that were proposed by a resident. Due to the vandalism in the community, we are reluctant to go to the expense and the risk of building the

little lending houses; however, Leesa suggested that we get a book cart with rollers to be set up at the pool. We could assign a shelf each for kids, teens, and adults. Katie also suggested that we include magazines. Discussion ensued. Judy Sudholt moved to approve \$100 for the bookshelf cart on wheels; Richard Reese seconded; and the motion carried unanimously.

The Pool Opening Event is scheduled for Sunday, May 25 from noon to 2:00 pm and the rain date is Monday, May 26. Richard Reese approved \$200 for food and supplies; Judy Sudholt seconded; and the motion carried unanimously.

Leesa reported that we need to acquire supplies for the pool passes such as pocket laminates, labels, and return addresses. Judy Sudholt moved to approve the purchase of pool pass supplies such as pocket laminates, labels and return addresses; Richard Reese seconded; and the motion carried unanimously.

Architectural Review Committee

Judy Sudholt reported the following items:

ARC has worked on revising the Architectural Guidelines. Requests for re-inspections and modifications have been coming in.

1. 210 HTC asked about the paint on the bump out door at the rear of the home. Pam said that the trim should be white; however, Katie pointed out that there is no trim on the door. Contacted the homeowner. Pam will reinspect. ARC will follow-up.
2. 1601 THR - asked why in 16 years no one mentioned the grids over his front door window. This year it was noted. He believes it is the original window. Discussion ensued. ARC will follow-up.
3. 1903 WW called about replacing the cracked garage door. Judy reported that she confirmed to the homeowner that garage doors should be 4 panels over 4 panels and do not require any windows in the garage door design. The garage door color must follow the Paint Disclosure Form. ARC will follow-up.
4. 225 and 208 HTC requested information regarding screen door/storm door. The storm/screen door frame color should match (1) the assigned trim color around the front door OR (2) the assigned color of the front door. Resolved.
5. 1510 THR passed ARC re-inspection. Resolved.
6. 337 Wye Mill inquired regarding the porch light design. Judy provided several options from local home improvement stores. 314 WMC has the original front porch light design.
7. 1530 THR reported that they have a Verizon vault on their property. The homeowners requested approval to install a fence; request has been approved by ARC. A plat was provided to the homeowners. Discussion ensued. ARC will follow-up.

8. 1824 WW has been listed. Requested approval to install a fence; request has been approved by ARC. Resolved.

Richard Reise moved to approve the ARC Report for April 28, 2014; Pam Sonnevile seconded; the motion carried unanimously.

Grounds Committee

Pam Sonnevile reported the following items:

1. City of Gaithersburg held the Environmental Awards Ceremony on Monday, April 7, 2014. Belinda Adams and Pam Sonnevile attended the event.
2. Receipts totaling \$367.21:

Company Name	Date	Amount	Description
Environmental Concern	3/29/14	\$42.00	(3 red twig dogwoods)
Freestate Copier Services	4/4/14	\$207.97	(Rules and Reg., draft Architectural Guidelines plus cover letters)
Freestate Copier Services	4/8/14	\$38.16	(2014 Inspection Reports)
Liberty Lock and Security	4/21/14	\$15.00	(tennis court lock repair)
Home Depot	4/21/14	\$11.08	(tennis court lock repair)
Kollar Nursery	4/26/14	\$33.00	(5 replacement plants)
Lou Aronica	4/26/14	\$20.00	(1 serviceberry)
Total Amount Due		\$367.21	

Judy Sudholt moved to approve reimbursement to Pam Sonnevile in the amount of \$367.21; Richard Reise seconded; and the motion carried unanimously.

3. Ron Graunke planted the 10 oaks on Wednesday, April 23. Trees are guaranteed. Receipt is attached (\$1,250).
4. Contacted Marty Kelly regarding the death of the dogwoods. One dogwood is a replacement so will not be replaced again. The dogwood behind High Timber will be replaced. He said he would try to do this spring.

5. Pam inquired if money had been received from Village Overlook for their portion of the pool ties.
Peggy reported not yet.
6. Ask Peggy about calling the City regarding crumbling sidewalks on Travis.
Peggy reported not yet.
7. Attending upcoming plant sales so need authorization up to \$150.

Judy Sudholt moved to approve up to \$150 for upcoming plant sale purchases;
Richard Reise seconded; and the motion carried unanimously.
8. One day of pruning/removal by Mead (\$2,700).

Judy Sudholt moved to approve up to \$2,700 for Mead to prune/remove trees;
Richard Reise seconded; and the motion carried unanimously.

Neighborhood Watch Committee

None.

Communications Committee

Leesa Willis reported that the Rules and Regulations as well as the ARC Guidelines were hand-delivered; she has received feedback from some homeowners. Discussion ensued. The board did not have time during this meeting to work through the issues but will continue to work on finalizing the documents before the next board meeting. Katie offered to look over the upcoming changes. We will need to incorporate comments from legal as well as from homeowners.

Leesa Willis reported that she will be gathering topics for the next newsletter.

Leesa Willis also provided a receipt in the amount of \$47.67 for the 9 x 12 envelopes used to distribute the updated documents and requested reimbursement. Judy Sudholt moved to approve reimbursement to Leesa in the amount of \$47.67; Richard Reise seconded; and the motion carried.

Next Meeting and Adjournment

The next meeting will be held on May 28, 2014, at 7:00 pm at Watkins Mill Elementary School in the Media Center.

The Board of Directors moved to executive session at 8:35 pm.

Respectfully submitted May 1, 2014
by Judith Sudholt, Vice President & ARC Chair