
MINUTES OF WOODLAND HILLS HOME OWNERS' ASSOCIATION

Approved November 24, 2014

Board Meeting of October 27, 2014

The meeting was called to order at 7:18 pm by Leesa Willis. Present were board members Zeno Lantos, Pam Sonneville, Richard Reise, and Judy Sudholt. Also present was Peggy Toland, Property Manager.

The meeting was scheduled to be held in the Media Center, Watkins Mill Elementary School, 19001 Watkins Mill Road, Montgomery Village, Maryland 20886; however, due to a major power outage at the school and the school's vicinity, the meeting was moved to LL725, Gaithersburg, Maryland 20879. Leesa Willis waited at the school until 7:05 pm and posted a note explaining the situation and directed any homeowner or resident to the emergency relocation address.

Opening Remarks

No opening remarks.

Homeowner Open Forum

Judy Sudholt asked about leaf removal by the city saying she thought it was not going to start until November. Pam Sonneville reported that it started last week.

Judy Sudholt mentioned that we "fall back" this coming Saturday. Discussion ensued.

Minutes of September 22, 2014 Board Meeting

Pam Sonneville moved to approve the September 22, 2014, meeting minutes; Richard Reise seconded; and the motion carried unanimously.

Treasurer's Report

Pam Sonneville reported that as of September 30, 2014, there was \$109,817.51 in the operating checking and savings accounts and \$498,161.79 in reserves.

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

Management Report

2015 Proposed Budget – Peggy presented the 2015 proposed draft budget. In order to meet the community's needs for future expenditures and based on the Reserve Fund Study by Mason & Mason, we need to increase the monthly assessment. Issues were discussed

such as increased costs for snow removal, pool expenses, mailing price increases, just to name a few. Discussion ensued.

Judy Sudholt moved to approve an increase in the Association Fee from \$75/month to \$80/month starting January 2015; Zeno Lantos seconded; and the motion carried unanimously.

Contracts and Proposals for 2015 – Peggy has requested bids for the various services such as refuse removal, landscaping, pool service and lifeguards, and pool costs.

1. *Landscaping*

- R. J. Landscape Contractors offered a bid of \$34,250.00; Peggy provided a copy of the proposed bid in the board packet.
- North Landscaping offered a bid of \$32,880.00 for 2 years; this bid is unchanged over the past 6 years. Discussion ensued.

Judy Sudholt moved to approve the contract with North Landscaping for \$32,880.00 for the next two years (2015 to 2016); Richard Reise seconded; and the motion carried unanimously.

2. *Refuse Removal*

- Potomac Disposal offered a bid of \$23,220.00; Peggy included a copy of the bid in the board packet.
- B&B Refuse offered a bid of \$23,633.48 dated October 23, 2014. Discussion ensued.

Judy Sudholt moved to approve the B&B Refuse bid offer in the amount of \$23,633.48; Richard Reise seconded; and the motion carried unanimously.

3. Georgetown Aquatics bid will increase approximately 13% due to (1) increase in minimum wage by \$1.00/hr; and (2) next year has an additional week of pool time. Discussion ensued. The board had already agreed to stay with Georgetown Aquatics at an earlier board meeting.

AMG is scheduled to finish up replacing the steps on THR, weather permitting. Originally, they had just done the slab in front of the steps. However the first step was broken when the top slab was removed. Therefore, the stairs have to be redone.

AMG caused damage to the flexi-pave on Carlsbad, near Kestrel, which has been assessed for severity of the damage and will be repaired by Capitol Flexi-pave, which is the original contractor. A check was sent to Capitol Flexi-pave in the amount of \$753.19 as a deposit. The total cost of the repair is \$1,506.37 and this amount will be deducted from the total amount due to AMG. Peggy has informed AMG and provided a copy of Capitol Flexi-pave's estimate to AMG. Peggy indicated that, due to the high repair cost for the flexi-pave, she discussed this concern with the owner. Once Capitol Flexi-pave completes their damage assessment, they may find that the repair cost will be reduced. Peggy suggested that they install an expandable buffer

between the pieces as is done with concrete segments and will ask Capitol Flexi-pave for its advice on best practices when replacing concrete next to flexi-pave. Leesa also suggested we include this in a spec sheet which we would require contractors to sign-off on. Peggy made a formal request to Capitol Flexi-pave that they notify her once the repair is scheduled so she can be present at the jobsite.

Peggy reported that letters were sent to homeowners on upper THR requesting that they not dump debris.

Peggy reported that the Reserve Fund Plan Update Study for 2015 has been contracted and will be conducted by Mason & Mason Capital Reserve Analysts, Inc. and indicated a fee of \$3,525. Peggy provided a copy of the Study Plan in the board packet.

Pool

DB Plumbing Doctors served Peggy with a complaint dated September 26, 2014, for the balance of \$1,500 for work done by them in the pool house. These were the funds that were withheld until it could be confirmed that the work was satisfactory. The balance was paid to DB Plumbing Doctors on October 22, 2014. Peggy requested they dismiss the complaint within two weeks of receipt of the check which was sent certified, return receipt requested. The complaint should have been filed against the WHHOA and not against Peggy. The Board approved as a concurrent item to pay the final monies owed to DB Plumbing on October 6, 2014, via emails from Zeno Lantos, Judy Sudholt, Pam Sonnevile, and Richard Reise.

Peggy also reported that the solar heating system repairs have turned out to be extremely complicated. There are not a lot of companies installing this type of set-up and it has been difficult to get someone to fix the existing system. They prefer to install a new system. Peggy found a company called Solar Systems located 50 minutes away. They charge \$3.00 per mile to and from the job site and they charge about \$130.00 per hour. Soon, we need to drain the solar panels to prevent freezing. Meanwhile, Peggy reported that she is waiting to hear from Solar Systems so a site visit can be scheduled. Otherwise, if we don't hear from them shortly, we may need to find someone closer and available.

Four Seasons' submitted a bid dated September 24, 2014, for the new pool sliding patio door for the lifeguard room at a cost of \$1,800, that can be paid from the reserves.

Peggy continues to address the need that the lifeguard office roof area with the T-1-11 be covered with flashing to prevent it from getting damaged by rainwater. Currently, the cost was quoted at \$450.00 which she feels is too expensive. Peggy will try to renegotiate this cost with the contractor.

The Board approved the proposal from Georgetown Aquatics for the new recirculating pump and ball valves for the cost of \$795.00. Pam Sonnevile, Judy Sudholt, and Richard Reise provided their approval for this concurrent item via emails on October 2, 2014.

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

Community Affairs Committee Report

No report at this time.

Neighborhood Watch Committee Report

No report at this time.

Architectural Review Committee Report

Judith Sudholt reported the following issues:

1. CD323 has not re-installed the dental molding even though letters and inspection reports have been sent consistently to the homeowner since early 2013. Discussion ensued regarding legal involvement.
2. Judy reported that the resident at CD352 has again indicated their displeasure with how the corrective steps for the water runoff on the slope next to his home has been handled by the Board. Discussion ensued and the board agreed that the area will be re-examined to ensure that the pipe has been properly buried, fill dirt has been placed on either side of the pipe and sod has been installed on the impacted area. This is to be sure that all of the issues have been resolved as contracted.
3. Judy reported that LL715 requested that the sidewalk in front of his house be extended a bit or, if possible, the length of a full slab. Homeowner also reported that the ground where the sidewalk ends in that area gets soaked and muddy when it rains, that runoff from the homes on LL run like a river down the hill toward Village Overlook's parking lot, and it makes it difficult to get around his property. He also said that in the winter it freezes and is very slippery where the sidewalk dips because it retains water. He wanted to know if a grate or water run-off system could be installed to direct the water down the hill toward Village Overlook. Discussion ensued. Peggy said she will look at the area to see if the sidewalk can be extended even a bit. There is a common ground tree very near the area where the sidewalk ends with above-ground roots that could be adversely impacted by the installation of sidewalk on top of them. Leesa stated that she is against board involvement with water runoff issues. Leesa inquired, because the complaint is about common ground property, if the homeowner could install stepping stones or pavers on his property from the front to the rear of the property as other homeowners have done.
4. Judy reported that homeowners at CD357 had a retaining wall installed using pavers and did not submit a request for approval for this exterior change. The homeowner requested to meet with ARC members to discuss a modification plan of the side yard using fill dirt and plants. Katie Becker and Pam Sonnevile met with the homeowner in June 2014 where ideas for solutions were discussed. Katie specifically reminded him several times to submit a request for approval. Discussion ensued.

Richard Reise moved to approve the ARC report; 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 \$416.45:

- Sylva Native, \$223.82, 9/25/2014 (57 native perennials).
- Kollar Nursery, \$16.50, 9/27/14 (witch hazel).
- Lou Aronica, \$60, 9/27/14 (3 serviceberries).
- Hill House Farm & Nursery, \$80.03, 9/27/14 (1 Winter Red, 1 Jim Dandy).
- Home Depot, \$10.90, 10/3/14 (topsoil and mulch).
- Lowe's, \$15.75, 10/4/14 (Leafgro).
- Home Depot, \$9.45, 10/10/14 (mulch).

Judy Sudholt moved to approve reimbursement to Pam Sonnevile for costs incurred in the amount of \$416.45; Richard Reise seconded; and the motion carried unanimously.

2. Conservation Montgomery held the Tree Care 101 class in Woodland Hills on Saturday, October 11, 2014. Joel Spano, arborist, demonstrated structural pruning on a few of the younger trees in the tennis court grove area. He also demonstrated the proper way to plant a tree. People that attended seemed to find it very informative.
3. Woodland Hills received for a second year the Keep Montgomery County Beautiful Award of Distinction for beautification efforts on the Welcome Hill. It was awarded at a ceremony in Rockville on Wednesday, October 15, 2014.
4. Mainscapes installed replacement plantings on Monday, October 20, 2014, in the Wildpark area.
5. Stadler installed the landscaping in the tennis court grove, Tanyard Hill playground area and behind Wye Mill (300 to 308). Pam reported that she will do a final review with Steve D'Amato tomorrow, October 28. The cost breakdown for the playground: \$4,642.20 (reserves); Tennis Court Grove: \$4,774.60 (grounds budget); Wye Mill Road Area: \$1,156.60 (grounds budget). We will receive \$2,500 for the grant award from the City to defray costs from the grounds budget.

Concurrent approval was requested and provided for a total of \$10,573.30, via emails by Pam Sonnevile, Judy Sudholt, Zeno Lantos and Richard Reise on September 29, 2014.

6. Pam and grounds team installed plantings between LL725 and upper Carlsbad Drive, including three (3) hydrangeas, purple coneflower and mountain mint (all perennials). A witch hazel remains to be planted.
7. Nathan North completed the sod installation on the slope beside CD352. He also laid topsoil and sod beside KC19 on common at the site of erosion; the cost for the common was \$100.

Concurrent approval was requested and provided via emails on October 3, 2014 for \$100 for the common ground portion of the cost by Pam Sonnevile, Zeno Lantos, Richard Reise, and Judy Sudholt.

8. The homeowner at CD341 complained of a huge groundhog hole in the rear of her property. Nathan had covered up one groundhog hole already, and he covered up a second hole about a month ago. When following up with the homeowner, she said she never actually saw the hole and complained about it before she even bothered to look to see that it had already been covered up.

Judy Sudholt moved to approve the Grounds Committee Report; Zeno Lantos seconded; and the motion carried unanimously.

Communications Committee Report

Kari Lantos has taken over the publishing of the newsletter. Leesa confirmed with Peggy and Pam that the gutter cleaning letter will be included with the budget letter when distributed. Peggy confirmed.

Concurrence & Policy Items Report

1. Homeowner on WW requested approval to host an outdoor birthday party where other homeowners were asked to vacate parking spaces and/or occupy a portion of the street to be blocked off for a "street party". According to the Woodland Hills Home Owners Association covenants, any private use of common areas requires approval from the Board of Directors. The request for the private use of any common area should be accompanied by a detailed description of the planned activity, including, but not limited to, the specific area needed, the hours of the event, equipment to be brought in and used, approval from the City of Gaithersburg and the City's Fire Marshal if city streets are affected in any way, and a list of homes that will be affected in any way. Said request should be submitted at least one month prior to the date of the activity in order to provide adequate time for Board review. A request for approval was submitted to the board by the homeowner on September 30, 2014 via email.

Due to the lack of specifics provided with the request and the lack of time allowed for review, the Board of Directors provided concurrent, detailed, and limited approval to the homeowner via email on October 1, 2014 for a party to be held on October 4 from 5-7 pm with additional details.

2. Homeowner on KC sent an anonymous letter of complaint, dated July 1, 2014, regarding alleged parking violations to Board President, Leesa Willis. The letter was received October 14, 2014. Because the letter is anonymous, there can be no discussion with the author. ARC members monitored the alleged vehicle for parking violations, over a period of two (2) weeks. There were no occurrences whatsoever of the alleged parking violations. Leesa reported that these types of anonymous letters will be disregarded in the future, and she will only respond to letters that have been signed by a resident or homeowner. Discussion ensued.

Old Business

Peggy confirmed that both cars with expired tags were successfully towed.

Next Meeting and Adjournment

The next board meeting will be held on Monday, November 24, 2014, at 7:00 pm in the Media Center, Watkins Mill Elementary School, 19001 Watkins Mill Road, Montgomery Village, Maryland 20886.

Judith Sudholt moved to adjourn. The meeting adjourned at 8:45 pm.

Respectfully submitted, October 31, 2014
by Judith Sudholt, Secretary