
MINUTES OF WOODLAND HILLS HOMEOWNERS' ASSOCIATION

Approved April 28, 2014

Board Meeting of March 22, 2014

The meeting was called to order at 7:00 pm by Leesa Willis. Present were board members Pam Sonnevile, Richard Reise, and Judith Sudholt. Also present were Peggy Toland, Property Manager, and Nick Chomycia (Neighborhood Watch).

Homeowners present were David Obloy of 1352 Carlsbad Drive and Adam Lotinsky of 222 High Timber Court.

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

Opening Remarks

Leesa reported that Kari Lantos resigned effective February 24, 2014, and a board position is now open until elections in July. The board thanked Kari for all her hard work and dedication. The board sends their best wishes for the new family member.

Homeowner Open Forum

Nick Chomycia reported that a dead pine tree between 1336 and 1340 Carlsbad. Pam Sonnevile confirmed that Mead will be removing the tree and it had already been added to the list.

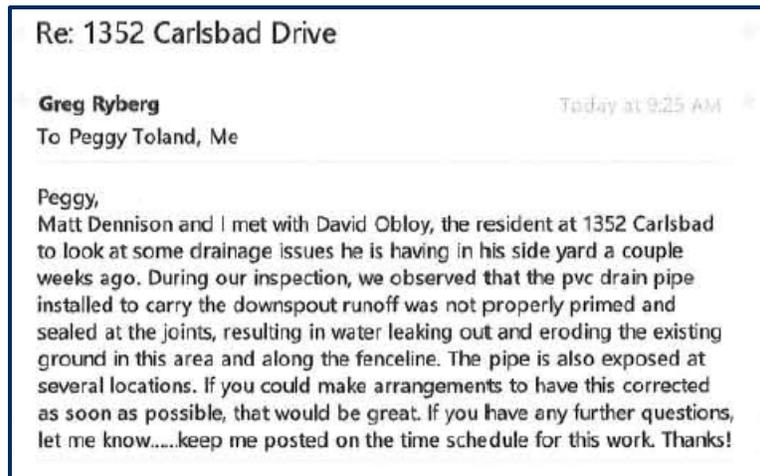
Nick Chomycia reported that over this past winter, the City's snow crew has been covering sidewalks, handicap parking spaces, and ingress/egress ramps by piling mountains of snow in the vital areas. Nick also pointed out that sometimes the crew leaves only enough room for one lane of cars.

Nick reported that Nathan North's team has been less than thorough in the snow removal process and has not been doing a good job. They, too, are not clearing vital areas well. Nick urged the board to instruct Nathan North to increase sidewalk snow removal from one snow-blower pass to edge-to-edge of the sidewalks. Frequently, the sidewalks are barely passable and, for children walking to school, it is hazardous. Richard Reise commented that he contacted the mayor of Gaithersburg to complain about the poor snow removal job done by the City's crew. He said that they piled a huge amount of snow into his private parking space. Leesa Willis stated that the City did not perform as well with the first major snow of the season; however, she felt that they did a better job the last time than for the previous snow event. 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 because

the drainage system is shared between the HOA and an individual homeowner, steps have been taken to reach a written agreement to cover the arrangement. Once that is secured, the proposed work can proceed. Leesa explained that Peggy Toland met with the homeowners and the results of that meeting would be discussed tonight among the board members. Leesa also explained that it has taken such a long time because the board has faced several delays outside its control. Leesa said that we expected WSSC to come in and fix their issue in that location near 1352 and the Board wanted to wait until the WSSC work was completed. However, WSSC has yet to fix the problem in that area and nothing has been scheduled with WSSC at this time. Currently, we are trying to develop an agreement with the neighbors at 1344. The issue will be discussed tonight among the board members based on Peggy's report of the meeting between her and the homeowners.

Dave Obloy stated that he had asked Greg Ryberg of the City to come by and inspect the area. Greg Ryberg sent his findings to Peggy Toland in an email dated March 24, 2014 at 9:25 am (see below). Dave provided a copy of the email to Judy Sudholt to be included in the minutes and for the board's review.



Minutes of February 22, 2014 Board Meeting

Judy Sudholt moved to approve the February 22, 2014, meeting minutes. Richard Reise seconded. The motion was passed unanimously.

Treasurer's Report

Pam Sonnevile reported that as of February 28, 2014, there was \$52,926.65 in the operating checking account and \$510,369.52 in reserves.

Judy Sudholt asked Peggy Toland why the reserves amount was unchanged. Peggy Toland reported that the monies were not added in time for this report.

Copies of the financial reports for February 2014 were provided to board members. Peggy Toland has closed out the second account at Capital One and is waiting for that check to take to Citibank and open a new account.

Peggy Toland brought the completed 2013 tax forms and asked Leesa Willis to sign the forms. Leesa signed the tax forms.

Leesa Willis asked about the March 29, 2014 United Bank CD. Peggy Toland reported that the CD is a three (3) month CD and will be allowed to rollover.

Management Report

In response to the Milestone Towing truck that was parking in the community, another letter was sent and the owner of the company called to say that he has spoken with the driver and there should not be any further overnight stays.

Follow-up: Last month Peggy mentioned the need for additional coverage for the personal property at the pool. Peggy Toland reported that currently, the insured amount for personal property at the pool is \$17,000. Peggy stated that while this is not bad, she suggests that it probably does not cover the furniture. The pool shed is already covered under “buildings” but the pool cover is stored in the shed. The pool cover would cost about \$5,000-\$6,000 to replace. Peggy 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. Judy Sudholt moved to increase the coverage of the personal property for the pool from \$17,000 to \$25,000. Pam Sonnevile seconded. The motion passed unanimously.

Community Affairs Committee

Leesa Willis reported that the welcome materials were provided to Beverly Jordan last month and that Richard Reise is providing Beverly with pamphlets from the City; Beverly has been putting the packets for new community residents together.

Architectural Review Committee

Judy Sudholt reported the following items:

1. ARC has begun the home inspections and it is going well. Carlsbad, Logmill, High Timber and Wildpark have been completed. Katie and Adam are working on Lower Tanyard which they will probably complete this coming weekend. Portions that still need to be inspected are Wake Forest, Windjammer, Kestrel, and Upper Tanyard.
2. The board members have continued reviewing/revising the ARC Guidelines and they are nearly final.
3. 1530 THR submitted a request for approval to install a backyard fence. ARC requested information such as plans and dimensions. ARC provided homeowner with a copy of their plat and is waiting for homeowner's response. ARC also provided the relevant information and requirements regarding a fence installation.
4. 1335 requested a copy of their plat; the plat was provided.

5. 1355 has been listed for sale. A letter to the listing agent and the homeowners was sent regarding any noncompliant issues.
6. 1822 Windjammer Way has been listed for sale. No letter to the listing agent nor to the homeowner is necessary.
7. A homeowner on Wildpark contacted ARC to make inquiries regarding attaching netting to their deck railings. Homeowner is concerned that a child's head may get stuck between the balusters. The spacing between railings is 4" and the building code requirements have already taken this hazard into consideration. This homeowner stated that netting of this sort has been seen in the community. The homeowner was informed that if any deck netting has been installed in the community, no request for approval had been submitted (which is required for an exterior change) and such a request would not be approved.
8. Homeowner on Wye Mill made inquiries to verify the exterior colors of her home. ARC provided complete information to the homeowner to clarify the storm door designs with screen shots and links with screen shots to home development websites. Provided on-line links to Benjamin Moore paint color called Hearthstone 1601 Base 3/B.
9. Homeowner on Wye Mill submitted a request to repair the stoop and steps using a product by SureCrete. ARC members requested that the homeowner provide additional information. Judy sent an email with the specific questions to homeowner via email on March 24, 2014. Review is pending homeowner's response.
10. The board members reviewed the ARC Guidelines and changes were proposed. Discussion ensued. One of the significant changes was the deck colors. The deck color options are now narrowed to one of 3 choices:
 - a. Untinted clear wood preservative.
 - b. Leave the wood natural.
 - c. Padre Brown semi-transparent stain.

Richard Reise moved to approve the newly revised Architectural Guidelines. Pam Sonnevile seconded. The motion was carried unanimously. Leesa Willis said that once the approved revisions are submitted, then the ARC Guidelines can be submitted for legal review and distributed to the community for comment.

Richard Reise moved to approve the ARC Report for March 24, 2014. Pam Sonnevile seconded. The motion was carried unanimously.

Grounds Committee

Pam Sonnevile submitted an entry for the City of Gaithersburg's environmental award. The awards will be presented on April 7, 2014 at the City Building. Leesa encouraged Adam Lotinsky to attend.

As a follow-up Pam Sonnevile reported that she contacted Stadler Nursery about coming out and assessing other areas that could use plants to help to control erosion. Stadler charges \$75 per hour for consultation but will give you 10% off the installation over the life of the project. For example, a 3- gallon plant is \$9.75 (no warranty) and \$20 to plant.

Pam reported the graffiti incident at the pool house. Pam suggested that the pool house be repainted or power washed and painted because there is some mold. Leesa Willis suggested that it be primed so that the spray paint doesn't bleed through. Peggy will get a quote; she thinks the paint job would be about \$200, but if power washing and painting/priming are required, then it will be more than a couple of hundred dollars. Pam stated that the correct paint color for the pool house door is McCormick -- Old Colonial Red (exterior paint) and McCormick – Newport for the wood on the building.

Pam reported that a parking sign was also tagged with graffiti. Discussion ensued regarding methods of removing the paint. The board agreed that it would be best to replace the sign. Leesa stated that because we "personalized" the sign (corrected the grammar), the sign company will not pay half for the replacement sign. WHHOA will have to pay the full cost of replacing the vandalized sign.

Pam reported that the pool motion lights do not come on. Peggy is aware of the issue and has turned it over to the vendor. Peggy stated that there is one circuit breaker for both the motion detector lights and the pole lights. Therefore, they cannot just turn the pole lights off at the circuit breaker. The vendor will investigate why the motion detector lights are not coming on. Peggy suggested that when paper tags are used on the circuit breaker for identification purposes, the tags tend to get blown away. Leesa suggested that a Sharpee be used to write on the circuit breaker box what item(s) each circuit controls.

Pam reported that the tennis court ties were \$61.00. Pam asked Peggy if Village Overlook who is a fifty-fifty owner of the pool with WHHOA, has been billed for their half of the costs. Peggy said that they are a slow pay and have to go through the same procedures as we do. Wait for the monthly meeting and submit the costs for approval.

Pam reported that there has been a green van parked on Carlsbad for months and needs to be tagged for towing. Peggy reported that the first she had heard about this van was last week but she will look into the situation. Leesa reported that last month she had provided a flyer to the board that can be printed and then placed on violation vehicles such as vans with ladders attached to the outside. These kinds of commercial vans are no longer permitted to park overnight in the community as stated in the Rules and Regulations. Discussion ensued.

Pam followed-up with Peggy and inquired about the status of the concrete people's plan to return to Woodland Hills last month to inspect the work done last fall. Peggy reported that due to the snow/ice weather conditions last month and this month, the concrete people have not been able to re-inspect the work as planned. If there are any additional issues that anyone knows of, Peggy asked that the locations be reported to her.

Pam reported that she will be attending the Lahr Symposium at the US National Arboretum Saturday, March 29, 2014. Pam requested that she be given an allowance of up to \$100 to

purchase plants for our community. Judy Sudholt moved to approve up to \$100.00 for plant purchase(s) at the March 29, 2014 US National Arboretum. Richard Reise seconded. The motion was carried unanimously.

Pam reported that Mead's invoice for one day of pruning and cutting in the amount of \$2,240, which is the price for pruning only, is approved and she asked Peggy to pay the bill. Pam indicated that we saved \$300.

Pam asked if we could have a Neighborhood Cleanup or Garlic Mustard (invasive plant) Pull day as we had last year. Discussion ensued. Leesa stated that it could be called the Community Cleanup Concession (CCC) and we could serve the volunteers sodas, water, and pizza. Judy moved to approved up to \$150 for the food and drinks for CCC. Richard Reise seconded. The motion was carried unanimously.

Neighborhood Watch Committee

Nick Chomycia reported that the pool house and a community member's foundation (near the pool) were all tagged with graffiti. Peggy Toland confirmed that this had been noticed and reported.

Nick raised the issue of an ADT solicitor coming into the community without any prior contact or permission. The business card has the printed phone number crossed out and hand-written phone number for Fredericksburg, VA is written in. He thought this was very odd and that we should contact ADT to stop this activity.

After an incident on Lower Tanyard recently, Office Dan Lane, in Nick's opinion did the right thing and handled the situation the best way possible.

Wildlife Habitat

Pam Sonnevile reported that a Wildlife Habitat meeting was held Thursday, March 20, 2014, with six (6) attendees. Progress currently is that we have enough points for community, education and administration; however, we still need to have a few more yards certified by homeowners. Leesa suggested that the Wildlife Habitat Committee has a working fund and they could use the fund to assist homeowners in the cost of certifying. Pam Sonnevile suggested that we waive the fee if homeowners joined at the Wildlife Habitat event held at the pool on Memorial Day weekend. Discussion ensued.

Communications Committee

Leesa Willis reported that the Rules and Regulations as well as the ARC Guidelines can be hand-delivered unless there is a rule stating that documents of this nature must be mailed to homeowners. Other items of import to be distributed are the newsletter, the notice for the Annual Meeting in May, and election 2014 information. Peggy Toland will check the status of this.

Leesa Willis reported that she will be updating the pool regulations, organizing and announcing the pool opening, preparing cover letters for the new rules and regulations, election information, the newsletter, and the newly revised ARC Guidelines.

New Business

Peggy Toland met with the homeowners at 1344 regarding the run-off issue on Carlsbad.

Next Meeting and Adjournment

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

The Board of Directors moved to executive session at 8:33 pm.

Respectfully submitted March 27, 2014
by Judith Sudholt, Vice President