

---

## MINUTES OF WOODLAND HILLS HOME OWNERS ASSOCIATION

---

*Approved August 25, 2014*

### **Board Meeting of July 28, 2014**

The meeting was called to order at 7:02 pm by Leesa Willis. Present were board members Pam Sonnevile, Richard Reise, Zeno Lantos, and Judith Sudholt. Also present was Peggy Toland, Property Manager.

The meeting was held in Room 160, Watkins Mill Middle School, 19300 Watkins Mill Road, Montgomery Village, Maryland 20886.

#### **Opening Remarks**

Leesa Willis had no opening remarks.

#### **Homeowner Open Forum**

No homeowners attended.

#### **Minutes of June 23, 2014 Board Meeting**

Judith Sudholt moved to approve the June 23, 2014, meeting minutes with a correction to the name "Graunke"; Richard Reise seconded; and the motion carried unanimously.

#### **Treasurer's Report**

Pam Sonnevile reported that as of June 30, 2014, there was \$103,345.17 in the operating/checking account and \$501,562.47 in reserves.

Peggy Toland reported that Citibank has opened a money market account of reserve savings for \$115,706.02. Peggy said that \$62,562 has been moved to the Citibank account.

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

#### **Management Report**

Peggy reported that the tax bills have started to arrive. As with past years, she has noticed that WHHOA is not receiving all of the tax bills because some are sent to an incorrect billing address. Although we tried to correct the billing address last year, Peggy will have to try again this year. Even after all of the effort put in to sorting out Parcel T last year, the account name has not been corrected and thus remains Mimi Selig. Once again, Peggy will submit the request along with the pertinent information to have the name changed. In the meantime, we are collecting these misdirected bills and paying them.

Peggy reminded the board and the committees to submit their respective budgets for 2015. Peggy also suggested contractors such as Nathan North, Georgetown Aquatics and B&B Refuse will probably be increasing their rates due to the increases in the minimum wage rate and in gas prices. Peggy will be contacting all of the contractors we use for any price changes.

Every five (5) years, in the fall, the WHHOA schedules a new reserve study. A reserve study is a budget planning tool which identifies the current status of the reserve fund and a stable and equitable funding plan to offset ongoing deterioration. It is a study of the funds in the reserves and it is a study of the work that needs to be done. Peggy will coordinate with Mason & Mason to schedule this year's new reserve study.

D&B Plumbing has had to come back and redo the hot water heaters and solar panel system for the pool house. The water from the water heaters was checked and was cold. The lines will be rechecked and corrected. Once the system is working properly, the contractor will be paid the balance of \$3,687.10.

Peggy reported that the 100 bottom gliders arrived and she will drop them off for the lifeguards to install on the pool chairs. Peggy also reported that 2 couples were reported swimming in the pool after pool hours. The police were called.

Peggy reported that AMG bid for the repair of the stairs at upper Tanyard Hill Road and additional slabs throughout the community that need to be done. The cost comes to \$3,050.00. The work would be done at the same time the warranty work is done. Peggy talked with Justin who advised Peggy that AMG will figure out a way to safely get the residents to their homes. Peggy reported she has also noticed that there is a large asphalt area near 1510 Tanyard Hill Road which covers about five parking spaces (50'x10') that need to be patched. Peggy has not had the time to go through and check all areas yet; however, she did notice another area near 1346 and 1352 Carlsbad Drive (in the corner area parking lot) where the parking lot is damaged. Peggy will check for additional damaged areas.

Peggy reported that she noticed parking spaces where the striping is extremely faded. Peggy recommends that this may be something we could do in the spring. The board discussed doing these minor restriping tasks themselves. Discussion ensued.

Kevin Roman from the city has asked if the Board and community members would be interested in meeting with the council and different department heads to discuss any problems in the community or issues that we feel may affect the community in the future. There are 90 communities in the city and it is highly unlikely that the city will be able to extend this invitation to all of these communities. This is a rare opportunity to meet face-to-face with the city's council. The logistics of the meeting need to be worked out and Peggy reported that she is relying on Kevin to help sort out the details.

#### **Community Affairs Committee**

Leesa Willis reported on behalf of Beverly Jordan that approximately 6 new resident referrals have been received. Discussion ensued.

### Neighborhood Watch

Judith Sudholt reported on behalf of Nick Chomycia that the homeowner on Kestrel who reported vandalism, later informed ARC that the item in question had broken off the gutter system. Discussion ensued.

### Architectural Review Committee

Judith Sudholt reported that ARC continued to work with homeowners on a weekly basis during the month of June. Typically, ARC members respond to re-inspection requests the same day as the request. Also, ARC members met with homeowners to discuss solutions for a range of issues that from garden and landscaping planning, to home repairs, pests, roof design, fence installation, deck stains and more. ARC also assisted with the pool pass process. During the month of July, ARC received requests for approval to install fences, decks, windows, replace front doors, and other similar issues. ARC worked closely with approximately 16 homeowners throughout the month of July.

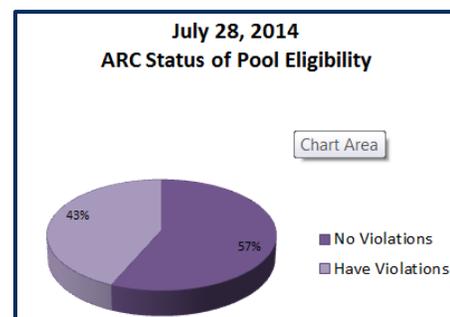
WHHOA mailed the Inspection Report Forms to all homeowners after the Spring 2014 Inspection was completed. Every homeowner received the inspection report which noted any violation(s) and/or non-compliant issues. Along with the Inspection Form, the Response Form was also included in the mail packet. The Response Form is designed for homeowners to communicate with ARC that (a) the corrections have been completed, (b) if not completed, the date when the corrections will be completed, or (c) that the reported issue(s) does not belong to the homeowner. If homeowners do not send in the Response Form or fail to request a re-inspection, then ARC does not know that the corrections have been completed. Apparently, one homeowner was displeased by the violation reminder letter (she was inadvertently sent 2 letters) and yet she had completed the correction prior to the issuance of the letter. However, because she had not requested a re-inspection or provided a Response Form, ARC was not aware that the correction had been made.

Otherwise, homeowners appear to have been inspired to contact ARC regarding corrections completed and/or corrections soon to be completed. The violation reminder follow-up letter portion of the inspection process, which is required by the board, has not been accomplished for four years. Therefore, homeowners are probably not accustomed to receiving the violation reminder follow-up letters. ARC will continue to provide this key step to the inspection process going forward.

There have been quite a few homes for sale in the community and ARC has been working to keep the real estate agent apprised of any violations and/or non-compliant issues either via emails or letters.

The number of violation free homes at the end of June was reported to be 134 or 52%.

The number of violation free homes at the end of July is 146 or 57%.



Peggy reported that there are approximately 15 more violation reminder follow-up letters to send out this week. She has been updating the due by dates in order to allow the 30 day time frame to make the corrections. Also, Peggy reported that a letter was sent to a homeowner regarding a construction contractor who drove his truck onto common ground thereby leaving deep tire ruts in the sod and damaging plants. This homeowner was explicitly advised not to allow their contractor to drive on common ground or damage plants. Discussion ensued.

The homeowner of a house for sale (actually under contract) on Wye Mill has not made the corrections to their front door or storm door. A letter dated June 5 was sent to them and the real estate agent giving 60 days or the sale of the house whichever comes first to make these corrections. A reminder letter will be sent. Discussion ensued.

Richard Reise moved to approve the ARC report; Pam Sonnevile seconded; and the motion carried unanimously.

### **Grounds Committee**

1. Pam Sonnevile submitted receipts in the amount of \$320.61:

- Freestate Copier Services Corporation - \$225.99 - 6/25/2014 (copies of Architectural Guidelines).
- Staples - \$47.67 - 6/25/2014 (3 boxes of envelopes to distribute the Architectural Guidelines).
- The Home Depot -\$18.99 - 7/4/2014 (3 folding fences to be used around community plantings).
- The Home Depot - \$27.96 - 7/16/2014 (3 folding fences to be used around community plantings and 3 bags of mulch).

Judith Sudholt moved to reimburse Pam Sonnevile for expenses in the amount of \$320.61; Zeno Lantos seconded; and the motion carried unanimously.

2. Greg Dionne of Mainscapes will meet Pam on Thursday, July 31, 2014, to discuss replacement plants in the Wildpark area. Judy asked when Mainscapes planted last year, what time of year was it and why are there so many dead plants with Mainscapes. Pam reported that they were planted in December. Discussion ensued.

3. Pam requested approval for two days of tree removal work by Mead at \$2,700 per day (\$5,400). This is in addition to the 1 day that was requested last month. Mead did not do any tree removal in June.

Judith Sudholt moved to approve \$5,400 for 2 days of tree removal by Mead; Richard Reise seconded; and the motion carried.

4. Pam contacted the Yankee Clippers for shrub pruning in the swale area at the corner of Travis and Tanyard and other areas. Pam is asking for this assistance with pruning

because she does not have enough time to do everything. Elizabeth will meet with Pam this week.

5. Montgomery County government has awarded a grant to Conservation Montgomery to arrange Tree Care 101 classes in Montgomery County. Pam requested that another class be held this fall and volunteered Woodland Hills to be the class host.
6. Pam reported that Walt Sonnevile has received two quotes from sign companies: (1) a quote from Signs by Tomorrow for \$200 and (2) a quote from Gem Graphics for \$60 for a new metal meeting notice sign. Discussion ensued.

Judith Sudholt moved to approve that Walt accept the Gem Graphics quote in the amount of \$60; Zeno Lantos seconded; the motion carried.

7. Pam will be attending a native plant seminar and sale conference at the Irvine Nature Center near Baltimore on August 23, 2014. Pam requested approval to purchase native plants at this event in the amount of up to \$250.

Judith Sudholt moved to approve up to \$300 for the purchase of native plants at this event; Zeno Lantos seconded; and the motion carried.

8. Pam met with Adam Markowski of Carlsbad Drive regarding the common area between 1335 and 1339 Carlsbad Drive. Adam has volunteered to assist the Grounds Committee in removing invasives from this area. Pam also mentioned to Adam that a few winterberry shrubs be planted at the top of the hill between 1335 and 1339 Carlsbad this fall in order to keep the soil stable and to reduce weeds and erosion.
9. Adam Markowski pointed out that the parking sign post, with the large towing sign attached located in front of 1335 Carlsbad Drive, is too close to the public sidewalk and presents a safety hazard. Discussion ensued. The board agreed that we will have Nathan relocate the sign.

Judith Sudholt moved to approve the Grounds Committee Report; Richard Reise seconded; and the motion carried unanimously.

### **Communications Committee**

Leesa Willis is working on preparing the newsletter. Leesa thought a FAQ section in the newsletter may be a valuable inset and asked the attendees to send suitable items to her. Discussion ensued.

### **Old Business**

Nothing to report.

### **New Business**

Someone was reported to have been seen pouring grout down the stormwater sewer on Carlsbad Drive. The City was contacted and an investigation will likely occur. Discussion ensued.

Walt Sonneville has offered to continue as the point person with the city regarding stormwater management issues. His role would be that of liaison between the city's meetings on this topic and the WHHOA board. Walt would not speak on behalf of WHHOA. The board of directors would very much appreciate it if Walt would continue to serve as our point of contact on all issues related to stormwater management. Discussion ensued.

**Next Meeting and Adjournment**

The next board meeting will be held on Monday, August 25, 2014, at 7:00 pm at the residence of Judith Sudholt at 1725 Logmill Lane, Gaithersburg, MD 20879.

Judith Sudholt moved to adjourn. The meeting adjourned at 8:25 pm.

Respectfully submitted July 29, 2014  
by Judith Sudholt, Secretary & ARC Chair