
MINUTES OF WOODLAND HILLS HOMEOWNERS' ASSOCIATION

*Board of Directors' Meeting of April 27, 2015
Approved May 27, 2015*

At 7:02 PM, the regular business meeting convened and was called to order by Leesa Willis. Present were Pam Sonnevile, Richard Reise, and Judy Sudholt. Also present was Peggy Toland (Property Manager).

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

Homeowner Open Forum

Richard Reise inquired as to the applicability of new county legislation enacted to assist HOAs with collecting outstanding assessments from absentee landlords. At this time, the legislation is not effective in the City of Gaithersburg.

Minutes of March 2015 Meeting

Judy Sudholt moved to approve the March 2015 meeting minutes; Pam Sonnevile seconded; the minutes were approved.

Treasurer's Report

Pam reported that as of March 30, 2015, cash in the Operating Account was \$82,236.08; and the Reserve Funds balance was \$486,198.29. For the one CD scheduled to rollover late March, the board decided that there is no interest at this time in moving it to another bank.

Management Report

Peggy Toland reported that the Handicap parking sign and post were installed, and she restriped the parking space.

Peggy also reported that the sidewalk at the Kestrel tot lot was assessed by her, and she will ask AMG to come and look at the slabs that are still raised.

Peggy reported that she has marked asphalt areas that need to be looked at. Some of them may be able to wait until next year but some areas need to be fixed this year. Peggy will have AMG out for their opinion as well to see if these need to be done this year or if they can wait until next year.

Peggy reported that she received one bid so far for the asphalt and parking space striping in the community and she will continue to work on acquiring additional bids.

Letters were sent to homeowners regarding dumping issues, storing of trash/recycling bins, dumping of debris in common area, signage on vehicles, and one stored vehicle that was towed.

Peggy reported that we were running out of tennis court keys and she ordered 7 at the cost of \$108.51. Judy Sudholt moved to approve the reimbursement of \$108.51 to Peggy Toland for the tennis court keys; Pam Sonnevile seconded; and the motion carried unanimously.

Pool:

Peggy reported that the pool needs to have an electrician look at the solar heater. Last year the board approved that a new controller be ordered but it needs to be ordered and installed. Peggy will check the pool building and grounds for any other needed repairs or maintenance.

Peggy reported that Georgetown Aquatics has ordered the lifeguard stand which will be installed later this week most likely. The cost for the lifeguard stand is \$2,230.00, plus \$500-\$750 to remove the old stand and install the new one. Judy Sudholt moved to approve the expenditure of \$2,230, plus \$500-\$700 to replace the old and install the new lifeguard stand; Richard Reise seconded; and the motion carried unanimously.

Finally, Peggy reported that Olde Carriage Hill was sent the pool application/information and a bill for the season.

Community Affairs and Communications Committees

Leesa Willis asked Pam Sonnevile to tie the tennis court wind-break down at the bottom where it is loose.

The Spring newsletter was sent out to the residents. Kari Lantos submitted receipts in the amount of \$294.15 for the newsletters. Judy moved to approve the reimbursement of \$294.15 to Kari for the cost of printing the newsletter; Richard Reise seconded; and the motion carried unanimously.

Leesa submitted receipts in the amount of \$47.96 for reimbursement of laminating pockets for the pool. Judy moved to approve the reimbursement to Leesa in the amount of \$47.96; Pam Sonnevile seconded; and the motion carried unanimously.

Architectural Committee

Judy Sudholt reported that the 2015 inspections will be conducted in the fall this year. Home owners continue to submit requests for follow-up inspections from homeowners who have outstanding issues from Spring 2014. This means that home owners continue to make the necessary corrections.

Two homes on Wake Forest Drive have had sidewalk work done without approval and it is different in the sidewalk is angled to meet the first step. Judy asked the board to please take a look so that we can decide if this is okay or if it needs to be redone.

Judy completed scanning the second box and has saved the data and she has pulled any original legal information for the archives.

Judy submitted a revised Request for Approval of Alteration Form for the website. Home owners continue to omit any type of plans, specs, measurements, etc. and ARC needs to be able to tell the requestor that if they don't submit the necessary information, then the request is denied.

Grounds

- Pam Sonnevile reported that she met with Toni Bailey on Thursday, April 2, 2015. Toni has a Master's degree in Landscape Design at GW, with a concentration on sustainable landscape design (regarding a grant from the Potomac Alliance). She's working with the Potomac Alliance to help them in deciding who should be getting the grants. Think we can only qualify for \$500 but that's okay. Pam will keep working on them since they do have money to give away. She looked at the area of concern (near the doggie station at 1700 Logmill Lane) and then the area beside 1535 Tanyard Hill Road. Toni said it looks like we know what we're doing which sounds like we will probably get the grant.
- Pam also reported that she met with Steve D'Amato of Stadler on Wednesday, April 8, 2015, and we looked at the areas in Item 1. above. He's putting together proposals, but Pam hasn't gotten them back yet. The following was discussed:
 - -Area near doggie station where mulch is washed down on the sidewalk from heavy rains—install wide pavers about 10' up the already made footpath, extend the rocks around to the other side of the sidewalk (reflects the same pattern that's already there with native grasses inserted between, plugs of Canadensis anemone, a couple more bottlebrush buckeyes along the fence line and witch hazels and a few serviceberries behind the fence.
 - -Area beside 1535 Tanyard Hill Road—Install several beds consisting of a few small trees and shrubs.
- Pam called Josh Roll, WSSC, today to get a status of the WSSC project; hasn't heard back yet.
- Pam reported that WHHOA received the 2015 Environmental Award from the City of Gaithersburg. Awards were presented at a ceremony which was held on Monday, April 20, 2015. Saw Paul Hlavinka, Board of Muddy Branch Alliance, at the awards ceremony. He mentioned that the Board would be discussing the \$500 grant Woodland Hills HOA requested this week. He asked me if we needed more money. Pam will see if they give us more since Toni Bailey's fee comes out of the grant money.
- Pam also reported that she will be attending the Prince William Wildflower Society plant sale and would like authorization to purchase up to \$100. It would only be mostly for ferns/perennials.
- Pam reported that on Saturday and Sunday, April 18 and 19, for 1.5 hrs. each day with a total of eight people helping with cleanup (pulling invasives and picking up trash). There was quite a bit of dumping behind KC and 316CD. Some of it will be put out for bulk pickup.
- Kevin Roman looked at the dead tree in dispute with Olde Carriage Hill (near green box on Travis Avenue). He said it looked like it was our tree. Should we go ahead and get it taken care of for \$400 (quote by Mead) or get a survey of that area. Discussion ensued regarding having it surveyed. Directors authorized the rental of a metal detector to try to locate the survey stakes.

- Pam reported that she would like to get three Dog Poop tags laminated and put on stakes. She will be putting them where she sees dog feces. Discussion ensued.
- Mead revised the price to be \$125 per spray (need three sprays) of the Austrian pines so the cost is \$375 total and not \$675 as approved at the March meeting.
- Pam requests approval as follows:

\$ 100.00	for Prince William
25.00	for stakes
2,240.00	for pruning by Mead
300.00	for Emerald Ash Borer
75.00	for Obscure
<u>325.00</u>	for guide wire
\$3,065.00	Total

Judy Sudholt moved to approve the expenditures for these items; Richard seconded; and the motion carried unanimously.

- Pam requests approval for reimbursement for expenses totaling \$132.43 as follows:

\$ 22.00	for removal of dead white pine behind 1804 Windjammer Way
29.00	for MonarchWatch.org 4/16/2015 (lifecycle of the Monarch poster)
7.73	for Staples, 4/25/2015, poster board for Monarch butterfly poster
40.00	for Lou Aronica 4/25/2015 (2 serviceberries)
<u>33.70</u>	for 1 hydrangea "Ruby Slippers" 4/25/2015
\$132.43	Total

New Business

The Post box on Carlsbad is damaged in that it is leaning and loose on the post. WHHOA cannot be charged for the replacement. Discussion ensued. Any mailboxes in the community in bad condition should be reported to the USPS in writing and replacements requested.

Pam reported that she observed 2 or 3 kids are throwing stuff into the pool over the weekend. If this happens again and the children can be identified, letters of suspension should be sent to the parents of the children.

Next Meeting and Adjournment

The next meeting will be the Annual Meeting and will be held at Watkins Mill Elementary School, Media Center, on Wednesday, May 27, 2015.

Judy moved to adjourn; the meeting ended at 8:50 PM.

Respectfully submitted, April 30, 2015
by Judy Sudholt