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# MINUTES OF WOODLAND HILLS HOME OWNERS' ASSOCIATION

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*Approved Monday, February 23, 2015*

## **Board Meeting of January 26, 2015**

The meeting was called to order at 7:09 pm by Leesa Willis. Present were board members Pam Sonnevile, Richard Reise, and Judy Sudholt. Also present was Peggy Toland, Property Manager.

Also present was Nick Chomycia of 1334 Carlsbad Drive. Originally, the meeting was to be held in the Media Center, Watkins Mill Elementary School, 19001 Watkins Mill Road, Montgomery Village, Maryland 20886; however, the school closed due to the snow storm and the meeting location was changed to 1725 Logmill Lane, Gaithersburg, MD 20879. Signage on Travis Avenue was updated with the meeting location change as well.

### **Opening Remarks**

Leesa had no opening remarks.

### **Homeowner Open Forum**

Nick Chomycia said that he wanted to know what is being done about the car alarms that keep going off and that it didn't appear that anyone on the board was around to take care of the problem at Christmas. Judy Sudholt explained that this was the first time something like this has ever happened and that she was in her home with the car alarm going off immediately outside her house. Judy said that she and Richard were trying to find a solution. Discussion ensued. The board is working on a solution to have cars towed for disturbing the peace should this ever occur again.

Nick Chomycia reported that the new concrete slab in front of his home is heaving  $\frac{1}{2}$  to  $1\frac{1}{2}$  inches. He said that his wife has noticed other areas when she walks the dog. Leesa asked Nick if the locations could be provided.

### **Minutes of November 24, 2014 Board Meeting**

Pam Sonnevile said that some corrections need to be made to the minutes. Richard Reise moved to approve the November 24, 2014, meeting minutes with the condition that the minutes would be updated with the changes; Pam seconded; and the motion carried unanimously.

### **Treasurer's Report**

Pam Sonnevile reported that as of November 30, 2014, there was \$13,139.84 in the operating checking and savings accounts and \$488,739.83 in reserves.

Pam Sonnevile reported that as of December 31, 2014, there was \$27,423.36 in the operating checking and savings accounts and \$489,068.28 in reserves.

### **Management Report**

Peggy reported that she received a final bill from AMG for the monies owed, after the flexi-pave repair deduction, in the amount of \$3,018.63.

Peggy reported that she received a complaint from Nick Chomycia regarding the new concrete slabs lifting up. Peggy reported that she is having an issue not only with the new concrete, but also with the older concrete slabs doing the same thing. Peggy stated that it usually occurs where a large amount of water has saturated the area around the slabs so, when it freezes, as ice it swells and pushes the slabs up. Once the ground thaws, the slabs drop back into position. Peggy said that she will have them looked at by Justin just to be sure there are no other issues with the concrete slabs.

Peggy mentioned that some of the parking bay striping is extremely faded and, by the end of the cold season, the stripes could be completely gone. Peggy said that we will probably need to get bids in the spring. Peggy reported that 2011 was the last time the striping was done.

Peggy mentioned that there are potholes and other asphalt damage, as well, that will need to be repaired.

Pool – Peggy reported that the new slider for the guard room has been installed and looks good. Peggy stated that Four Seasons also repaired the bottom stopper for the stationary door to the pump room. Discussion ensued.

### *D.B. Plumbing Doctors*

Because D.B. Plumbing Doctors failed to notify the court that the monies had already been paid to them that were owed by Woodland Hills, and because D.B. Plumbing Doctors failed to dismiss the case, Peggy had to go to court. She had asked the owner to dismiss the case back in October 2014 after he was paid. Discussion ensued.

### *Providing an Emergency Contact*

Peggy will provide the board members with emergency contact information for all relevant parties. Discussion ensued. Peggy reported that the question had been raised asking why the police cannot tow vehicles. She said that the police remove people but do not remove vehicles.

Judy Sudholt moved to have legal review the proposed towing policy for cars that are causing a noise/nuisance and/or disturbing the peace; Richard Reise seconded; and the motion carried unanimously.

Peggy reported that she received emails from various homeowners complaining about the car alarm on Carlsbad Drive that went off at 2:30 AM Christmas day and continued for 3

days and how it ruined the Christmas holidays for many families in the neighborhood. Peggy responded that action has been taken so that should this happen again, a property manager will be on-call and directors will have all telephone numbers and contact information available to them. It was also determined that preceding any holidays when coverage might be slim, a listserv message to the community with pertinent contact information will be distributed.

#### *Bags for the Pet Waste Stations*

Peggy reported that she ordered the pet waste station bags which cost \$864.00. The last order lasted from November 2013 to December 2014. Discussion ensued. A volunteer does a great job replenishing the bags at the doggie stations.

Judy Sudholt moved to approve \$864 in payment for the pet waste bags; Pam Sonnevile seconded; and the motion carried unanimously.

#### *Fujitsu Scanner*

Peggy gave a check in the amount of \$445.19 as reimbursement to Judy Sudholt for the purchase of the Fujitsu scanner. The purchase of the scanner was previously approved by the board at a cost of up to \$450.00.

#### **Community Affairs Committee Report**

There was no report from the Community Affairs Committee.

#### **Neighborhood Watch Committee Report**

Nick Chomycia reported that a lot of the light fixtures on Travis Avenue had been out and that most had been fixed. For those lights that have not been fixed, the City must report to PEPCO which will take much longer to repair. Pam pointed out that mounding has occurred where Pepco dug holes, especially behind 1300CD. PEPCO also left depressions where holes were not properly filled. Leesa pointed out that all of these issues were addressed at the meeting with the Pepco Regional Manager and other Pepco managers and supervisors responsible for the work done in an around the Woodland Hills community. Discussion ensued. Final walk around with PEPCO is forthcoming.

#### **Architectural Review Committee Report**

Judith Sudholt reported the following issues:

WMC316 requested approval for wrap on shutters, storm door and two 2nd story windows which was approved conditionally. When the project was completed the decorative trim on the 2nd story windows was not as discussed with contractor. Judy met with contractor representative on December 12, 2014 at 10:00 am and he agreed that it was not as described at our earlier discussion. The contracting company will fix the trim on the window trim molding using composite materials. Reinspected on January 1 and the trim is approved. Neither the

homeowner nor the contractor sent any notification to ARC when it was completed even though they were asked to do so in communications with both parties.

CD357 installed a decorative wall greater than 12 inches in height without approval. The wall is graduated and is 24 inches where it abuts the house. The homeowners claimed not to know that approval was required prior to installation. They also have a replacement tree that was due to be planted by Fall 2013 but have since planted the tree in December 2014. The shutters, garage door and front door also need to be painted in Charleston Brown. Once all violations have been reinspected and approved, the homeowners can then apply for approval for the decorative wall. Judy, Pam and Katie have met with the homeowners on different occasions. The last meet-up was with Pam and Judy and homeowner to discuss the placement of the tree (blackhaw viburnum which is an understory tree and is ideal for this lot); Pam measured their lot using the plat, and the next steps were discussed. At that time, we also reminded the homeowners that the color of the garage door and the front door match each other, but are not the correct color, which is Charleston Brown, as noted on the Disclosure Form. No request for approval was submitted to replace the garage door or paint the front door a color other than Charleston Brown.

Just for clarification regarding the decorative wall which was also described as “retaining wall” at certain points in the process, after several discussions with Mr. Ryberg from the City of Gaithersburg, a retaining wall is one that is defined as 30 inches and higher. Footings are needed and therefore a permit is required. For “low walls”, defined as less than 30 inches high by the city, no permit is required by the city; however, any decorative wall higher than 12 inches does require ARC approval.

Pam, Katie and Judy went to WMC312 to discuss the inspection form with the homeowner and explained the processes of that form, how only violations are marked, and that any items on the form that are not marked are not violations. The homeowner reported that he will stain his deck Padre Brown in the spring. Judy also pointed out the bay window fascia has been stained from the drainage of black bay window roof. Homeowner indicated that he will wash it in the spring or, if necessary, will paint it white again.

Pam, Katie and Judy went to THR501 to discuss the two-toned deck with wood and composite materials (on the deck flooring) with the homeowner. When the homeowner requested approval, it was stated that it would be all wood; however, the deck floor is composite and is a different color than the wood. Judy explained to the homeowners that what was approved is not what was installed. Judy explained to the homeowner that composite materials are allowed on the deck flooring but wanted the homeowner to be aware when the approval is for one thing but something else is installed and that it could cause problems. Katie suggested that they install an apron around the edge of the deck so that the brown composite material cannot be seen from the sidewalk. Homeowner indicated that she would take care of that.

HT218 Requested approval for replacement of damaged roof shingles on the back of the house; cedar was the color recommended by ARC and the contractor. Judy met with them on January 1, 2015 with shingle samples and the closest one was the cedar.

HT218 Requested approval for replacement of siding. The ARC committee met with the homeowners and approved the best color for their home per the Disclosure Form.

Some of our ARC Documents need to be updated such as the Webpage Architectural Documents: Woodland Hills Home Owners Association, Architectural Committee. The date of and the link to the Architectural Guidelines were updated in January 2015.

HT223 is for sale and has no violations or non-compliant items.

LL709 lost a tree in the storm and it fell onto their van in the parking lot. The portion that was on the sidewalk and on the parking lot (van) was removed by Nathan North. The tree has to be replaced by November 15, 2015.

ARC has agreed that any meet-ups with homeowners regarding ARC matters will be memorialized in a follow-up email to the committee and the homeowner.

ARC wants to ask the board to review and define clearly what is meant by being in “good standing,” which could be interpreted by some to be financial only and not apply to any violations or non-compliant issues. Peggy explained that it “good standing” is already in covenants as both financial and architectural/maintenance. Judy asked that something be available on the website that clarifies this to homeowners who want approval for new changes when they still have violations that have not been corrected. Discussion ensued.

WF436 installed a new bay window that is of an unapproved design (different grid construction and proportions). ARC contacted the homeowner via email and explained that the grids and panes are completely different than any other bay window in the community and explained that the replacement bay window should be the same design as the builder original. Homeowner requested that ARC waive this requirement and allow the current replacement bay window to remain until it is needed to be replaced. ARC replied to the homeowner that windows last 25-30 years and therefore the bay window must be replaced with the correct design (which was provided to the homeowner).

Scanning and OCR'ing: Retrieving Storage Files Project:

Judy met with Peggy late November 2014 at CAI's office where we reviewed 5 boxes of retrieved files from storage from 1998 and 1999. We determined that most of the files, 4 boxes out of 5 boxes, could be shredded. The financials reports are from 1999 and are no longer relevant nor do they need to be saved.

One box of files containing meeting minutes, audit reports, annual meeting reports, contracts, management reports, legal matters, and home owner information was saved. Judy took those saved materials, scanned all of the pages, OCR'd those pages, created PDF or PDF portfolios, which were saved onto a thumb drive and copied to Peggy's computer for CAI's electronic files. Judy still has a backup on her computer and on the thumb drive.

An important point here is that all of the text in these files is now searchable and the history of the community is therefore available to property management and board members. Discussion ensued.

Judy met with Peggy at CAI offices again on December 12, 2014, where we reviewed 10 storage boxes from 1999, 2000, and 2001. We determined that most of the files, 8 boxes out of 10 boxes, could be shredded. The financial reports are more than 7 years old and are no longer relevant nor do they need to be kept. Two boxes were collected of files such as minutes, audit reports, annual meeting minutes, board packets, contracts, management reports, legal matters, and home owner information.

As of this date one of the two boxes from the second scan project is completed. Peggy and Judy will continue on this course up to 2007.

### **Grounds Committee Report**

1. Pam asked the BOD to authorize reimbursement for receipt in the amount of \$8.47: Michaels, 12/5/2014 (block letters for magnetic strips for sign).

Judy moved to approve reimbursement to Pam in the amount of \$8.47 for the magnetic strips for the sign; Richard Reise seconded; and the motion carried unanimously.

2. Yankee Clippers were in the community on Thursday, December 11, 2014, for 9.75 hours of pruning shrubs/small trees.
3. On Tuesday, December 16, 9:30 Peggy Toland, Richard Reise and Pam Sonnevile met with Lorenzo Construction and Pepco for a common ground walk through. A final walk through will be scheduled for later since they had not completed their final inspection. Additional destruction of common ground was noted on Saturday, January 10, 2015, beside 1515 Tanyard Hill Road. A structure was placed on top of the vault. It was brought in with a tractor-type machine. Damage noted included above ground root on cherry tree in front of 1515 Tanyard Hill Road was severely rubbed and dirt on one side of the mulched path (left-hand side going down the hill) was turned over. This is the area where Pennsylvania sedge and white wood asters had been planted.
4. Ron Graunke (tree guy) came mid-December in a Santa hat to replant the 10 oak trees. He actually installed 12 oak trees (all chestnut oaks). He installed 2 more as a bonus, and said he was embarrassed that all the trees from the April 2014 planting did not make it (combination of white/chestnut oaks). He did not have white oaks this time for planting.
5. Pam reported that she has submitted an application to the Maryland DNR Forest Service and the Maryland Community Forestry Council for a bronze award. Noted on the application that if they feel we qualify for a gold award, to please change the category.

6. Pam reported that Mead Tree completed a day of pruning on Monday, January 5, 2015. They started down on Windjammer Way pruning up the trees over the pool house and all trees on the perimeter of the street and island areas—pruning up, removing deadwood, and performed structural pruning from storm damage. They started working on Wake Forest pruning the trees on the perimeter but did not finish this area.
7. Pam requested board approval for three days of pruning (\$6,720) at \$2,240 per day.  
  
Judy Sudholt moved to approve \$6,720 for three (3) days of pruning by Mead; Richard Reise seconded; and the motion carried unanimously.
8. Pam reported that on January 25, 2015, she spoke to homeowners on Wye Mill about all the beer cans found in the woods behind their homes—probably about 40 or more in a three-month period. Residents said they haven't seen or heard anything but will keep on alert for activity behind their homes and let us know.
9. Pam reported that Anita Kimberling, who is on the HOA Board at Waverly Condos, requested a look at the common grounds of our community. Pam said that she and Anita walked around the community on Sunday, November 30, 2014. Anita said she was inspired and “blown away” by what she saw. Waverly Condos received a grant from Montgomery County EPA to install a rain garden. Pam reported that she has invited Anita back to see the common areas in the spring/early summer.

### **New Business**

Leesa reported that a flyer for out-of-state vehicles has been created. This flyer will be placed on vehicles that are approaching the 60 day limit. Any car from outside of Maryland must register their car in Maryland after 60 days, excluding any legal exceptions. Discussion ensued.

### **Next Meeting and Adjournment**

The next board meeting will be held on Monday, February 23, 2015, at 7:00 pm in the Media Center, Watkins Mill Elementary School, 19001 Watkins Mill Road, Montgomery Village, Maryland 20886.

After all persons present had no objection to doing so, Judith Sudholt moved to adjourn to Executive Session. The meeting adjourned to Executive Session at 9:00 pm.

Respectfully submitted,

by Judith Sudholt, Secretary  
February 11, 2015