
MINUTES OF WOODLAND HILLS HOMEOWNERS' ASSOCIATION

*Board of Directors' Meeting of October 26, 2015
Approved November 23, 2015*

At 7:05 PM, the regular business meeting convened and was called to order by Leesa Willis. Present were Pam Sonneville, Richard Reise, Zeno Lantos and Judith 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 asked about rental licenses. Leesa explained that the city keeps records of properties that are registered to be rented. Discussion ensued

Zeno Lantos reported that a homeowner on 1901 Windjammer is parking in the fire lane. Leesa asked that when someone is breaking the law, to call the police. Discussion ensued. .

Minutes of September 2015 Meeting

Richard Reise moved to approve the September 28, 2015 minutes; Pam Sonneville seconded; and the minutes were approved conditional on a change in the language in the Treasurer's Report, "Peggy reported that she opened a CD account..." to be changed to "Peggy reported that she hoped to open a CD account..."

Treasurer's Report

Pam reported that as of September 30, 2015, cash in the Operating Accounts was \$90,136.25; and the Reserve Funds balance was \$482,743.02. Peggy reported that she would like to move three CDs in the amount of \$44,340.17, \$19,916.36 and \$29,127.53 to a bank with a better earning interest rate.

Management Report

Peggy reported that 15 (fifteen) boxes were taken out of storage, the financial documents were to be destroyed and the remaining files were taken home by Judy Sudholt to be scanned and sorted through. Peggy had the handyman haul the documents to be destroyed to be shredded for free. Peggy also reported that Josie Wells has asked the file storage company to deduct the 15 boxes from the inventory to reduce the monthly charge. Judy reported that all of the files she took home have been scanned and sorted through so that only the legal documents are being kept. Leesa thanked Judy for all her efforts in sorting the records in order to pare down the stored boxes and save the community money.

2014 Auditors Statement

Peggy Toland asked Leesa Willis to sign the 2014 Auditor's Statement and Leesa signed.

Proposed Budget for 2016

Peggy reported that there are additional changes to the proposed budget when compared to last month's proposed budget. We need to adjust for about \$1,064.01. The taxes for 2015-2016 for storm water are \$6,712.48. In 2015 Peggy budgeted \$2,200.00 based on the city's projection which was that over a 5 to 7 year period they would increase the tax but they didn't give definitive answer to the per unit cost amount. Peggy took half of the bill amount and applied it to this year so that the remainder appears under pre-pays because the billing cycle is June 2015 to July 2016. In order to budget for 2016, she took the prepaid amount and her best guess for the bill for 2016-2017 which would be \$22 per billable unit. We have 335 billable units. Peggy further explained that the additional charges fall under the city so it shows up as Gaithersburg property tax storm water fee. The board discussed and agreed to take \$1,064.01 from the postage and delivery budget. Leesa stated she will do a budget letter to explain this change.

Grounds - WSSC

Peggy reported that due to a complaint from a resident that dirt was being removed from the storm water area, she went to the storm water area to see what the sub-contractor was hauling out of the back area since they were only supposed to be removing the ramps. The complaint was that the contractor was removing truckloads of dirt. Actually, they were removing the additional mulch that they had put down to set the ramps on. Peggy reported that she has sent an email to Mr. Reed at WSSC letting him know that the contractor must make sure that he leaves enough mulch in the area in case the city needs to drive back there at a later time.

Grounds – Tot Lot

Peggy reported that she has applied two coats of truck bed liner spray on the one deck area as a test. Before the weather gets too cold, she will try to get all of the metal on the play equipment painted. Peggy also reported (with photos) of the slide that had a large gap. The gap was repaired on October 27, 2015.

Car Alarms

Peggy reported that in a letter dated October 23, 2015, Legal stated its findings regarding towing cars with activated alarms stating that the board has the right to establish rules as long as the towing signs comply with the new county towing laws that require that towing signs summarize all parking restrictions. Discussion ensued.

Pool

Peggy reported that a two-year renewal notice was received from WGL Energy to supply electricity to the pool area. Leesa signed the renewal contract.

Peggy reported that a payment to Georgetown Aquatics in the amount of \$2,513.50 for supplies and repair needs to be made. Judy Sudholt moved to approve, Pam Sonnevile seconded, and the motion carried unanimously. Peggy also reported that she is still waiting on a bid for the circuit box. This will be her 5th request. Also, she is waiting to hear a report about what to do with the motion detector lights that burn out so quickly.

Handicap Signs

Peggy reported the handicap sign has been installed for TH627. She reported that the next sign to be installed is for TH515.

Community Affairs and Communications Committees

Pam reported that there is a new resident on Wildpark. Discussion ensued.

Neighborhood Watch

Nothing to report at this time.

Concurrence items

- Peggy reported that a portable base for handicap parking sign was purchased on September 30, 2015 for \$156.41 and the board approved this purchased unanimously.
- Peggy reported that the board approved the purchase of \$876.77 on October 13 for plants; however, the amount was reduced to \$716.77 after Pam made an adjustment to the proposal.
- Leesa verified as a concurrent item that the board's actions to post community signage are approved by the Architectural Committee even though this procedure is already permitted under the Covenants.

Architectural Committee

Judy Sudholt reported inspections have begun. Discussion ensued that TH505 still has not removed the curbing, the front porch tile that was approved years ago is now beginning to crumble and will have to be replaced, there are unapproved gutters and downspouts on the deck due to the unapproved tile that was installed and have caused the deck to slope toward the house; the deck was extended without approval and the fence and deck railing still have not been replaced and the red stain was not covered over the last 2 years.

TH522 has windows with 9 over 9 grids. A discussion ensued as to how many letters should be sent before legal is involved.

CD357 is another instance where the garage door was changed without approval and a new color introduced, then the front door was painted to match without approval, the shutters are the correct color but are faded and were to be painted and the garage and front door made to match. The tree was planted but the other things were not done. Also, the homeowner installed a wall without approval and that wall is crooked and after nearly a year, the homeowner has not communicated with ARC as to their resolution to these issues.

Discussion ensued.

Grounds

Pam Sonneville reported that Walt Sonneville attended the Transit meeting on October 21. At the Transit meeting Council President George Leventhal stated emphatically that construction of Rapid Bus Transit is “years” in the future. He added there is no money anticipated for M-83. M-83 appears to be a dead issue for the foreseeable future.

Home Tree Care (HTC) is being held on Saturday, October 31, 2015 from 10:00 am to 12:00 pm. Andy Driscoll will be the teaching arborist. Evan Glass will also be in attendance. He is with the Gandhi Brigade Youth Media Center and they will be filming classes for developing a series of video vignettes on HTC.

Pam reported that she met with Toni Baily of Gracefully Green during the week of October 19, 2015 to show Toni the plantings at WMC300 doggie station and upper Tanyard hill Road. She approved of what she saw and is submitting a request for a grant to the Potomac Alliance.

Pam reported that she met with Steve D’Amato of Stadler Nurseries on October 26, 2015 to look at the final plantings. Steve will check to see if he can get the mapleleaf viburnums (2) for the side WW911. Also the mapleleaf viburnum that was planted last year has subsequently died so Steve is looking into acquiring a replacement. He is providing credit for some plugs that he couldn’t get for the planting beside 1631 Tanyard Hill Road. He’ll put it on the order for next year. Pam reported that a proposal will be prepared in February or March 2016 and we will need to make a deposit. Pam stated that it is important to get our request in early in order to have access to a nice selection. Also, we need to finalize our plans for the city grant which needs to be submitted in May.

Pam reported that she met with David Rogner to talk about areas for invasive removal. He will contact Pam the end of October about proposed dates. At the last Board meeting, the board approved paying Mr. Rogner \$15/hour up to 15 hours.

1. Pam requested approval for another day of pruning by Mead at (\$2,240).
2. Pam requested approval for one Satyr Holly to be purchased from Marty Kelly in the amount of \$275 and to be planted behind THR535.
3. Pam requested approval up to \$50 for drinks for the HTC event on Saturday, October 31, 2015. Leesa pointed out that Pam’s budget for grounds still has a remaining allowance that will cover this request. Pam said she will submit the receipt after the event.

Judy Sudholt moved to approve \$2,240 for a day of pruning, \$275 for the Satyr Holly; Richard seconded, and the motion passed unanimously.

Committee Reports

Zeno Lantos moved to approve the committee reports; Richard Reise seconded; and the motion carried unanimously.

Old Business

Leesa asked if the board members had any objection to moving to Executive Session. The board members agreed to move to Executive Session.

Next Meeting and Adjournment

The next meeting will be held at Watkins Mill Elementary School, Media Center, on Monday, November 23, 2015.

Judy moved to adjourn; the meeting ended at 8:25 PM.

Respectfully submitted,
November 2, 2015
by Judy Sudholt, Secretary