
MINUTES OF WOODLAND HILLS HOMEOWNERS' ASSOCIATION

*Board of Directors' Meeting of September 28, 2015
Approved October 26, 2015*

At 7:10 PM, the regular business meeting convened and was called to order by Leesa Willis. Present were Pam Sonnevile, Richard Reise, 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. Also present were Katie Becker of 1907 Windjammer Way and Denisha Thaxter of 1521 Tanyard Hill Road.

Homeowner Open Forum

There were no homeowner open forum items.

Minutes of August 2015 Meeting

Richard Reise moved to approve the August 24, 2015 minutes; Pam Sonnevile seconded; and the minutes were approved.

Treasurer's Report

Pam reported that as of August 31, 2015, cash in the Operating Accounts was \$96,705.56; and the Reserve Funds balance was \$482,690.43. Peggy reported that she hoped to open a CD account at CIT Bank. This is an introductory rate for longer. We would invest \$49,000.00 over 24 months.

Management Report

Taxes

Peggy Toland reported that the tax bill was much higher than budgeted for. The total amount for the tax bills is \$5,110.20. Half of the amount can go to prepaid since it is actually for 2016 which will help to even out this year's budget. Peggy also reported that she did a calculation for the 2016-17 taxes which would be \$5,677.32.

Peggy also reported that the impervious surface tax will be applied to the tennis courts, pool area and pool building, and sidewalks and parking spaces. Anywhere there is flexi-pave should provide the HOA with a tax break. This tax will also be applied to homeowners for their impervious surfaces. These monies are designed to offset the storm water management retrofits. The storm water management pond structural maintenance/repair/replacement was suddenly assigned to us a few months ago. Then the city rescinded that decision and decided they would take on the responsibility instead. Legal documentation must be executed in order to transfer that maintenance piece to the City. Judy Sudholt moved to approve the Inspection/Maintenance of Storm water Management Facility and/or Water Quality Facilities for Parcel ID # 9-242/84057. Judy Sudholt moved to approve the signing of the Inspection Maintenance of Storm

Water Management Facility and/or Water Quality Facilities; Pam Sonnevile seconded the motion; the motion carried.

Proposed Budget for 2016

Peggy reported her concern regarding the budget due to the cost of the taxes but there were a couple of line items that changed for the good. The biggest change is that the HOA does not have the \$3,000 cost for the reserve update. This will not occur again for a couple of years. The estimated rate for the pool management was less than anticipated. Discussion regarding the budget ensued.

Grounds

Peggy reported that with regard to the retrofitted storm water management, she sent a copy of the answers that Kevin Roman had sent back to the board from questions that Ms. Wells and she had asked at the meeting with Mr. Roman and the mayor. The good news is that the city will maintain the structure of the water management area and the HOA will have to mow it and clear any trash. Peggy reported that she is waiting to get the agreement from the city so that it can be signed and recorded.

Peggy reported that a reimbursement check was received from OCH in the amount of \$400.00 to top their tree. Peggy reported that it does not appear that they have any interest in helping out with the cost of the survey as the check was the only item in the envelope.

A certified first class notification was sent to 631THR in regards to the cost to reforest the common area that they had stripped. This is the second notice so far and no communication from the homeowner has been forthcoming. Peggy recommends that the homeowner be charged as of October 1, 2015.

A letter to CD368 regarding the removal of community mulch was sent. Peggy reported that she was told by the owner that the monies would be paid.

Peggy reported that during the summer of 2015, she had a playground re-done at Stoneridge and Audubon Square communities. The equipment was the same style as currently exists in HOA tot lots. The reserve study has replacement scheduled for 2016. We still need to find something that covers the rusted deck areas. She has worked with Playground Specialists and they can spray the decking with paint or she may try spray paint intended for truck beds.

Peggy reported that she has ordered the refills for the doggie bags. The cost that needs to be approved is \$864.00. Judy moved to approve the replacement for the doggie bags in the amount of \$864.00; Pam seconded and the motion carried.

Peggy reported that the proposal from AMG for the Asphalt/concrete/sealcoating and striping needs to be sent to us as well as additional bids. She will draw up the specifications for the coming spring. We are waiting for our helpful engineer, Andy, to finish reviewing the AMG proposal.

Peggy reported that the documentation for the handicap designations for 515TR and 627 TR have been received. Richard Reise moved to approve the handicap designation signs for 1515 TR and 1627 TR; Pam Sonnevile seconded and the motion carried unanimously.

Peggy reported that there are towing laws and compliance issues with regard to reserved parking places. The verbiage stickers need to comply with the rules. This is due by November 1. Discussion ensued.

Pool

Peggy reported that she has reminded Tom Feck from Montgomery Lighting that he still needs to provide a proposal for the replacement circuit box. This needs to be done before this coming spring. Peggy reported that she also asked Tom Feck about why the light bulbs in the motion detectors burn out so quickly. He said that the only bulbs that fit the fixtures are not quality bulbs. Discussion ensued.

Katie Becker asked about the change that had been discussed earlier this year about the pool fence. She asked if the fence would be made higher or angled. Leesa answered that angled seems to be the best way to go. Katie said that she agreed.

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 reported that the cost of the white-coating for the pool was \$33,995.11. Judy Sudholt moved to approve payment to Georgetown Aquatics, Pam Sonnevile seconded, and the motion carried unanimously.

Parking Issues

Leesa reported that because multi-families have moved into the townhomes and with multiple cars, there simply are not enough parking spaces for everyone. There are a lot of issues involved and it is not simple to sort out. Katie Becker asked if there will be a work group. Leesa answered that that would be a good idea and maybe it would be best to keep the group to about 6 people. A discussion regarding hang tags ensued. It would identify cars that belong to residents of the community. With a list of cars that go with homes, then we can contact people when the streets need to be cleared of snow. Delinquent monies owed have climbed to \$45,000. Discussion ensued.

Leesa reported that if a homeowner does not live in a house in the community, then the house should be rented as a whole. If the homeowner lives in the basement, they can rent out the upstairs or vice-versa, although there are stringent appliance and egress restrictions for inhabiting basements.

Community Affairs and Communications Committees

Leesa reported that there was a gutter cleaning notice from Nathan North that would be offered.

Leesa reported that there will be a Fall Newsletter.

Leesa reported that when letters or notes are sent to the board anonymously, that we cannot follow-up on these. Unsigned complaints or complaints received that do not provide contact information will be disregarded. It's a waste of time to have directors and Peggy to spin wheels trying to track down complainants when we have questions. We need residents to communicate openly with the board. The board will keep their names confidential. If you see something, say something but in order to properly respond or investigate, the board needs the details.

Neighborhood Watch

Nothing to report at this time.

Architectural Committee

Judy Sudholt reported inspections will begin toward the end of the month of October.

Grounds

Leesa reported that there was a concurrence item for Grounds where Pam requested \$1,690 for plants from Stadler and the board approved.

Pam reported as follows:

Summary of Stadler costs:

300 Wye Mill Path dog station - \$4,215 (included in City grant)

1535 Tanyard Hill - \$1,704 (included in city grant)

Miscellaneous Area	Description	Amount
North of 715LL	3 fothergilla	
Lower Tanyard	3 oakleaf hydrangea	
108 Kestrel	12 lo-gro sumac, 3 gray dogwood and 1 sweetbay magnolia	
1601 TR	3 gray dogwood	
333 WMC	Lo-gro sumac surround already existing sweetbay magnolia plus grasses (sea oats)	
LL circle	Sourwood tree	
1501 TR corner	Serviceberry tree	
Total		\$2,683

Pam reported that Pepco reimbursed the HOA in the amount of \$1,209 for those areas that were affected by Pepco's digging.

Pam reported that:

\$1,055 for 1631 TH restoration
\$ 833 for 1901 Windjammer corner (boulders for erosion control)
\$2,240 for Mead pruning and removal of invasives (one day) (included in City grant)

Grant/voucher totaling (\$6,745):

	\$ 4,045.00	City of Gaithersburg
	2,200.00	Voucher from Pepco
	500.00	Potomac Alliance
Total Stadler proposals	\$11,669.00	

Woodland Hills received \$4,045 from the City of Gaithersburg Frederick J. Felton Neighborhood Matching Grant Program.

Pam left a voicemail for James Reed regarding the status of WSSC's work on lower Tanyard. He called back but still does not have a definitive date for the completion of the project and the removal of the temporary road. He said that he thought it might be several weeks and then a final walk-through would be done.

Home Tree Care will be back in Woodland Hills on Saturday, October 31, 10:00 am to noon. Andy Driscoll will be the arborist for that day.

Pam reported that Walt Sonnevile stained all of the benches in the community.

Pam thanked Richard Reise for all of his watering efforts.

Pam requested approval for the following work:

Yankee Clippers for up to 10 hours at \$71 per hour (\$710)
Nathan North to grind 3 stumps (\$350) at the corner of 1501 TH, 314WMC
David Rogner for 15 hours at \$15 per hour (\$225) invasive work
Mead for a day of pruning \$2,240 and rental of a crane for one day (\$975)

Judy Sudholt moved to approve the expenditures in the amount of \$4,500 for Yankee Clippers for up to 10 hours at \$71 per hour (\$710)
Nathan North to grind 3 stumps (\$350) at the corner of 1501 TH, 314WMC
David Rogner for 15 hours at \$15 per hour (\$225) invasive work
Mead for a day of pruning \$2,240 and rental of a crane for one day (\$975), Richard Reise seconded the motion, and the motion carried unanimously.

Pam requested approval for reimbursement of expenses totaling \$120.82 and itemized as follows:

\$36.02 stain for common area benches
\$33.00 permit for tree removal
\$31.80 native perennials (Chesapeake Natives)
\$20 native perennials (Kollar Nursery)

Judy Sudholt moved to approve the reimbursement of expenses to Pam in the amount of \$120.82, Richard Reise seconded the motion, and the motion carried unanimously.

Concurrence items

Leesa reported that the board has the authority to post signs and that it is written in the Covenants as well as in the Rules and Regulations.

Leesa also reported that due to Montgomery County Fire Code restrictions, residents will be informed that if they have a fire pit or chiminea that they are not allowed to use them. They have to be 25 feet from any structure and there is no home in the community that can meet that restriction and keep the firepit on private land. Residents could apply to the HOA for permission to use a firepit on common ground, but it is highly unlikely that any such approval would be granted. Another restriction of the Fire Code specifies that smoke from a firepit cannot be allowed to drift onto neighboring properties. This is another restriction that prevents townhome communities from using firepits.

New Business

Next Meeting and Adjournment

The next meeting will be held at Watkins Mill Elementary School, Media Center, on Monday, October 26, 2015.

Judy moved to adjourn; the meeting ended at 9:10 PM.

Respectfully submitted, September 23,
2015
by Judy Sudholt, Secretary