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## **BOARD MEETING MINUTES OF WOODLAND HILLS HOMEOWNERS' ASSOCIATION**

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*Approved September 26, 2016*

### **Board Meeting of August 22, 2016**

The Board Meeting for Woodland Hills Home Owners Association meeting was called to order at 7:15 pm by Judith Sudholt (LL725). Present were board members Pam Sonnevile (WC314), Zeno Lantos (WW927), Kate Courville (TR1530) and Dave Slattery. Also present were Josie and Dina, Acting Property Manager on Peggy Toland's behalf.

Homeowners present were Beverly Jordan (TH510), Leesa Willis (TR1507), and Adam Markowski (CD355).

The meeting was held at 1725 Logmill Lane Gaithersburg, MD 20879.

#### **Opening Remarks**

Judith Sudholt welcomed everyone to the Board Meeting and thanked everyone for attending.

#### **Homeowner Open Forum**

No issues brought up for discussion

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

Pam Sonnevile reported that as of July 31, 2016, there was \$131,567.31 in the operating/checking account and \$599,839.80 in reserves.

The CDs looked good and no movement necessary.

#### **Management Report**

1. Private Property concrete work by Finley – Finley as agreed to complete private property work as well as the repairs to the community. Homeowners are to take photographs and measure the area needing repair and send to Finley. Homeowners are responsible for contacting Finley. A postcard has been drafted; Leesa worked with Josie on the wording. Final approval sent to the Board August 23, 2017. All work completed within 1-2 days.
2. Playground Equipment – Adam Fugel gave his review of the park in Urbana; he was quite impressed with the Eagle Sport systems. It has been requested that Geoff Montgomery come and meet with members of the Board and community at the tot lot to answer questions and review color samples.  
Pam will be pricing out mulch bids (Eagle bid - \$4,875) as well as looking at adding “mats” under the swings (\$475).

3. Josie presented an overview of the new Management system Pitera that is available. Residents may log in and update their information along with pay assessments, register their car and leases. The system also allows for newsletters to be sent and contains contact information.  
Discussion ensued regarding the system and the potential for testing it and adding a link to the Woodland Hills website.
4. Pam reviewed the Mead invoices and requested a history to confirm the actuals.
5. Inspection Bids to CIS (is this CAI – Josie’s company?) have been submitted to the Architectural Review Committee (ARC). There is a per house charge. Discussion ensued as to moving forward.
6. 1326 Carlsbad reported an issue with poison ivy behind the house. It has been noted that there is a large amount of poison ivy in the Carlsbad/Wye Mill area. Pam pulls it up and Nathan spray’s the plant.
7. 1707 Logmill – an apology was issued after a tree removal company drove onto common area with their truck and a fence was removed.
8. 1508 Tanyard Hill – Silver Altima has a flat tire; a letter has been left on the vehicle and the next step is a warning from CAI.
9. Railing Installment request (see Pam’s Email)
10. Doggie Station Refills – Karen and Raul will be restocking doggie boxes moving forward. 1 person to manage with additional people as backups. One individual in the community needs to receive and store the bags. Further discussion in Executive session.
11. Fire hydrants – Dina to find out who owns the hydrants and see about “freshening them up”.
12. 2017 Contract Bids -
  - Lawn – North Landscaping (Josie to get a bid)
  - Snow -
  - Audit – look in file
  - Trash – B&B Refuse
13. Meeting Rooms – scheduled from September – May 2017 with the exception of December (no meeting to be held).

### **Community Affairs Committee**

Leesa Willis reported as follows:

1. Leesa reported that the timeline, along with the proposed budget, has been sent and the deadline for the newsletter to Josie is October 28, 2016. Leesa will work with Kari on the newsletter and send out a call for ideas no later than early October.

2. Leesa requested bonus' for the lifeguards; 2 at \$150.00 each and 2 at \$100.00. Leesa will send the checks and thank you notes.
3. Motion lights and new light covers were not installed in the pool area this year; Dina to check with Montgomery Lighting on the status. Payment for this work was approved in April.
4. The sliding screen doors on the guard room need to be repaired along with recommendation for some screen door magnets.
5. Leesa will hold onto the pool keys and reported that the blower will be brought in at the end of the season to preserve the battery. Jeff at Georgetown Pools will prepare a repair list and that there are reserve pool pass supplies.

### **Neighborhood Watch**

No Report

### **Architectural Review Committee**

Judy Sudholt reported that ARC has been following up with homeowners requests for re-inspections and then, if not corrected properly, with additional re-inspection requests. Only 108 homes received pool passes this year.

ARC to meet in the next few weeks to see what can be done to help homeowners with their homes as well as understand the process for obtaining a pool pass. As well as an understanding by homeowners that they are responsible for any damage done to common ground by contractors they hired for repairs.

Josie asked for thoughts about turning homeowners who do not comply over to city code enforcement; in most cases the infractions are not a code enforcement issue.

### **Grounds Committee**

Pam Sonnevile reported:

1. \$2,240.00 for pruning
2. Railing installation on Kestrel – recommendation to add a railing to one side of the mail boxes. Bid from Welding Plus is \$250.00
3. Mead looked at the trees – the red buckeyes on Tanyard are having issues - \$325.00. Pin Oaks on Tanyard were previously sprayed and they would like to do a bio pack for \$550. Total to Mead of \$875.00.
4. Pam requested an overall total disbursement of \$3,365.00

Zeno moved to approve all of the committee reports; Dave seconded; and the motion carried unanimously.

**Old Business**

None.

**New Business**

None.

**Next Meeting and Adjournment**

The next board meeting will be held on Monday, September 26, 2016, at 7:00 pm at Watkins Mill Elementary School.

Judith asked the board if we could move to adjourn to Executive Meeting and the board members agreed. Executive session opened at 9:21 pm.

Respectfully submitted September 15, 2016  
by Kate Courville, Secretary