

**Woodland Hills Home Owners Association**  
**Summary of Actions**  
**June 2010 – April 2011**

Administrative

Annual meeting was adjourned due to lack of quorum. (6/10)

Neighborhood Watch program information was presented. (6/10)

Treasurer reported operating account balance of \$25,151.40 and reserve account balance of \$457,855.63. Also reported that E-trade has advised it will no longer handle our CDs. Other vehicles must be found. Allied Bank was identified as a possibility. Two CDs renewed in June were moved to United. (6/10)

WHHOA paid \$87 for this year's ad in the Gazette newspaper to advertise the community yard sale. We partner with Montgomery Meadows and share the cost of the ad. This year it was WHHOA's turn to pay. The sale seemed fairly successful with good weather and at least 16 sellers. (6/10)

Board agreed to contact the City of Gaithersburg again with respect to the proposed work on the Kestrel/Carlsbad storm-water management pond, specifically asking the City to address six concerns itemized in our letter of December 14, 2007. This work is required by Federal law and may involve the building of a temporary road from lower Tanyard Hill (between the first two sections) back to the pond. Several trees may be lost. (6/10)

According to a survey taken by Walt Sonnevile, the Village Overlook proposed fence near 1500 Tanyard Hill is not opposed by 3 homeowners in the first section of townhomes that would be most impacted by the installation of the fence. However, input from the City regarding the legality of the fence is needed before WHHOA will render an opinion. (6/10)

The following nominations were made and officers installed by unanimous votes:

Leesa Willis, President  
Jim Osterhout, Vice President  
Donna Mistretta, Treasurer  
Katie Becker, Secretary  
Bryan Welsh, Director-at-Large (7/10)

Treasurer reported that as of June 30, 2010, cash in the Operating Account was \$14,886.52; and the Reserve Funds balance was \$464,367.37. (7/10)

Manager received a check in the amount of \$65,859.67 for two E-Trade CDs and a check in the amount of \$21,345.04 for one Capital One CD. These two checks will purchase a new CD at United Bank within 90 days of receipt of the new signatures for the new directors. (7/10)

Director reported that Woodland Hills currently has 44 homes as rentals (17%). The number of rental homes in April 2007 was 33 homes (or 13%). (7/10)

Director reported that a home on Carlsbad, intended as a day-care home, was inspected last week by the city. County's Office of Housing Opportunities Commission may also be examining this rental unit. The house is HOC subsidized. (7/10)

President reported that as of July 31, 2010, cash in the operating account was \$25,113.13; and the Reserve Funds balance was \$464,421.95. (8/10)

Board approved moving E-trade and Capitol One CDs into the Reserve Savings-Capitol One account at 1.35% where they will yield a better return than other CDs. (8/10)

Board discussed homeowner requests for reserved parking. Community surveys taken in years past indicate very little support for reserved parking. Letter will be forwarded to homeowners in the area of the "reserved" request regarding the need to be considerate of neighbors' needs when parking. (8/10)

Board approved, pending acceptable bid, the restriping of parking spaces in the area of 324 Wye Mill Court in order to accommodate a reserved handicap parking space. Board has previously attempted to accommodate this request. (8/10)

Nick Chomycia reported that 15 residents signed up to participate in the Neighborhood Watch program and explained that the Neighborhood Watch committee members would focus on reporting suspicious activity, not patrolling the streets. (8/10)

Treasurer reported that as of August 31, 2010, cash in the operating account was \$18,030.00; and the Reserve Funds balance was \$464,476.47. (9/10)

Board approved transferring \$87,204.71 due to reserves along with the closing of the Chevy Chase Savings of \$95,089.41 to a new ING account. (9/10)

Board approved a one year contract with B & B Refuse, Inc. (9/10)

Board agreed to restripe the parking spaces in the vicinity of 324 Wye Mill Court to accommodate a wider reserved handicap parking space pending an acceptable bid. (9/10)

Treasurer reported that as of September 30, 2010 there is \$19,310.01 total cash in the operating account and \$464,760.51 in total reserve assets. (10/10)

Board approved the proposed 2011 budget to be mailed to homeowners by 10/27/10. (10/10)

Board approved proposal/estimate for \$300.00 from Knoble, Inc., to complete the handicap space specifications that were submitted to them. (10/10)

Manager submitted the curb and sidewalk survey completed by Bryan Welsh and Nick Chomycia to Brothers Paving. After receiving their proposal/estimate, she will gather additional quotes for the repair work. Since the weather is too cool at this time, the work will need to be completed in the spring. (10/10)

Manager shared information from Earle Barnes regarding a listserv for the community and updates to the Woodland Hills HOA website. He said that he would create the listserv and assign someone from the group to moderate it. He also said that it is possible to post the Design Review form online so that homeowners may fill it out and forward directly, electronically, to Peggy. Earle offered to perform both of these services for a flat rate of \$200.00. (10/10)

Board approved the Georgetown Aquatics Swimming Pool Management contract for the 2011 season in the amount of \$28,800.00 and it includes all permits and chemicals. (10/10)

Manager reported that she met with Neal from American Professional Chimney and Masonry, Inc., to discuss the pools needed stone wall repairs. They discovered that some of the stones are deteriorating and/or missing, there are areas that need to have the mortar replaced, and the top of the wall has cracks that need parging. It was also discovered that previous repairs completed on the drystack were done improperly. The new proposal/estimate from American Professional Chimney and Masonry, Inc. is for \$10,256.00. Manager will get an additional bid for the needed repairs. Peggy stated that the wall will need a yearly inspection from this point on and that the needed repairs can be paid for using the reserve account funds. Since the monument/entry sign to Woodland Hills was constructed at the same time as the retaining wall at the pool, the Board decided that it should also be assessed for repairs. (10/10)

Treasurer reported that as of October 31, 2010 there is \$14,716.08 total cash in the operating account and \$478,004.90 in total reserve assets. (11/10)

Manager received the ING paperwork needed to open a new CD reserves account and announced the closed Etrade CD monies have been received and will be deposited into the checking account. (11/10)

The final pool usage payment of \$3,450.00 (Summer 2010) has been received from Olde Carriage Hill. (11/10)

Manager reported that requested changes (Board Meeting, 10/25/10) to the 2011 North Landscaping contract proposal have been made. (11/10)

Two proposals/estimates for the skylight repair needed in the women's locker room at the poolhouse are: Four Seasons has submitted a \$950.00 proposal; Knobler, Inc., 7638 A-Airpark Road, Gaithersburg, MD 20879, has submitted a \$725.00 proposal. (11/10)

Board approved corrected final invoice in the amount of \$8,332.93 for Summer 2010 from Georgetown Aquatics. (11/10)

Board approved the proposed 2011 budget. (11/10)

Board approved payment of \$633.99 to Recreation Brands-MD, 379 Preswick Way, Severna Park, MD 21146 for the replacement parts for the tot lot equipment (log roll and seesaw). (11/10)

Treasurer reported that as of December 31, 2010 there is \$39,320.25 total cash in the operating account and \$478,686.31 in total reserve assets. (1/11)

Manager reported there are two Certificates of Deposits (CDs) coming due in March 2011. The Bank of America CD is dated 03/10/11 and the United Bank CD is dated 03/26/11. (1/11)

Manager reported she has received two proposals/estimates that cover all of the necessary repairs to the pool clubhouse and stone wall. After discussion, BOD asked manager to check references for the contractors and to request proposals/estimates to include the Woodland Hills welcome sign. (1/11)

The board determined that four Neighborhood Watch signs will be installed; three are installed free of charge by the City of Gaithersburg. Board approved purchase of one additional sign to be posted on the bulletin board at the pool. (1/11)

Treasurer reported that as of January 31, 2011, there is \$53,076.04 total cash in the operating account and \$480,111.38 in total reserve assets. (2/11)

Manager requested president's signature on the 2009 tax returns that were completed by Lorison and Allen and all board members' signatures on the ING Direct Business Resolution – Authorized Signer Resolution form. This will authorize manager and treasurer to open a Business Savings Account and/or a Business Certificate of Deposit for the HOA. This form will also authorize any and all transactions on the accounts/CDs. (2/11)

Bryan Welsh moved to approve the closing of the Bank of America CD and roll it into the United Bank CD for one year and also to switch the reserve fund contributions from Capital One to United Bank, Donna Mistretta seconded, and the motion was passed unanimously. (2/11)

Manager stated that concrete work proposals/estimates for curb and sidewalk repair will begin in March when nighttime temperatures are above freezing. The companies will also be requested to provide a proposal/estimate for restriping the parking lots. (2/11)

Treasurer reported that as of February 28, 2011, the cash balance in the operating fund was \$60,143.14 and the balance in the reserve fund was \$480,155.78 and the Bank of America CD account matured and was closed in mid-March. The resulting balance of \$21,186.88 will be added to the existing United Bank CD which matured in late March. (3/11)

President signed the contract between Woodland Hills HOA and Georgetown Aquatics for the 2011 pool season. (3/11)

Treasurer reported that as of March 31, 2011 there was \$62,635.44 total cash in the operating account and \$490,168.91 in total reserve assets. (4/11)

### Architectural Committee

Committee chair announced that home inspections are about halfway done and will continue until completed. Chair also indicated that she still awaits the arrival of previously requested letters from the lawyers regarding outstanding ARC issues and that one of the homes without grids in the windows has replaced them, apparently acquiring them from Lowe's. (6/10)

Committee chair advised that inspections continue and should be completed by the end of August. (7/10)

Committee chair attended the Native Plants and Landscape Conference and received recommendations from professional landscapers who suggested grasses, butterfly weed, sun flowers and switch grasses for the Welcome Hill. She also purchased a Bald Cypress to install and test for success in the location where some white pines have been lost. (7/10)

Committee chair reported a property on High Timber Court has installed improper molding around the bay window and that letters were sent to four homeowners regarding exterior alterations made without approval. (8/10)

Chair reported on requests made for privacy fence replacement, deck stain and tree removal, window grid compliance, requests for Alteration Forms on unapproved changes. Chair also recommended forwarding two unresolved issues to the attorney. (10/10)

Board will send a letter of clarification regarding the new inspection reports with the budget proposal letter. (10/10)

Board thanked Pam Sonnevile for her years of service to the community. Donna Mistretta will now chair the committee. (10/10)

Chair reported submission of a privacy screen request and tree replacement request. Discussion ensued regarding required specifications for privacy screens attached to decks. The Board determined unanimously that privacy screens will be required to be six feet above the finished floor, they must be capped/framed, and the six feet above the finished floor must include the cap/frame. (11/10)

Chair reported that homes on the market will receive resale packets that include a copy of the final inspection report from the Architectural Review Committee; a cover letter to the selling agent will be sent via certified mail to advise him/her of the violations and/or delinquencies prior to the sale of the house. (1/11)

Chair also reported that the board needs to add verbiage to the Architectural guidelines regarding six foot high privacy screens the next time they are updated and that there have been many complaints from homeowners regarding storm door noncompliance notification letters based on summer 2010 inspections. Board response will be developed. (1/11)

Chair reported that all home inspections are completed, yielding the following statistics:

220 total violations--121 for painting, 17 for missing window grids, 29 for siding, 27 for chimney painting, 12 for deck color, 20 for privacy fence.

Violations were encountered where no request for approval was submitted.

Chimney inspections are new.

Roof color and condition may need to be scrutinized more in the future. (3/11)

### Communications

Chair reported that the next newsletter is done and should be ready for distribution within the next few days. (6/10)

Chair reported that the Winter 2010 newsletter will be distributed before Christmas (11/10).

Chair announced that the December/January newsletter was distributed to homeowners at a cost of \$276.66 and the envelopes were \$10.59. Board approved expenditure. (1/11)

Board approved updates to the web page at a cost of \$200.00 to add the Request for Approval of Alteration to Property form to the website so homeowners are able to submit it online and also to start up the list serve. (1/11)

Chair reported the listserv is still being developed by web master Earle Barnes. Earle created a fillable form for architectural change requests, but the form was not submittable electronically. Payment of an additional \$100 was authorized for Earle to develop an online fillable format that will submit electronically directly to the manager with a copy to the submitter. (3/11)

### Grounds

Payments were authorized in June for the following:

North Landscaping in the amount of \$100 for power-washing the Kestrel Court tot lot.  
North Landscaping for the quoted amount of \$200 for mowing the stormwater management pond.  
Mead Tree for an estimated cost of \$400 for removal of a tree behind 100 Kestrel. City permit has been obtained.  
Mead Tree for an estimated amount of \$50 to test the soil in the area east of the tennis courts in an effort to determine a course of action to relieve the stress on the trees in that area.  
Grounds receipted expenses in the amount of \$165.17.  
Pool supplies receipted expenses in the amount of \$18.15. (6/10)

Payments were authorized in July for the following:

North Landscaping in the amount of \$200 for clearing weeds from the Travis storm-water management pond.  
North Landscaping in the amount of \$200 to apply lime to the east tennis lawn per the treatment prescribed by A&L Eastern Laboratories, Inc., following their soil analysis of June 24, 2010 (Report no. 10-175-0556).  
Mead Tree in the amount of \$50 for taking the soil samples of the east tennis lawn.  
Mead Tree in the amount of \$500 for pruning pine branches overhanging swimming pool.  
Mead Tree in the amount of \$400 for cutting and removing the tree behind 100 Kestrel. (7/10)

Payments were authorized in September for the following:

Mead Tree in the amount of \$550 for limb removal behind 1372 Carlsbad (9/10)

Chair reported:

On Saturday, September 11, 2010, eighteen cubic yards of playground mulch was spread on the large tot lot. The mulch was donated and all labor was volunteer.

Repairs/attention needed for the seesaw in the large tot lot, one of the pool skylights and several pool umbrellas.

Common ground tree branches are nearly touching the front of 1344 Carlsbad Drive. Mead provided an estimate of \$200.00-\$300.00 to remove it, but Chair recommends waiting on the removal until the rest of the neighborhood has been evaluated. Steve of Mead Trees will conduct a survey at no cost to the community to inspect for tree disease, branch encroachment, dead trees, etc.

Exposed CATV lines have been surveyed and identified. City of Gaithersburg will be advised. (9/10)

Chair reported:

RCN dug under Travis Avenue the weekend of October 23-24, 2010. The HOA will need to keep an eye out for future tree damage due to the digging.

Chair will speak to the appropriate Gaithersburg City official regarding the flower beds at the top of Travis Lane. He wants to confirm that it is their responsibility to maintain them.

Manager emailed Gaithersburg City officials regarding the exposed cable wires throughout the community. Upon their response, she will contact the companies who own them to request that they are buried underground. (10/10)

Payments were authorized in October for the following:

Bryan Welsh in the amount of \$158.96 for chainsaw and gas can.  
Pam Sonnevile in the amount of \$30.00 for a dogwood tree and a viburnum tree. (10/10)

Chair reported:

Branches from the tree by the pool shed were trimmed off the roof of the pool house. It is unlikely that they contributed to the broken skylight. The wood framing on the pool house is rotting. It will need to be replaced in the next year or two.

The tool for the seesaw has been received and he was able to identify the needed replacement parts.

He continues to remove the oak tree remnants behind 1345 Carlsbad Drive. A Craigslist posting was successful in terms of having cut wood picked up from the curb.

The parking space in front of the Spence residence has been widened, resulting in the neighboring spaces being wider as well. A blue box with the International Handicap symbol was painted in the center.

Steve from Mead Tree Service has provided a neighborhood survey. He will review it and share his recommendation at the next board meeting.

The “Fios” tree will be monitored for flowering in the spring.

North Landscaping will complete gutter cleaning at a rate of \$30.00 per home between December 1, 2010 and December 3, 2010. (11/10)

Chair reported:

North Landscaping has begun collecting sticks and trash weekly.

North Landscaping has come twice to blow the sidewalks.

The seesaw and the log roll from the large playground have been repaired. Thanks to Jason Brotons, High Timber resident, for assisting with the seesaw repair.

There have been increased isolated instances of dog waste not being collected. The dog station bags have not been depleted as quickly as usual. The board will continue to send letters to homeowners who violate the city code regarding pet waste collection.

Chair met with Dave Peer, Brothers Paving & Concrete Corporation who recommends waiting until the freezing season is over before identifying trouble spots.

The pool club house pump room doors are in bad shape.

Mead Tree & Turf Care submitted a proposal/estimate for removal of the problem trees. The proposal is grouped into three sections (low, medium and high priorities).

Chair replaced the cable ties on the tennis court screening.

Gutter cleaning was completed by North Landscaping the first week of December. Approximately 50 homeowners participated in the program. (1/11)

Payment was authorized in January for the following:

Pam Sonnevile in the amount of \$13.31 for top soil and pine fines used on trees on upper and lower Tanyard Hill Road

Payments were authorized in February for the following:

Bryan Welsh for receipted Grounds expenses in the amount of \$50.93

Removal of the following trees:

diseased Red Maple at intersection of Carlsbad and Tanyard (\$1375)

dead Red Oak at corner of Tanyard and Wildpark ( \$2,525)

dead Red Oak behind 1824 Windjammer ( \$2,200)

Payment was authorized to remove leaning White Pine on lower sidewalk of Upper Tanyard (\$2000) (3/11)

Payment was authorized for tree removal expenses of \$1680.00 per tree for two trees on Wye Mill Court. (4/11)

Neighborhood Watch Committee

Chair reported that the neighborhood has committed to training for Neighborhood Watch in November. The training dates are November 4-11-18 in the evening at Bohrer Park. (9/10)

Recreation/Community Affairs

Verbal agreement between WHHOA and Village Overlook regarding clean-up of the shared tennis courts was made with Rune Bakke who is planning to retire as Chair of the VO Recreational Association. Board requested Walt Sonnevill draft a letter of understanding before Mr. Bakke retires. (6/10)

Attendance at the pool has increased significantly this year. Solutions have been put in place to resolve lifeguard issues (fatigue) but Georgetown Aquatics staff will continue to monitor. (7/10)

Manager is procuring bids for pool retaining wall repairs. (7/10)

Board approved purchase of a new leaf blower for use at the pool. (7/10)

Ten tennis court keys were re-ordered by CAI. The keys cost \$14.66 each and the account will be transferred to CAI. (7/10)

Manager advised that she continues to seek estimates on the pool retaining wall repairs. It is not apparent that any previous work has been done on the wall and comprehensive repairs may be needed. (8/10)

Payment was approved in the amount of \$201.25 to Georgetown Aquatics for the pool cover springs. (2/11)