

APPROVED

**Churchill Village South Homeowners Association
Board of Directors Meeting
January 11, 2017**

The Board of Directors of Churchill Village South Homeowners Association held a Board of Directors Meeting at the Community Center on Wednesday, January 11, 2017 at 7:00 p.m.

Board Members Present:

Jim Ganz, President
Robert Fuss, Treasurer
Kathie Matthews, Secretary

Also Present:

Craig Wilson, Vanguard Management
Debbie Montgomery, Community Manager
Ruth Ann Allen, Recording Secretary

Board Members Absent:

Steve Buc, Vice President
Aaron Skolnik, Director

A. ARCHITECTURAL CONTROL COMMITTEE (ACC)

1. Linda Stern, 22 Waterside Court, inquired about architectural changes to her home regarding synthetic decking, black iron railings, extending the deck, a screened-in porch under the deck, and the replacement of the front door. The Board noted that all these items are allowed in CVS as long as they are attractive, an Architectural Change Application is received, and the work is done with all required County permits.

2. 13312 Wedgeport Lane

Management provided the Board with an Architectural Change Application from 13312 Wedgeport Lane for the installation of solar panels to the home.

MOTION: (Jim/Robert) Approve the Architectural Change Application for 13312 Wedgeport Lane for the installation of solar panels.

Vote: Motion Passed - Unanimous

B. HOMEOWNER OPEN FORUM

1. Andy Ledner, 13214 Meander Cove Drive, inquired about the status of the drainage issue causing water retention and mud to sit on the sidewalk in front of the house. The Board noted that to move forward the Board needs to approve the proposal from the engineer at Charles P. Johnson & Association, Inc. (CPJ) for the design for repair which will be then sent out to bid to other contractors. The Board will discuss this matter during the Management Report.

2. Rosemary Monyei, 1 Waterside Court, stated that trash bags are being placed on the lawn of her home. These bags are torn open by animals and the trash is then strewn over her yard. Ms. Monyei provided the Board with photos of the situation. Ms. Monyei does not know who is placing the trash in her yard.

The Board requested that Ms. Monyei send the photos of the trash to Management. The Board agreed that a letter, including photos of the trash, should be sent to neighboring homeowners and to the condominium stating that trash is not to be placed in the area by 1 Waterside Court.

It was also noted that residents from the condominiums may be placing the trash there, as it may be more convenient to dump the trash there than to take it to the condominium's centralized trash collection locations. It was noted that the Association could have the trash company hand collect trash from the individual condominium units for a fee. It was suggested that "No Dumping Trash" signs could be placed in this area or that a motion sensor camera could be installed on a light pole in that area to identify the person or persons dropping the trash bags there.

3. Kathie Matthews, Board Member, noted that the trash at 19956 Lake Park Drive becomes strewn along the side of the house and down to the lake.

Ms. Matthews noted that the stump from the bush that was removed at 19956 Lake Park Drive is sticking up. Management stated that the stump is to be removed.

4. Management noted that the leaf pick up in the community should be completed soon.

5. Robert Fuss, Board Member, noted that the controller that records the images for the security camera at the Winterspoon Pool was running very hot and was unplugged to prevent a fire. Mr. Fuss inquired if this had been looked into. Management will have the security camera company investigate this matter.

C. MANAGEMENT REPORT

1. Appointment of Temporary Director

MOTION: (Jim/Kathie) For quorum purposes, appoint Craig Wilson, President of Vanguard Management as a director on the Board of Directors for Churchill Village South HOA for the Board of Directors Meeting on January 11, 2017.

Vote: Motion Passed - Unanimous

2. 13214 Waterside Drive

Management provided the Board with a proposal from Charles P. Johnson, Inc. (CPJ) for a drainage study and repair design for the runoff of excess water from the common area in front of 13214 Waterside Drive in the amount of \$8,725.00.

MOTION: (Jim/Robert) Have CPJ move forward with the proposal for a drainage study and repair design for drain issue at 13214 Waterside Drive, not to exceed \$8,800.00.

Vote: Motion Passed - 3 ayes/0 nays/1 abstention (Wilson)

3. Tree Removal/Trimming for Quadrant #1

Management provided the Board with proposals for tree removal/trimming in Quadrant 1 (Waterside Drive, Circle and Court) based on a walkthrough with Classic Landscaping.

Contractor	Price	Includes Planting Trees
Appalachian Tree Service, Inc.	\$8,500.00	No
S&P Tree Care	\$9,650.00	No
McFall & Berry Landscape	\$13,582.00	Yes
Classic Landscaping	\$15,583.00	Yes (Entire proposal must be accepted to honor price)

The Board will review the proposals and discuss at the February Board of Directors Meeting.

4. Tree Removal

Management noted that a tree from the property of 13905 Wisteria Drive fell onto CVS common property. Management provided the Board with a proposal from Classic Landscaping in the amount of \$1,226.00 to remove the tree on the common area and quoted a price of \$698.00 to remove the tree on the homeowner's property at their expense.. Management also provided a proposal from McFall & Berry in the amount of \$1,250.00 for removal of the tree on common property with the cost to the homeowner of \$300.00 to remove the tree on the homeowner's property.

MOTION: (Jim/Robert) Accept the proposal from McFall & Berry to remove the fallen tree on the common area by 13905 Wisteria Drive, not to exceed \$1,250.00. The cost to remove the tree on the property of 13905 Wisteria Drive will be at the owner's expense.

Vote: Motion Passed - 3 ayes/0 nays/1 abstention (Craig)

The Board requested that Management make sure that the invoices for this work are separated for the Association and the homeowner of 13905 Wisteria Drive.

4. Meander Cove Drive Retaining Wall

Management noted that correspondence was received from Four Seasons Landscaping reporting that they expect the permits for the retaining wall to be approved this week after which time the work can commence.

5. Waiver of Returned Check Fee

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Management received correspondence from 20233 Laurel Hill Way requesting a waiver of a \$35.00 returned check fee assessed to the account in November 2016.

MOTION: (Jim/Robert) Deny the request for waiver of a returned check fee of \$35.00 for 20233 Laurel Hill Way.

Vote: Motion Passed - 3 ayes/0 nays/1 abstention (Craig)

6. New Fair Housing Rules

Craig Wilson, President of Vanguard Management sent a memo to the Board regarding the new Fair Housing Rules which apply to community associations. The new HUD rule states that each complaint between “neighbor-to-neighbor” must now be carefully scrutinized but the Association to clearly identify whether there may be “hostile environment harassment”. Management recommends that the Board seek guidance from legal counsel as to the obligation that the Association may have with regard to these rules and the obligations the Association may have under the provision of the governing documents.

MOTION: (Robert/Kathie) Ask legal counsel to review the CVS covenants and governing documents regarding the Fair Housing Rule and how the new HUD rules may impact CVS and ask for advice/assessment of risk and recommendation for the future.

Amend: (Robert/Jim) Not to exceed \$5,000.00.

Vote: Motion Passed - 3 ayes/0 nays/1 abstention (Craig)

D. RESIGNATION

Craig Wilson resigned his appointment as director on the Board of Directors.

E. ADJOURNMENT

MOTION: (Jim/Kathie) Adjourn the Board of Director Meeting at 8:30 p.m.

Vote: Motion Passed - Unanimous