

APPROVED

**Churchill Village South Homeowners Association
Board of Directors Meeting
April 12, 2017**

The Board of Directors of Churchill Village South Homeowners Association held a Board of Directors Meeting at the CVS Community Center on Wednesday, April 12, 2017 at 7:00 p.m.

Board Members Present:

Jim Ganz, President
Steve Buc, Vice President
Robert Fuss, Treasurer
Kathie Matthews, Secretary
Aaron Skolnik, Director

Also Present:

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

A. ARCHITECTURAL CONTROL COMMITTEE

Homeowner Present:

Linda Stern, 22 Waterside Court

1. 22 Waterside Court

Management received an Architectural Change Application from 22 Waterside Drive for alterations to the deck with Trex composite decking materials and replacement of windows to the home.

MOTION: (Aaron/Jim) Accept the Architectural Change Application from 22 Waterside Court for alterations to the deck.

Vote: Motion Passed – Unanimous

MOTION: (Jim/Kathie) Accept the Architectural Change Application from 22 Waterside Court for replacement of windows.

Vote: Motion Passed – Unanimous

2. 13528 Walnutwood Lane

Management received an Architectural Change Application from 13528 Walnutwood Lane for removal and replacement of the deck.

MOTION: (Jim/Kathie) Approve the Architectural Change Application for 13528 Walnutwood Lane to remove and replace deck.

Vote: Motion Passed – Unanimous

B. BOARD OF DIRECTORS MEETING - CALL TO ORDER

The April Board of Directors Meeting was called to order by Jim Ganz at 7:10 p.m.

Craig Wilson introduced Jeff Luther, the head of IT at Vanguard Management.

C. HOMEOWNER OPEN FORUM

1. John Baker, 13520 Walnutwood Lane, inquired about the Lake Clean-up Day. Jim Ganz noted that the flier for the Lake Clean-up Day was included in the pool pass application packet that was sent to homeowners. Lake Clean-up Day will be held on April 22nd from 9:00 a.m. to noon, rain or shine. Gloves and trash bags will be provided. Mr. Baker offered to post the fliers for the Lake Clean-up Day at other nearby communities.

D. MINUTES

1. March 8, 2017 Board of Directors Meeting Minutes
MOTION: (Aaron/Jim) Accept the March 8, 2017 Board of Directors Meeting Minutes as amended.
Vote: Motion Passed – Unanimous

E. MANAGEMENT REPORT

1. Winterspoon Pool and Wanegarden Pool Proposals
Management provided the Board with a proposal from Community Pool Service for the Winterspoon Pool spring opening repairs (\$2,351.78), remedial repairs (\$1,137.41), replacement of the wading pool pump and filter (\$2,150.00), and Wanegarden Pool spring opening repairs (\$2,214.07).
Management also provided a proposal from Montgomery Lighting for replacement of the lighting in the pump room (\$764.40); this repair is a County Compliance item for opening of the pool. The proposal also included the option of replacing all the lighting in the pool house (\$5,138.28).
MOTION: (Aaron/Robert) Accept the proposal from Montgomery Light for pump room lighting in the amount of \$764.40 for County Compliance and hold replacement of any other lighting until a future date.
Vote: Motion Passed – Unanimous
MOTION: (Jim/Aaron) Accept the proposal from Community Pool Service for the Winterspoon Pool spring opening repairs (\$2,351.78), remedial repairs (\$1,137.41), and replacement of the wading pool pump and filter (\$2,150.00) and the Wanegarden Pool spring opening repairs (\$2,214.07).
Vote: Motion Passed – Unanimous
2. Swim Team Insurance
Management provided the Board with the Swim Team Insurance Renewal for General Liability and Accident Medical Liability from Manougian Insurance in the amount of \$609.10 from May 1, 2017-2018 with “activity” dates from June 5, 2017 to July 31, 2017.
MOTION: (Aaron/Robert) Approve the renewal of the swim team insurance policy from Manougian Insurance from May 1, 2017 -2018 in the amount of \$609.10.
Vote: Motion Passed – Unanimous
3. Grounds Maintenance

The Board approved a proposal via email from Classic Landscaping to pick-up limbs and debris throughout CVS at a cost of \$50.00 an hour, not to exceed \$600.00.

MOTION: (Jim/Steve) Ratify the email vote to approve the proposal from Classic Landscaping to pick-up limbs and debris throughout CVS at \$50.00 an hour, not to exceed \$600.00.

Vote: Motion: Passed – Unanimous

It was noted that the limbs and debris were not picked up on Timber Oak Lane.

F. HOMEOWNER OPEN FORUM (Cont'd)

Homeowners Present:

Bruce Williams, 20040 Lake Park Drive
Kevin Gray, 20018 Lake Park Drive
Marshall Hutton, 20038 Lake Park Drive
Vicki LeStrange, 10030 Lake Park Drive
Gayle Komisan, 20222 Waterside Drive

1. Homeowners from the circle at the end of Lake Park Drive were present in response to the letter from the CVS Board of Directors for their request of one (1) assigned space for each of the twenty (20) homes on the circle. These homeowners requested that the Board reconsider the proposal for reserved parking in that area. The homeowners also provided the Board with a petition with the majority of homeowners in favor of the assigned parking. Most the parking issues come from the rental homes in the area that have many more than two (2) vehicles per home.

Jim Ganz noted that the Board would like to try less drastic measures first by sending a letter to all homeowners to limit parking in CVS to two (2) vehicles per unit and communicating with the renters on the Lake Park Drive circle directly. Mr. Ganz noted that it is not possible for the community to enforce parking in the reserved spaces and this action does not meet the needs or wants of every homeowner in the community.

Steve Buc suggested that the Board allow the reserved parking on a trial basis.

MOTION: (Steve/Aaron) Allow the proposal for the reserved parking plan presented by homeowners of the Lake Park Drive circle.

Amend: (Steve/Aaron) For a trial basis of 180 days for one (1) space per unit with the right to remove.

Mr. Ganz noted that any report of vandalism, verbal confrontations, police action, etc. would mean the removal of the reserved parking.

Vote: Motion Passed – 4 ayes/0 nays/1 abstention

Jim Ganz requested that an ad hoc Willow Cove Townhouse Condominium (WCTC) committee of homeowners from the Lake Park Drive circle be created to report back to the CVS Board monthly on the implementation and updates of the reserved parking.

MOTION: (Steve/Jim) Create a Willow Cove Townhouse Condominium (WCTC) Assigned Parking Committee, with three (3) to five (5) members, with the chair of the committee to report back to the Board monthly on the implementation and update of the parking proposal.

Marshall Hutton agreed to chair the committee.

Amend: (Steve/Jim) Accept Marshall Hutton as chair of the WCTC Assign Parking Committee.

Vote: Motion Passed – Unanimous

The Board requested that Mr. Hutton submit the names of the WCTC Assigned Parking Committee to the CVS Board of Directors.

Management noted that signs should also be installed noting that visitors are not allowed to park in the numbered spaces.

MOTION: (Robert/Jim) Authorize a budget not to exceed \$1,000.00 for reserve numbers on parking spaces to include three (3) signs and have Management provide pricing for any additional funds.

Vicki LeStrange requested that the word "Reserved" also be included in the parking space along with the number.

Vote: Motion Passed – Unanimous

2. Gail Komisan, 20222 Waterside Drive, provided the Board with photos of a dirt area in front of her home where WSSC took down a tree but did not put the area back to the original condition. Ms. Komisan noted that a tree to the side of the home has been dead for over four (4) years and requested that it be removed. Also, a tree by the house has branches that hang onto the roof, and Ms. Komisan requested that the branches be trimmed back. Management will have the landscaper and a tree expert look at these areas.

Steve Buc left at 8:40 p.m.

G. MANAGEMENT REPORT (Cont'd)

1. Landscape Watering

Management received a proposal from Classic Landscaping for watering of newly planted flowers and plant enhancement in CVS at \$65.00 an hour. The Board requested that Management ask Classic for more specifics on the anticipated amount of watering that would be needed.

2. Storm Water Management Repair

Management received correspondence from the Program Manager of the Stormwater Facility Maintenance Program at Montgomery County Dept. of Environmental Protection of a possible broken conveyance line from Lake Park Drive to the oil/grit separator on Timber Oak Lane. Management provided the Board with proposals for repair of the drain line. However, due to the cost of repairs, Management suggested that a camera inspection of the storm drain line for breakage or obstruction be completed first before any repairs to the storm drain line. Management provided the Board with a proposal from John's Labor Group for scoping of the stormwater drain line in the amount of \$1,200.00.

Management also provided the Board with a proposal from Classic Landscaping for repairs to the storm drain by 20168 Timber Oak Lane for grading correction, stabilization of the soil, and installation river stone in the amount of \$1,529.00.

MOTION: (Jim/Robert) Accept the proposal from Classic Landscaping for repairs to the storm drain inlet on Timber Oak Lane not to exceed \$1,529.00.

Vote: Motion Passed - Unanimous

MOTION: (Jim/Robert) Accept the proposal from John's Labor Group for scoping of the storm water drain line on Lake Park Drive in the amount of \$1,200.00.

Vote: Motion Passed – Unanimous

3. CCOC Board Training

Management reminded Board Members that they are required to take the CCOC Board Training.

H. NEW BUSINESS

1. Swim Team Request

Management provided the Board with a request from the CVS Sundevils Parent Coordinator for funding for swim team coaches in the amount of \$5,000.00 for the 2017 Swim Team Season.

MOTION: (Aaron/Kathie) Approve the request from the Swim Team Parent Coordinator for a \$5,000.00 contribution to the swim team for 2017.

Vote: Motion Passed – 3 ayes/0 nays/1 abstention

2. Tot Lot Wood Carpet

Management provided the Board with a proposal for wood carpet to the five (5) tot lots located at 19901 Wyman Way, behind 13525 Walnutwood Lane, left of 13500 Walnutwood Lane, on Teakwood Circle, and behind 11 Lake Park Court in the amount of \$14,765.00.

MOTION: (Robert/Jim) Accept the proposal from Classic Landscape for wood chips at five (5) tot lots in the amount of \$14,765.00.

Vote: Motion Passed – Unanimous

3. Tree Work

Management provided the Board with proposals from Classic Landscaping for removal and replacement of trees located on Teakwood Lane, Larkspur Court, Wedgeport Lane, and Wyman Way. Management suggested that the trees not be replaced at this time. The Board agreed to allow Management to administer the removal of the trees.

The Board requested that Management keep track of the number of trees that are removed in CVS.

I. CLOSED MEETING

MOTION: (Aaron/Jim) Adjourn the Board of Directors Meeting and move into Closed Meeting at 9:07 p.m.

Vote: Motion Passed – Unanimous

J. RESULTS OF THE CLOSED MEETING

The Board took action on a request for a payment plan.

K. ADJOURNMENT

MOTION: (Robert/Jim) Adjourn the Closed Meeting at 9:20 p.m.

Vote: Motion Passed - Unanimous