

**Churchill Village South Homeowners Association  
Board of Directors Meeting  
September 13, 2017**

The Board of Directors of Churchill Village South Homeowners Association held a Board of Directors Meeting at the CVS Community Center on Wednesday, September 13, 2017 at 7:00 p.m.

**Board Members Present:**

Jim Ganz, President  
Steve Buc, Vice President (Arr. 7:20 p.m.)  
Robert Fuss, Treasurer

**Also Present:**

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

**Board Members Absent:**

Kathie Matthews, Secretary  
Aaron Skolnik, Director

**Homeowners Present:**

Doug and Sherrie Biernacki, 13525 Wisteria Drive  
Lawrence Edwards, 19907 Wyman Way  
Jessica Komara, 8 Waterside Court  
Nahid Totonchian, 19713 Teakwood Circle  
Cecil Butler and Patricia Jones, 20114 Larkspur Court

**A. ARCHITECTURAL CONTROL COMMITTEE (ACC)**

1. 13315 Waterside Circle

Management received an Architectural Change Application from 13315 Waterside Circle for installation of wrap to the front soffit and fascia, freeze Board, and windows.

**MOTION:** (Jim/Robert) Accept the Architectural Change Application from 13315 Waterside Circle for installation of wrap to soffit, fascia, freeze board, and windows.

**Vote:** Motion Passed – Unanimous

**B. HOMEOWNER OPEN FORUM**

1. Doug and Sherrie Biernacki, 13525 Wisteria Drive, provided photos of dead grass on both sides of their rear fence which appears to be the application of a herbicide by the landscaper on the common property. Usually the grass along the fence line is weed. It was also noted that there are other areas in the neighborhood where this was done. David Geis, Classic Landscaping, was present and will check on this matter.
2. Nahid Totonachian, 19713 Teakwood Circle, noted fence damage and water damage issues by her home. Management noted that these are issues that need to be addressed by Willow Cove Manor Condominium.

3. Lawrence Edwards, 19907 Wyman Way, noted that his son received a violation notice for parking of a commercial vehicle in the community. Mr. Edwards requested a waiver to allow his son to park his vehicle in the community, noting that there are many other commercial vehicles parked in the community. Mr. Edwards stated that he believes the Association to be selectively singling out vehicles. The Board noted that this vehicle was brought to the attention of the Management company and noted that a commercial vehicle can be parked on County streets in the community.
4. Jessica Komara, 8 Waterside Court, noted that she was interested in volunteering for the Architectural Control Committee.

**C. BOARD MEMBER APPOINTMENT**

**MOTION:** (Jim/Aaron) Appoint Craig Wilson, Vanguard Management, as a Board member for the purpose of quorum for the Board of Directors Meeting of September 13, 2017.

**Vote:** Motion Passed – Unanimous

**D. APPOINTMENT OF NEW BOARD MEMBER**

Patricia Jones, 20114 Larkspur Court, noted that she had sent in a Candidate Questionnaire for a position on Board of Directors and was present to observe a Board Meeting. Management noted that the deadline for submitting the questionnaire was September 5<sup>th</sup> and as no other Candidate Questionnaires were received, the Board could nominate Ms. Jones from the floor onto the Board of Directors.

**MOTION:** (Jim/Robert) Appoint Patricia Jones as a member of the Board of Directors.

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

**E. MANAGEMENT REPORT**

1. Pool Party/Community Center Rentals

Jim Ganz noted that he plans to have a draft policy for pool party/community center rentals for the Board's and Management's review at either the October or the November Board Meeting.

2. Community Center Fire Alarm Proposal

The Association was issued a violation notice by the Division of Fire Prevention and Code Compliance for the failure of the fire alarm system at the Community Center. Management noted that all the fire alarm equipment is original to the building and that Fireline is recommending complete replacement of the system. The Board approved via email a proposal from Fireline for an upgraded system at a cost of \$5,001.82. This system reports which device initiated the alarm for better troubleshooting.

**MOTION:** (Jim/Steve) Ratify the email vote for approval the Fireline proposal for the upgraded fire alarm system in the amount of \$5,001.82.

**Vote:** Motion Passed -0 3 ayes/0 nays/2 abstentions

It was noted that the Winterspoon Pool bathhouse does not have a fire alarm system.

3. Tree Damage to Tennis Court Fence

Management noted that a portion of the tennis court fence adjacent to the Community Center was damaged by a large limb of a nearby tree that apparently broke in a storm. Management provided the Board with a proposal from Frederick Fence for repair to the fence in the amount of \$1,431.00.

**MOTION:** (Jim/Robert) Accept the proposal for repairs to the Wanegarden Community Center tennis court fence in the amount of \$1,431.00.

**Vote:** Motion Passed – 3 ayes/0 nays/2 abstentions

4. Handrail Replacement

The Board previously approved the installation of three (3) handrails at 20101 and 20109 Waterside Drive and 13226 Meander Cove Drive. Management received correspondence from one of the homeowners reporting that a landscaping block was placed in front of the permanent walkway step, thus making two (2) shorter steps. The homeowner felt that this provides an adequate solution. Management noted concerns of the “temporary” nature of this arrangement: the small size of the block and the color of the block being hard to see at night by other residents and visitors makes this a potential hazard. Management noted that they have not successfully contacted the homeowner regarding these issues. The Board agreed that Management should move forward with the installation of the handrails.

Steve Buc requested that Management research sidewalk code for putting in steps.

5. Hearing for 20204 Waterside Drive

Management rescheduled the violation hearing for 20204 Waterside Drive regarding an unapproved exterior color to the home. The homeowner did not attend the Hearing.

6. Churchill Lake Dredging Items

Management received correspondence from the Churchill Community Foundation (CCF) regarding several issues involved with the Churchill Lake dredging. The CCF noted that there were abandoned volleyball poles in the meadow near the picnic table that had to be removed for the access road. The CCF inquired whether the volleyball poles should be re-installed at the end of the project or discarded. The Board will check with Aaron Skolnik, Board Member, about the use of the volley ball poles, as he lives in that area. Jim Ganz will also ask other neighbors in that area about the use of the volleyball poles.

A MNCPPC Forestry representative that provided tree protection guidance and the related work permits is watching the site and has recommended that the large tree in the meadow would be better served if a least some of the mulch is left on the ground within the drip line of the tree. The Board agreed that the mulch can be left at the drip line of the tree.

7. Board Training

Management reminded the Board that Montgomery County law requires all Board members to take Board training.

**F. CLASSIC LANDSCAPING**

David Geis, Classic Landscaping, was present to discuss with the Board several landscape items for CVS.

1. Aeration and Seeding

Mr. Geis provided the Board with the scope of work to provide aeration and seeding of high visibility areas in the community within a threshold of \$1,500.00. The suggested work would cover approximately 2.6 acres in the community.

**MOTION:** (Jim/Robert) Accept the proposal from Classic Landscape for seeding and aeration for a cost not to exceed \$1,500.00.

**Vote:** Motion Passed – 3 ayes/0 nays/2 abstentions

2. Fall Leaf Removal

Mr. Geis noted that the grounds maintenance contract provides for (2) leaf removals in November and December. Mr. Geis noted that the leaf removal will not occur exactly on four (4) days, as wind and rain also effect leaf removal. Leaf removal will continue until all the leaves are cleared away.

3. Wedgeport Lane Overgrowth

Management received correspondence from a homeowner regarding overgrowth behind 13300 – 13314 Wedgeport Lane. Classic Landscaping provided a proposal in the amount of \$2,300.00 to clear this area. The Board tabled any discussion on this matter until October.

4. Wanegarden Community Center Landscaping

Jim Ganz noted to Mr. Geis that the Swim Team would like to volunteer to help with the landscaping of the Community Center in the Spring.

**G. MINUTES**

1. August 9, 2017 Board of Directors Meeting Minutes

**MOTION:** (Jim/Robert) Approve the Board of Directors Meeting Minutes of August 9, 2017 as submitted.

**Vote:** Motion Passed – 3 ayes/0nays/ 2 abstentions

2. August 9, 2017 Closed Meeting Minutes

**MOTION:** (Jim/Robert) Approve the Closed Meeting Minutes of August 9, 2017 as presented.

**Vote:** Motion Passed – 3 ayes/0 nays/2 abstentions

**H. NEW BUSINESS**

1. Reserve Investment Review

Management provided the Board with the overview of the reserve investments for CVS and made recommendation for investments.

Management noted that the planned milling and overlay of the roads in CVS was not needed and that there are sufficient reserve cash funds for the remaining 2017 projects.

Projects for 2018 should be evaluated for need and “staging” for late spring, summer and early fall.

Management recommended transferring \$50,000.00 from the AAB Money Market to the Morgan Stanley Money Market and investing \$250,000.00 from Morgan Stanley MM into a six (6) month or nine (9) month CD to have cash available in spring 2018

**MOTION:** (Jim/Robert) Accept the recommendation of Management following the Reserve Investment review to transfer \$50,000.00 from AAB Money Market to the Morgan Stanley Money Market and invest \$250,000.00 from the Morgan Stanley MM into a six (6) or nine (9) month CD.

**Vote:** Motion Passed – 3 ayes/0 nays/2 abstentions

**I. BOARD MEMBER RESIGNATION**

Craig Wilson resigned from the Board of Directors

**J. ADJOURNMENT**

**MOTION:** (Jim/Robert) Adjourn the Board of Directors Meeting at 8:03 p.m.

**Vote:** Motion Passed - Unanimous