

**Churchill Village South Homeowners Association
Board of Directors Meeting
November 8, 2017**

The Board of Directors of Churchill Village South Homeowners Association held a Board of Directors Meeting at the CVS Community Center on Wednesday, November 8, 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
Patricia Jones, Director

Also Present:

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

A. ARCHITECTURAL CONTROL COMMITTEE (ACC)

1. 20044 Lake Park Drive

Management provided the Board with an Application for Architectural Change from 20044 Lake Park Drive requesting permission to replace the aluminum siding with vinyl siding with wood wrapped white trim.

Management noted that the application had not been approved by the Willow Cove Townhouse Condominium and will also need their approval.

MOTION: (Jim/Aaron) Approve the Application for Architectural Change from 20044 Lake Park Drive contingent on approval by the Willow Cove Townhouse Condominium Board of Directors.

Vote: Motion Passed – Unanimous

2. 20204 Waterside Drive

Management noted that the Application for Architectural Change has not been received from 20204 Waterside Drive to correct the violation for paint color of door and shutters.

Management noted that the homeowner is working on getting the required signatures, although the painting has been completed. The Board agreed to review this matter in January.

3. 19993 Wild Cherry Lane

Marie Barlow, 19993 Wild Cherry Lane, was present to discuss the denial of the Application for Architectural Change for the driveway extension.

Ms. Barlow noted that the asphalt does not cover as much area as was shown on the drawing in the application. Ms. Barlow noted that a drain will be installed so the water will run off into the backyard. Ms. Barlow also noted that she checked with the County and a permit is not required.

The Board noted that more neighboring homeowner signatures are needed on the application.

Ms. Barlow offered to provide the Board with the detailed specs for the project from her contractor to include measurements and the drain.

B. 2017 ANNUAL MEETING (2nd Attempt)

The Association held the second (2nd) attempt of the 2017 Annual Meeting. The following homeowners were elected to the Board of Directors: Jim Ganz, Steve Buc, Robert Fuss, Kathie Matthews, Aaron Skolnik, and Patricia Jones.

C. CALL TO ORDER OF BOARD OF DIRECTORS MEETING

The November Board of Directors Meeting was called to order by Jim Ganz at 7:12 p.m.

D. MINUTES

1. October 11, 2017 Board of Directors Meeting Minutes

MOTION: (Jim/Robert) Accept the October 11, 2017 Board of Directors Meeting Minutes as submitted.

Vote: Motion Passed – Unanimous

E. MANAGEMENT REPORT

1. Architectural Control Committee (ACC) Volunteers

Management noted that three (3) homeowners had indicated their interest in volunteering to serve on the ACC. The Association requires that the ACC be comprised of a minimum of three (3) members; one (1) member must be a Board member liaison.

Management suggested having these volunteers attend an upcoming Board Meeting and provided the Board with a draft Terms of Reference for the ACC for their review and approval.

MOTION: (Jim/Aaron) Accept the Terms of Reference for the ACC as drafted.

Vote: Motion Passed – Unanimous

2. Draft CVS Pool Party Rules and Responsibilities

Jim Ganz provided Board members and Management with a draft of the CVS Pool Party Rules and Responsibilities for their review and for discussion at a future Board meeting.

3. Winterspoon Pool Storage Room Repair

Management noted a number of deficiencies at the storage room accessed from outside the pool house during a recent inspection of the Winterspoon Pool house. Management provided the Board with a proposal from Gardener's General Contractor for repairs to the Winterspoon Pool storage room in the amount of \$2,100.00. The Board suggested that the contractor also inspect the shower wall, adjacent to the storage room in the men's bathroom, for any water leaks.

MOTION: (Jim/Aaron) Accept the proposal from Gardener's General Contractor for repairs to the Winterspoon Pool storage room in the amount of \$2,100.00.

Vote: Motion Passed – Unanimous

4. Snow Clearing Contract – 2017/2018

Management provided the Board with the Snow Clearing Service Agreement from D&A Dunlevy for 2017/2018 for CVS and the Snow Clearing Service Agreement for the common area sidewalks at The Villas at Willow Cove Condominium.

MOTION: (Jim/Aaron) Accept the Snow Clearing Service Agreements from D&A Dunlevy for 2017/2018 for CVS and The Villas at Willow Cove Condominium.

Vote: Motion Passed – Unanimous

5. Pet Waste Station Maintenance

Management was notified in October that DC Metro Pet Services, the current contractor for the pet waste station maintenance, would no longer be providing service in CVS. Management provided the Board with proposals for maintenance of the pet waste stations in CVS. The Board requested that Management double check with the contractor and verify that supplies are included in the cost of the proposal.

MOTION: (Jim/Aaron) Accept the proposal from Pet Butler for pet waste station maintenance from November 1, 2017 through November 1, 2018 with Pet Butler in the amount of \$4,992.00.

Vote: Motion Passed – Unanimous

It was also noted that several of the pet waste stations need repairs. Management will have the new contractor provide information on any repairs needed to the pet waste stations.

6. Policy Resolution on Complaints Against Owners/Residents

Management provided the Board with a Policy Resolution on Complaints Against Owner/Residents for approval. The resolution provides procedures for the Association to follow to evaluate conflicts between owners/residents in CVS.

MOTION: (Jim/Patricia) Accept the Policy Resolution on Complaints Against Owners/Residents for insertion into the CVS Rules.

Vote: Motion Passed – Unanimous

F. OLD BUSINESS

1. 13512 Walnutwood Lane

Management noted that no other correspondence has been received from the homeowner of 13512 Walnutwood Lane regarding the drainage problem of water running off the asphalt path and into the rear yard. Management noted that the water drains down the pathway, but does not pool in the rear yard. Management noted that there is no need for the Board to take action at this time.

2. Parking Space Violation

Management received correspondence from 20141 Waterside Drive that the parking space numbers have been fixed. The homeowner also requested using parking space 112, which is currently empty.

It was noted that the parking space for 20141 Waterside Drive was previously moved upon request of the homeowner to the current parking space. The Board suggested that Management ask the homeowner if she would like to have the original parking space of the unit back.

G. NEW BUSINESS

1. 19921 Wyman Way

Management received correspondence from the homeowner at 19921 Wyman Way regarding a common area tree with broken limbs. Management provided the Board with a proposal from Classic Landscaping for removal of broken tree branches and a nearby stump located in the vicinity of 19921 Wyman Way.

MOTION: (Jim/Aaron) Accept the proposal from Classic Landscaping for removal and disposal of broken limbs and deadwood on the cherry tree and removal of a large stump left by a resident on common area near 19921 Wyman Way in the amount of \$400.00.

Vote: Motion Passed – Unanimous

2. Landscape Proposal for Community Center Electric Box Area

Management provided the Board with a proposal from Classic Landscaping for landscape improvements to the area around the new electric box at the Wanegarden Pool in the amount of \$2,685.00.

Management suggested that the Board defer any action on this proposal. Management also suggested that the Board investigate upgrading other landscaping at the Community Center including the parking lot island, hiding the dumpster, and upgrading landscaping on the Wanegarden hillside. Management also suggested that the Swim Team could do part of this as a volunteer project.

3. Proposed Fitness Classes at CVS Community Center

Jim Ganz noted that a homeowner had inquired about offering fitness classes at the CVS Community Center for CVS residents. The Board agreed that the homeowner should be asked to attend the January Board Meeting to present information on the class.

4. Annual Board Dinner

The Board agreed to hold the annual board dinner on December 13, 2017.

H. ADJOURNMENT TO CLOSED MEETING

MOTION: (Jim/Aaron) Adjourn the Board of Directors Meeting into Closed Session at 8:37 p.m.

Vote: Motion Passed – Unanimous

I. RESULTS OF THE CLOSED MEETING

The Board took action on writing off of uncollectible bad debt, removing a bankruptcy stay, and discussed several delinquent accounts.

J. ADJOURNMENT OF CLOSED MEETING

MOTION: (Jim/Patricia) Adjourn the Closed Meeting at 8:48 p.m.

Vote: Motion Passed - Unanimous