

Approved on March 14, 2018

Churchill Village South Homeowners Association
Board of Directors Meeting
February 15, 2018

The Churchill Village South Homeowners Association Board of Directors held a Board of Directors Meeting at the CVS Community Center on Thursday, February 15, 2018 at 7:30 p.m.

Board Members Present:

Jim Ganz, President
Steve Buc, Vice President (Left at 8:35 p.m.)
Robert Fuss, Treasurer
Kathie Matthews, Secretary
Aaron Skolnik, Director
Patricia Jones-Butler, Director

Also Present:

Randy McClement, Community Manager
Craig Wilson, Vanguard Management
Ruth Ann Allen, Recording Secretary

A. ARCHITECTURAL CONTROL COMMITTEE (ACC) – 7:00 p.m.

Present: Gayle Komisar, 20222 Waterside Drive, ACC

1. 13517 Walnutwood Lane

The homeowners at 13517 Walnutwood Lane were sent a violation Hearing notice for unapproved siding change. At the Hearing in January, the Board requested that the homeowners submit an Architectural Change Application by the February Board meeting. Management received an Architectural Change Application from 13517 Walnutwood Lane for replacement of siding to the home.

MOTION: (Aaron/Patricia) Accept the Architectural Change Application from 13527 Walnutwood Lane for replacement of the siding.

Vote: Motion Passed – Unanimous

2. Terms of Reference for the ACC

Management provided the Board with a revised Terms of Reference for the ACC with the modification that the Board member on the ACC is considered a liaison and not a voting member.

MOTION: (Aaron/Jim) Accept the changes as noted for the Terms of Reference for the Architectural Control Committee.

Vote: Motion Passed – Unanimous

3. Review of Architectural Rules and Review Procedures

Management provided the Board with the Architectural Rules and Review Procedures for review and updates. Management noted that this review can be delegated to the ACC. Management also noted that examples of architectural rules from other HOAs can be provided for reference. It was noted that the Willow Cove color palette is incomplete in the current document.

4. Hearing for 20233 Waterside Drive

A Hearing was held for 20233 Waterside Drive for trash bags, trash containers, cardboard, and water bottles stored in public view and on CVS common property. The homeowner did not attend the Hearing.

The Board requested that Management send a letter to the homeowner asking them to remove the items in public view by a specified date and stating that the Association will hire a contractor to remove the items and the cost will be charged back to the homeowner, if the work is not completed on time. It was suggested that Management check the property lines for 20233 Waterside Drive.

B. CALL TO ORDER OF BOARD OF DIRECTORS MEETING

The February Board of Directors Meeting was called to order by Jim Ganz at 7:30 p.m.

C. NEW COMMUNITY MANAGER

Craig Wilson introduced Randy McClement as the new Community Manager for Churchill Village South Homeowners Association.

D. CLASSIC LANDSCAPING

1. Grounds Maintenance Contract

David Geis, Classic Landscaping, was present to inform the Board of Directors that Classic Landscaping has been sold to Ruppert Landscape as of February 13, 2018. Mr. Geis introduced Gabriella (Gabby) Juarez, Ruppert Landscape, as the new grounds maintenance supervisor for CVS. Ms. Juarez will be working with Mr. Geis.

Management provided the Board with a Consent to Assignment for the 2016-2018 Grounds Maintenance Specifications and Contract between Classic Landscaping and the Association to Ruppert Landscape.

MOTION: (Jim/Aaron) Accept the Consent to Assignment, 2016-2018 Grounds Maintenance Specification and Contract Agreement, between Classic Landscaping, Inc. and the Association to Ruppert Landscape, Inc. for the remainder of the contracted year.

Vote: Motion Passed – Unanimous

2. Community Center Landscape Design

Mr. Geis provided the Board with re-design plans for the landscaping around the Waynegarden Pool. Areas to be addressed are the front landscape of the Wanegarden Pool Clubhouse, the area by the new electric box to the right of the clubhouse, the Wanegarden Pool large parking lot island, and the hillside on the right entering the Wanegarden Pool parking lot. The Board will review these proposals for future discussion.

Jim Ganz noted that the re-design of the parking lot island could possibly incorporate a memorial for Kristen Riley.

3. Aeration and Over-Seeding

Mr. Geis provided the Board with a proposal for aeration and over-seeding of sloped and high visibility common areas in CVS for 2018.

4. Parking Islands on Timber Oak Lane

Mr. Geis provided the Board with a proposal to remove the roots and a stump from the parking islands on Timber Oak Lane and install sod.

E. MINUTES

1. January 10, 2018 Board of Directors Meeting Minutes

MOTION: (Aaron/Jim) Accept the January 10, 2018 Board of Directors Meeting Minutes as amended.

Vote: Motion Passed – Unanimous

F. MANAGEMENT REPORT

1. Draft Swimming Pool Party Rules and Responsibilities

Jim Ganz provided Board members with the draft Swimming Pool Party Rules and Responsibilities with additional changes and edits. The Board discussed several other items related to the document that included insurance, payments, and comparison to the Swimming Pool Rules and Regulations. The Board requested that Management check on the insurance coverage for pool parties. It was noted that the final draft should be approved by the March Board Meeting.

2. Pool Pass Administration

Management provided the Board with the with draft pool pass administration procedures and application for 2018, as well as the rules and regulations for the pools for their review. Management requested that any changes to these documents be provided to Management by the March Board Meeting.

3. Pool Furniture Repairs

Management provided the Board with a proposal from Criterion, Inc. for repair and replacement of damaged furniture at the Winterspoon Pool for a total cost of \$1,428.36.

MOTION: (Aaron/Kathie) Accept the proposal from Criterion, Inc. for repair of Winterspoon Pool furniture in the amount of \$1,428.36 to come from Reserves.

Vote: Motion Passed – Unanimous

4. 2018 Pool Inspection Parts List

Management provided the Board with proposals from Community Pool Service (CPS) for the 2018 Inspection Report (IR)/Parts List. The cost for these parts are \$2,340.42 for the Wanegarden Pool and \$1,997.02 for the Winterspoon Pool for a total of \$4,337.44.

MOTION: (Aaron/Jim) Accept the proposals from Community Pool Service for the 2018 Inspection Report/Parts List for the Winterspoon Pool, \$1,997.02, and the Wanegarden Pool, \$2,340.42, for a total amount of \$4,337.44.

Vote: Motion Passed – Unanimous

5. Pool Repairs

Management provided the Board with proposals from CPS for pool repairs:

- Replacement of Wanegarden Pool Diving Board - \$2,302.24
- Installation of Wanegarden Pool Depth Marker Inlays - \$4,400.00
- Winterspoon Pool Remedial Repairs (Chlorine containment drums and replacement cartridges - \$1,286.76
- Winterspoon Pool depth marker inlays - \$4,400.00

MOTION: (Aaron/Kathie) Accept the proposal from Community Pool Service for pool repairs, except for the depth markers, to include the replacement of the Wanegarden Pool diving board in the amount of \$2,302.24 to come from Reserves and the remedial repairs for the Winterspoon Pool in the amount of \$1,286.76 to come from Operating.

Vote: Motion Passed – Unanimous

6. Winterspoon Pool Deck Repairs

Management noted that during an inspection of the Winterspoon Pool with CPS, a problem with the concrete around the wading pool was observed. Management sent RFPs to eight (8) other pool maintenance companies requesting proposals for replacement of this section of concrete. Management only received two responses and the price of the proposal from Community Pool Service was the lowest by a large amount.

MOTION: (Jim/Aaron) Accept the proposal from Community Pools for concrete repair at the Winterspoon Pool in the amount of \$41,300.00 to come from Reserves.

Vote: Motion Passed – Unanimous

7. Tree Maintenance

Management prepared and distributed an RFP to eight (8) tree companies for professional services to evaluate the trees throughout the community to determining necessary short and long-term maintenance needs and to plan for the future removal and replacement of trees. Management suggested deferring any action on this matter until more proposals are received, as only two (2) proposals have been received with very differing costs.

8. Tot Lots

Management noted that they are currently working on obtaining proposals for replacement of the Teakwood Lane and Wild Cherry Lane tot lot equipment. Management is also seeking a proposal for a replacement part for the Lake Park Drive tot lot.

9. Asphalt Milling on Meander Cove and Waterside Drive

Management noted that the Board requested Management solicit additional bids for the asphalt milling on Meander Cove Drive and Waterside Drive. Management is currently waiting on proposals for this work.

10. 13512 Walnutwood Lane

Management received correspondence from the resident of 13512 Walnutwood Lane stating that during heavy rain there is water run off from the asphalt path into the rear yard

causing a drainage problem. Management requested that the homeowner provide photos of the conditions and further details of the specific concerns but has not yet received a response. Management noted that a site visit was done with John's Labor Group who noted that water has clearly always run down the side of the path on which this home is located and through the adjacent yard at 13516 Walnutwood Lane. It is probable that a change to the flow pattern may have occurred over thirty-five (35) years. John's Labor Group suggested minor regrading to define the swale and provided a quote of \$1,800.00 or less for this work. As more information has not been received from the homeowner, Management suggests that remediation is not necessary at this time.

11. CCOC Case Mediation Results – 1 Waterside Court

Mediation was held for 1 Waterside Court on Saturday, February 10, 2018. Board Members, Aaron Skolnik, Kathie Matthews, and Patricia Jones-Butler attended the mediation. The results of the mediation were as follows: The Association is to send the approved paint colors to the homeowner, the homeowner must submit an Architectural Change Application to the ACC by March 14, 2018, and the repainting of the door and shutters must be completed by July 20, 2018.

12. G&G Towing Lawsuit

Management noted that an invoice was received in the amount of \$1,671.00 as the Association's portion of the settlement of the towing class action lawsuit against G&G Towing. Management noted that the Association's insurance company has paid the full amount of the settlement less the \$500.00 deductible.

13. Request for New Parking Space on Waterside Drive

Management stated that the owner of 20141 Waterside Drive requested switching their assigned parking space the parking space assigned to 20123 Waterside Drive. Management noted that no response has been received from the owner of 20123 Waterside Drive. The Board noted that since no response was heard from the homeowner, Management can move forward with swapping parking spaces.

Management noted upon review of the numbering of the assigned parking spaces in The Villas that there are some discrepancies, and the numbering of the parking spaces may all need to be redone.

G. NEW BUSINESS

1. County Tree Program

Craig Wilson noted that he had a site visit with a staff member from Tree Montgomery to the common areas of CVS to identify places to plant shade trees through their free program. The trees would be planted by D&A Dunlevy.

MOTION: (Robert/Kathie) Accept the free trees from the Montgomery County Tree Montgomery Program for the CVS community.

Vote: Motion Passed – Unanimous

2. ACC Form

Kathie Matthew inquired if the architectural change request process could be updated to make it easier between Willow Cove Manor Townhomes and CVS. Management noted that this is possible and will work on a new process.

H. ADJOURNMENT TO CLOSED MEETING

MOTION: (Jim/Kathie) Adjourn the Board of Directors Meeting to Closed Meeting at 9:09 p.m.

Vote: Motion Passed – Unanimous

I. RESULTS OF THE CLOSED MEETING

The Board took action on delinquent accounts and discussed the process of the recent CCOC mediation.

J. ADJOURNMENT OF THE CLOSED MEETING

MOTION: (Jim/Aaron) Adjourn the Closed Meeting at 9:30 p.m.

Vote: Motion Passed - Unanimous