

Approved on April 11, 2018

Churchill Village South Homeowners Association
Board of Directors Meeting
March 14, 2018

The Churchill Village South Homeowners Association Board of Directors held a Board of Directors Meeting at the CVS Community Center on Wednesday, March 14, 2018 at 7:30 p.m.

Board Members Present:

Jim Ganz, President
Robert Fuss, Treasurer
Aaron Skolnik, Director
Patricia Jones-Butler, Director

Also Present:

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

Board Members Absent:

Steve Buc, Vice President
Kathie Matthews, Secretary

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

Committee Members Present:

Gayle Komisar
Patricia Jones-Butler

Homeowners Present:

Linda Stern, 22 Waterside Court
Mark Ellinwood, 13 Waterside Court
Iris Mendoza, 13805 Wanegarden Drive
Dorothy Trinh, 19922 Waterloo Court

1. 13 Waterside Court

An Architectural Change Application was received from 13 Waterside Court for installation of a fence with gate to the backyard.

MOTION: (Patricia/Gayle) Approve the Application for Exterior Modification from 13 Waterside Drive for installation of fence with gate.

Vote: Motion Passed – Unanimous

2. Linda Stern, 22 Waterside Court, noted that she had extensive damage to the siding of the home during the windstorm and plans to replace the siding and change the color to beige. The Board noted that an architectural application should be submitted for a change in the siding color.

3. Iris Mendoza, 13805 Wanegarden Drive, noted that she never received the Association's documents from the previous homeowners. Management noted that these documents are located on the Association's website. Ms. Mendoza inquired if she needed an application for replacement of the deck boards with a composite material in gray. It was noted that the replacement of the deck boards with similar materials and color should not need an application.

4. Dorothy Trinh, 19922 Waterloo Court, inquired if an architectural application was needed for replacement of roof shingles with architectural shingles that are considered the same color as the roof but has color variations in the shingles. It was stated that no application would be needed.

Ms. Trinh also noted that it has become difficult to park in front of her home and inquired whether there was any way to determine if these vehicles belong to someone outside the community or if assigned parking can be instituted. The Board noted that assigned parking is a contentious matter in areas of CVS. Ms. Trinh noted that one of these is a commercial vehicle. It was noted that a commercial vehicle cannot park in CVS. Management noted that it is difficult to place a tow warning on a vehicle if it is only parked in the community at night as the tow warning would need to be placed on the vehicle by the management company. Management noted that a violation letter can be sent if information on the vehicle and owner to Management. It was also noted that some vehicles parked in the community do not have license plates. Management will check on this issue.

5. Gayle Komisar noted that there are three (3) commercial trucks parking in the community. Management requested that information be emailed to Management with photos and an address.

6. 20233 Waterside Drive

It was noted that the trash has returned outside of 20233 Waterside Drive; however, since Thursday is trash day, the property will be checked following the trash pickup. The homeowner has been billed for items that were removed on Friday, March 9.

7. Robert Fuss, Board Member, stated that he thought any change in materials for exterior modification should have an architectural application. Management noted that the architectural rules state that a change in appearance in any way requires an application.

B. CALL TO ORDER – BOARD OF DIRECTORS MEETING

The March Board of Directors Meeting was called to order by Jim Ganz at 7:42 p.m.

C. MINUTES

1. February 15, 2018 Board of Directors Meeting Minutes

MOTION: (Aaron/Patricia) Accept the February 15, 2018 Board of Directors Meeting Minutes as amended.

Vote: Motion Passed – Unanimous

D. MANAGEMENT REPORT

1. ACC Rules and Review Procedures

Management provided the Board with the current architectural guidelines along with a newer example of guidelines from another community for their review. Management noted that review of the architectural rules will extend over many months.

2. Pool Pass Administration

Management provided the Board with the pool pass distribution and rules package in February for their review. Jim Ganz noted that the Swim Team will provide Management with a flier to include with this package to homeowners. The package is scheduled to be sent the first (1st) week of April.

MOTION: (Jim/Patricia) Accept the draft 2018 CVS pool pass distribution and pool rules package.

Vote: Motion Passed – Unanimous

3. Draft Pool Party Rules

The Board discussed modifications to the draft Pool Party Rules. Management noted that the rules can also be modified later if needed. The Board will review the edited draft of the Pool Party Rules at the next Board Meeting. Once approved, the Pool Party Rules will be placed on the website and given to Community Pools.

4. Swim Team General Liability and Accident Medical Liability Insurance Renewal

Management provided the General Liability and Accident Medical Liability Insurance Renewal for the Swim Team for 2018 from Manougian Insurance Agency. The annual premium is \$609.10.

MOTION: (Aaron/Jim) Accept the Swim Team General Liability and Accident Medical Liability Insurance Renewal with Manougian Insurance Agency for 2018 in the amount of \$609.10.

Vote: Motion Passed – Unanimous

5. Community Center Landscape Design

At the February Board meeting, David Geis, Ruppert Landscape, provided the Board with proposal to redesign the landscaping at the Community Center in the amount of \$14,236.00 and the Board discussed whether to move forward with this project. Management noted that the increased tree budget for 2019 is separate from the landscape improvements budget and that there are sufficient funds in the landscape improvement budget for this project. Jim Ganz requested that Management check with Mr. Geis whether the price quoted takes into account the expected volunteer planting labor from the swim team.

MOTION: (Jim/Aaron) Accept the proposal from Ruppert Landscape up to \$14,236.00 for the landscape design to the front of the Community Center, conditional on whether the price includes the reduction of planting labor of the community.

Vote: Motion Passed – Unanimous

6. Tot Lots

Management noted that the installer of the tot lot equipment on Lake Park Drive is no longer in business and that none of the other playground contractors will work on the proprietary systems of other suppliers. It has also been noted that this playground equipment is at the end of its life and that it should be replaced. Management will send out RFPs for replacement of the tot lots at three (3) locations: Teakwood Lane, Wild Cherry Lane, and Lake Park Drive. Management noted that Playground Solutions suggested that when replacing the

tot lots that the Board might consider placing exercise stations for older age use. The Board requested that Management include conceptual ideas for age use playgrounds in the RFPS.

7. Tree Study

Management sent out RFPs to tree companies requesting their cost for professional services to evaluate trees throughout the community.

MOTION: (Jim/Aaron) Accept the proposal for tree inventory from Urban Forestry (Wetland Studies and Solutions, Inc.) not to exceed \$12,000.00.

Vote: Motion Passed – Unanimous

8. 20004 Lake Park Drive

Management received a request from the Willow Cove Townhouse Condominium Board of Directors to eliminate the handicap parking space near 20004 Lake Park Drive, as it is no longer needed.

MOTION: (Aaron/Jim) Return the handicap space at 20004 Lake Park Drive to a general use parking space.

Vote: Motion Passed – Unanimous

9. Dam Breach Study

Management provided the Board with report from on the dam breach study from Charles P. Johnson & Associates, Inc. (CPJ).

MOTION: (Aaron/Patricia) Accept the report as provided from Charles P. Johnson & Associates, Inc. and send to the State.

Vote: Motion Passed – Unanimous

E. OLD BUSINESS

1. Community Center Fire Alarm System

Management noted that Fireline is working on the drawing for the permits application for the County for the fire alarm system replacement. Management has been in contact with Fireline regarding this issue.

2. Additional Insurance for Pool Parties

Robert Fuss inquired if formally allowing pool parties would require additional insurance. Management will check on this matter.

3. Pool Furniture Repair

Management noted that the pool furniture was scheduled to be picked up for repairs last week.

4. Bulk Trash Pickup

The Board requested that Management draft a notice to homeowners for a bulk trash pick-up day on the second (2nd) Saturday in May

F. NEW BUSINESS

1. Tree Removal Proposals

Management provided the Board with proposals from Baker Tree Services, Inc. for tree removal following the wind storm at the following locations: 20020 Westend Court for \$1,000.00, by the entrance sign on Wanegarden Drive for \$175.00 plus stump removal for \$100.00, and 20149 Laurel Hill Way for \$575.00.

MOTION: (Jim/Aaron) Accept the proposal from Baker Tree Services, Inc. for removal of a white pine tree at 20020 Westend Court for \$1,000.00, and removal of tree at 20149 Laurel Hill Way with stump removal, topsoil seed, and straw for \$575.00.

Amend: (Jim/Aaron) Remove the pear tree in front of the entrance sign on Wanegarden Drive in the amount of \$175.00, and if the stump is in front of the sign remove the stump in the amount of \$100.00.

Vote: Motion Passed – Unanimous

2. Community Pool Service Proposal

Management provided the Board with a proposal from Community Pool Service to locate the leak on the return line at the Winterspoon wading pool in the amount of \$1,460.00.

MOTION: (Jim/Aaron) Accept the proposal from Community Pool Service for leak detection of the wading pool at the Winterspoon Pool not to exceed \$1,460.00.

Vote: Motion Passed – Unanimous

G. ADJOURN BOARD OF DIRECTORS MEETING TO CLOSED MEETING

MOTION: (Jim/Aaron) Adjourn the Board of Directors Meeting to Closed Meeting at 8:36 p.m.

Vote: Motion Passed – Unanimous

H. RESULTS OF THE CLOSED MEETING

The Board took action on a request for a waiver of a late fee and recommendations from Legal Counsel on several delinquent accounts.

I. ADJOURNMENT OF THE CLOSED MEETING

MOTION: (Jim/Aaron) Adjourn the Closed Meeting at 8:57 p.m.

Vote: Motion Passed - Unanimous