

Approved on July 17, 2018

Churchill Village South Homeowners Association
Board of Directors Meeting
June 13, 2018

The Board of Directors of Churchill Village South Homeowners Association held a Board of Directors Meeting at the CVS Community Center on Wednesday, June 13, 2018 at 7:30 p.m.

Board Members Present:

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

Homeowners Present:

Marshall Hutton and Suzanne Riddleberger, 20038 Lake Park Drive
Jessica Komara, 8 Waterside Court
Chris Gamble, 13312 Waterside Circle
Dottie Harris, 13325 Waterside Circle
Noelle Nakamoto, 17 Lake Park Court
Mark Wulff, 13500 Walnutwood Lane
Alfredo Duque, 13303 Waterside Circle
George Lerch, 13615 Winterspoon Lane

Guest:

Jeff Stone, Playground Specialists

A. CALL TO ORDER

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

B. MINUTES

1. May 9, 2018 Board of Directors Meeting Minutes

MOTION: (Jim/Aaron) Approve the May 9, 2018 Board of Directors Meeting Minutes as amended.

Vote: Motion Passed – Unanimous

C. HOMEOWNER OPEN FORUM

1. Dottie Harris, 13325 Waterside Circle, noted several areas of concern:
 - a. Waterside Circle non-working street lights

The Board noted that a proposal for the repair of the street lights on Waterside Circle is on the agenda for approval at tonight's Board meeting.

- b. Paving of parking lots, parking spaces, repair of curbs, and painting
Management noted that concrete work will be done in mid-July and the paving, line and curb painting will be done in August.
 - c. Dead trees
The Board noted that dead trees or limbs should be reported to Management when they are noticed.
 - d. Tennis courts
Management noted that they are looking into repairs to the tennis courts.
 - e. Common ground restoration
The Board noted that Management is updating a proposal from the landscaper for top soil and overseeding for the Fall; this work is scheduled for consideration at the July Board Meeting.
 - f. Rules for trash containers, recycle bins, and storing of containers
Management noted that notices have been sent out to homeowners/residents regarding the trash and recycling rules, but some residents choose to ignore the rules. It was noted that sending out the trash reminder in Spanish may be helpful; it also may be helpful to send pictures. Alfredo Duque offered to translate the flier into Spanish.
 - g. Suspicious Activity on Waterside Circle
It was noted that cars have been ransacked, items stolen, fuel siphoned, etc. from cars in the Waterside Circle area of the community. A young man living in the area was arrested and charged for these crimes. The young man lived in a rental unit at 13303 Waterside Circle; the owner of the unit noted that the tenants will be moving out by the end of the month.
2. Mark Wulff, 13500 Walnutwood Lane, noted outstanding issues that he previously brought to the Board's attention that have not been addressed.
- a. The overgrown trees by the tennis courts have not been removed and replaced with low growing bushes or shrubs. Management will look at this issue.
 - b. The grading of the common area between the playground near Mr. Wulff's side yard is a solid area of weeds and water collects there.
 - c. The fence top of the tennis court fence was bent during removal of a tree and the damage has not been repaired.
 - d. The back of the home at 13429 Winterspoon Lane has fallen into disrepair.

e. Previously, Mr. Wulff had requested a light with a motion sensor be installed at the tot lot beside the house. However, a light was installed on the pool side of the tennis courts with a motion sensor. This light does not solve the problem at the tot lot but has created a lighted area for youth to hang out on the tennis court which they do frequently and enthusiastically. The light also shines directly into the house.

Mr. Wulff requested that the Board reinvestigate the lighting issue and have the light by the pool shining on the tennis court removed or turned off.

f. It was noted that a tree inside the fence at the Winterspoon Pool is dying.

3. Noelle Nakamoto, 17 Lake Park Court, noted that the back panel of the cluster mailbox for her area has been ripped off and mail has not been delivered since March. Ms. Nakamoto stated that she has contacted the Post Office numerous times with no success and has been told that the mail box is the HOA's responsibility. Ms. Nakamoto requested that the Association help with contacting the Post Office on this matter.

4. George Lerch, 13615 Winterspoon Lane, suggested that the Association look into only having trash pickup one day per week. Management will investigate the option of only one (1) trash collection per week.

Mr. Lerch noted that a resident puts paint cans out on the street for trash collection, but they will not be picked up by the trash contractor.

Mr. Lerch inquired if the website could be better used to provide information to homeowners in the community. The Board noted that they are looking into updating the CVS website which would be able to send email blasts to residents.

D. MANAGEMENT REPORT

1. Lake Park Drive Parking Update

Marshall Hutton reported that the assigned parking spaces on Lake Park Drive circle area have been working well until the last few months. New residents, owning more than two (2) cars, have moved into a rental unit. It was also noted that most of the problem are the rental properties where there are more than two (2) vehicles.

The Board noted that there have been complaints that overflow parking is spreading up Lake Park Drive from the circle area which was an initial concern with the reserved parking spaces. Mr. Hutton suggested that a parking codicil be added to the rental agreements for the number of cars that can be parked on the private streets in CVS.

Mr. Hutton noted that basically the reserved parking has worked well and requested that the reserved parking continue. The Board requested that Management send a reminder to landlords in the Lark Park Drive circle area about parking.

2. Waterside Circle Tot Lot Lighting

Management provided the Board with a proposal from Montgomery Lighting for installation of a light at the tot lot by Waterside Circle. Homeowners on Waterside Circle noted that there is

no good reason why anyone would go to that tot lot in the dark and the light might attract more people hanging out in that area.

The Board agreed to table any action on this matter.

3. Waterside Drive Street Light Repair and Installation

Management provided the Board with a proposal from Montgomery Lighting for installing an additional street light on Waterside Drive for \$750.00 and repairing the wiring of the non-working streets lights for \$4,987.00, for a total cost of \$5,737.00.

MOTION: (Jim/Aaron) Accept the proposal from Montgomery Lighting for an additional light on Waterside Drive in the amount of \$750.00 to come from the operating account and wiring repairs not to exceed \$4,987.00 to come from Reserves.

Vote: Motion passed – Unanimous

4. Tot Lot Replacement

Jeff Stone, Playground Specialists, was present to provide the Board with suggested ideas for replacement of the tot lots behind 11 Lake Park Court, behind 19960 Wild Cherry Lane, and behind 13601 Teakwood Lane. The Board will review these plans and discuss which options would be best for the replacement of the tot lot equipment.

5. Tot Lot Structure Removal

Management provided the Board with a proposal from Playground Specialists for removal of the tot lots at Teakwood Lane and Wild Cherry Lane as they are a safety hazard in the amount of \$3,750.00.

MOTION: (Jim/Robert) Remove both the Wild Cherry tot Lot and the Teakwood Lane tot lot (Areas 2 and 3) not to exceed \$3,750.00, with appropriate signage that the tot lot was removed and will be replaced.

Vote: Motion passed – Unanimous

6. Wood Carpet Proposal

Management provided the Board with proposals for wood carpet replacement for all the tot lots in CVS, except for the three (3) that are to be replaced, in the amount of \$11,987.00.

MOTION: (Jim/Patricia) Accept the proposal from Playground Specialists to install wood carpet at the tot lots, except for the three (3) tot lots considered for replacement not to exceed \$11,987.00 to come from Reserves.

Vote: Motion passed – Unanimous

7. Swimming Pools

The Board thanked Management for the work to get the swimming pools open on time. The Board noted their concern over the handling of the pool openings by Community Pools.

8. Wanegarden Baby Pool Pump Replacement

The Board approved a proposal from Community Pools via email to replace the pump at the Wanegarden Baby Pool in the amount of \$950.00.

MOTION: (Jim/Patricia) Ratify the email vote for the replacement of the pump at the Wanegarden Baby Pool at a cost not to exceed \$950.00.

Vote: Motion Passed – Unanimous

9. Pool House Vending Machines

Management noted that the lifeguards have received numerous questions regarding when the soda machines will be filled. Management called every phone number listed on the vending machines, but none of them worked. Management did provide a proposal from Betson Lawn to remove both of the vending machines for a total cost of \$400.00.

Management noted that one vending machine was able to be opened, and it was still refrigerated on the inside. Craig Wilson, Vanguard Management, made a suggestion that the vending machines be rekeyed, and the Swim Team take over restocking the vending machines, with the profits to go to the swim team. Jim Ganz will talk with the Swim Team Parent Committee about this idea. Management will check with a locksmith on the ability to rekey the vending machines and contact Legal Counsel for comment on moving forward with the idea.

10. U.S. Security Associates Contract

Management reported that they have been in contact with U.S. Security Associates regarding the scope of their contract for evening patrols in CVS. U.S. Security Associates provided a renewal contract but have not provided the original contract. Craig Wilson suggested that the Board cancel the contract with U.S. Security Associates and consider looking for another security patrol.

MOTION: (Jim/Aaron) Terminate the agreement with U.S. Security Associates immediately and explore other options for drive-through patrols for the community.

Vote: Motion passed – Unanimous

11. Tree Survey Update

Management reported that WSSI, a subdivision of Davey Tree, has begun their tree survey map of trees in CVS. This project will take several weeks to complete. WSSI will be looking at trees for safety, maintenance, overcrowding, etc.

12. Community Center Water Damage

Management reported that water damage was discovered in the Community Center's office. Management stated that the gutters have been cleaned, the mulch outside the building lowered as it was installed too high, and holes repaired on the outside of the building. Management provided the Board with a proposal from Gardener's General Contractor to repair the interior and exterior of the Community Center in the amount of \$1,375.00.

MOTION: (Jim/Robert) Accept the proposal from Gardener's General Contractor for interior or exterior repairs to the Community Center Pool house not to exceed \$1,375.00.

Vote: Motion Passed – Unanimous

13. 20141 Waterside Drive

Management received a Request for Accommodation Application from the homeowner of 20141 Waterside Drive. The application does not specifically state the type of accommodation, but Management suggested that the Board infer that the homeowner is requesting a handicap parking space near the unit.

MOTION: (Jim/Patricia) Accept the request from 20141 Waterside Drive for a handicap parking space installing it adjacent to the parking space currently used by the homeowner.

Vote: Motion Passed – Unanimous

14. July Board Meeting

The CVS July Board Meeting will be rescheduled for July 17, 2018 at 7:30 p.m.

15. Pool Pass Request

The Board agreed to the request from 20227 Waterside Drive to provide additional pool passes for their tenants.

16. Montgomery County Planning Department

Management received a request from the Montgomery County Planning Department to meet with the Board of Directors of CVS to speak about the master plan amendment project for the Churchill Village Community. Management will check if representatives from the Department would be available to attend the July Board of Directors Meeting.

17. Tree Removal

Management provided the Board with proposals for tree removal. The Board agreed to accept the proposal from Baker Tree Service for removal of pines and stump grinding behind 19921 Wild Cherry Lane in the amount of \$2,875.00 and removal of a damaged pine tree and one (1) ash tree with stump grinding for \$1,100.00 near 13238 Meander Cove Drive.

MOTION: (Aaron/Jim) Accept the proposal from Baker Tree Service for tree removal and grinding of stumps behind 19921 Wild Cherry Lane in the amount of \$2,875.00 and near 13238 Meander Cove Drive for \$1,100.00.

Vote: Motion Passed – Unanimous

18. Storm Drain Painting

Management has received several complaints from residents along Winterspoon Lane for painting of the storm drain concrete pads in blue. Management noted that the Environmental Protection Agency is painting the concrete pad and the blue is a base coat. The EPA will come back to complete the painting over the blue. Management noted that residents should contact the County regarding the painting of the storm drains.

E. OLD BUSINESS

1. Street Cleaning

The Board requested that Management improve the notification and communication for street sweeping in the community for next year.

It was noted that the contractor dumped sand cleaned up from Timber Oak Lane into the woods.

F. NEW BUSINESS

1. Website

Management informed the Board that Vanguard Management is offering website service through Association Voice which provides privacy, log in security, and the ability to send eblasts to the community through emails. The Board requested that Management provide more detailed information on the website service.

2. Reserve Investment

Management noted that there is a large amount of cash in the Morgan Stanley Reserve Account and recommended that the Board at least purchase a short-term CD, and then at the next meeting, revisit the overall reserve project plans for 2018.

MOTION: (Jim/Patricia) Authorize Management to have Morgan Stanley purchase a thirty (30) day certificate of deposit (CD), at the best rate possible, in the amount of \$300,000.00.

Vote: Motion Passed – Unanimous

G. ADJOURNMENT OF BOARD MEETING INTO CLOSED MEETING

MOTION: (Jim/Aaron) Adjourn the Board of Directors Meeting into Closed Meeting at 9:41 p.m.

Vote: Motion Passed – Unanimous

H. RESULTS OF THE CLOSED MEETING

The Board approved the May 9, 2018 Closed Meeting Minutes and took action on writing off of uncollectible bad debt.

I. ADJOURNMENT OF THE CLOSED MEETING

MOTION: (Jim/Aaron) Adjourn the Closed Meeting at 9:43 p.m.

Vote: Motion Passed - Unanimous