

Approved on October 9, 2019

**Churchill Village South Homeowners Association**  
**Board of Directors Meeting**  
**September 11, 2019**

The Board of Directors of Churchill Village Homeowners Association held a Board of Directors Meeting at the CVS Community Center on Wednesday, September 11, 2019 at 7:30 p.m.

**Board Members Present:**

Jim Ganz, President  
Kathie Matthews, Secretary  
Aaron Skolnik, Treasurer  
Patricia Jones-Butler, Director  
Tim Short, Director

**Also Present:**

Randy McClement, Community Manager  
Ruth Ann Allen, Recording Secretary

**Homeowners Present:**

Paul Bowman, 19930 Wild Cherry Lane  
Robert Fuss, 13509 Walnutwood Lane  
Everett Carpenter, 20144 Timber Oak Lane  
Bradley Apling, 20142 Timber Oak Lane  
Ray and Veronica Jaber, 13687 Winterspoon Lane

**Guests:**

Melissa Dunk, Ruppert Landscape  
Danny Talmage, Churchill Community Foundation

**A. CALL TO ORDER**

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

**B. MINUTES**

1. July 17, 2019 Board of Directors Meeting Minutes

MOTION: (Jim/Kathie) Approve the Board of Directors Meeting Minutes of July 17, 2019 as submitted.

**Vote:** Motion Passed – Unanimous

**C. HOMEOWNER OPEN FORUM**

1. Paul Bowman, 19930 Wild Cherry Lane, stated that he had received a violation letter for an AC unit in the window. Mr. Bowman noted that his home AC unit does not work correctly and due to breathing concerns, he installed the AC unit for his health. He is requesting that the Board allow him to keep his AC unit as an interim fix until he can get his HVAC system fixed.

**MOTION:** (Jim/Kathie) Accept the request from 19930 Wild Cherry Lane to continue to keep the window AC unit for health and safety of homeowner, as long as the homeowner works toward replacing the HVAC system.

**Vote:** Motion Passed – Unanimous

2. Robert Fuss inquired why the Board approved the removal of the Meadows Bridge with Association money as usually the path and structures have been maintained by the Churchill Community Foundation (CCF).

Mr. Fuss noted that the May minutes were not placed on the website. The Board noted that there was not Board Meeting in May as there was a lack of quorum. The Board requested that Management place a notice that there were no minutes for that month.

Mr. Fuss also inquired had several questions for the Board regarding the 2020 draft budget.

3. Everett Carpenter, 20144 Timber Oak Lane, requested that the Board assign parking on Timber Oak Lane. The Board noted that there were no easy answers for parking in the community. The Board asked Mr. Carpenter if he would be willing to be part of a task force with other homeowner from other areas of the community to discuss parking. Board Member Patricia Jones-Butler agreed to be part of this task force.
4. Ray and Veronica Jaber, 13687 Winterspoon Lane, noted their concerns regarding the 2020 draft budget for CVS and the Budget for Willow Cove Manor. The Board noted that they were not able to address the Willow Cove Manor budget and that concerns about the Willow Cove Manor budget should be addressed to their Board of Directors.

#### **D. RUPPERT LANDSCAPE**

Melissa Dunk was present from Ruppert Landscape to discuss the Board's landscaping concerns. It was noted that Ruppert has not been seen in the community for three (3) weeks and that there has been a poor quality of the mowing in that it is not cut low enough too low and/or is uneven in length. Ruppert is not cutting the areas between townhomes, and big tree limbs are not being removed from the property.

The Board stated that they are tired of excuses and want results. Ms. Dunk stated that she will with talk with the crew regarding these issues.

#### **E. CHURCHILL COMMUNITY FOUNDATION (CCF)**

Danny Talmage, Churchill Community Foundation, stated that CCF has maintained the paths, bridges, trees, and the stream valleys around Lake Churchill. However, there is no formal maintenance agreement with CVS for this maintenance on the CVS side of the lake. Mr. Talmage stated that the CCF is willing to pay for replacement of the bridge, and once a long-term maintenance agreement is in place with CVS then CCF can move forward with looking for bids to replace the bridge.

**MOTION:** (Aaron/Jim) The Churchill Village South Community Homeowners Association authorizes the Churchill Community Foundation to maintain any structures on the path around Lake Churchill and to perform asphalt repairs and sealcoating of existing path, and to perform any landscaping maintenance from the path to the lake.

**Vote:** Motion Passed – Unanimous

**F. MANAGEMENT REPORT**

1. Fire Lane at Teakwood Circle

Management reported that water pooling occurs in an area of the fire lane near 19745 Teakwood Circle after rain. Management requested three (3) proposals to repair this area. As of this Board Meeting, Management received only received a proposal from Ruppert Landscape in the amount of \$3,342.00.

**MOTION:** (Jim/Aaron) Accept the proposal from Ruppert Landscape for fire lane repairs near 19745 Teakwood Circle at a cost not to exceed \$3,347.00.

**Vote:** Motion Passed – Unanimous

2. Wooden Staircase behind 20162 Timber Oak Lane

Management reported that the wooden staircase by 20162 Timber Oak Lane is in disrepair. Management requested proposals to replace the stairs and notified Ruppert Landscape to continue to maintain the landscaping by the stairs.

<b>Contractor</b>	<b>Cost</b>
John’s Labor Group	\$5,950.00
RIVCO	\$5,435.00
Lawn Systems	\$4,700.00

**MOTION:** (Jim/Patricia) Approve the proposal from Lawn Systems to repair the staircase by 20162 Timber Oak Lane at a cost not to exceed \$4,700.00 to come from Reserves.

**Vote:** Motion Passed – Unanimous

3. Tree Removal – 20100 Larkspur Court

Management reported that a large tree at 20100 Larkspur Court has died and needs to be removed. Management provided the Board with three (3) proposals for removal of the tree.

<b>Contractor</b>	<b>Cost</b>
D&A Dunlevy	\$4,800.00
Lawn Systems	\$3,700.00
Ruppert Landscape	\$1,850.00

**MOTION:** (Patricia/Kathie) Accept the proposal from Ruppert Landscape for tree removal near 20100 Larkspur Court at a cost not to exceed \$1,850.00.

**Vote:** Motion Passed – Unanimous

4. ACC Request for Clarification

The Architectural Control Committee received an Architectural Change Application from 13605 Teakwood Lane for replacement of a propane tank. It was noted that the tank has already been replaced and is large and visible on the side of the house. The ACC is requesting direction from the Board for the installation of these type of propane tanks.

The Board agreed that these type of propane tanks are acceptable for installation if they are hidden from view in a method that is aesthetically pleasing.

The Board requested that Management send a letter to the homeowner that the ACC application will be approved once the propane tank is obscured from view by landscaping or a fence.

5. RSV Pool Management Contract

Management provided the Board with the 2020 RSV Pool Management Contract for 2020 in the amount of 94,392.00 with the option for 2021 in the amount of \$93,354.00.

The increase in the contract for 2020 is due to a longer pool season and increase in the minimum wage.

**MOTION:** (Aaron/Tim) Approve the renewal of the RSV Pool Management Contract for 2020 at a cost of \$94,392.00.

**Amend:** (Aaron/Tim) With the option to extend the contract to 2021 at a cost of \$93,350.00.

**Vote:** Motion Passed – Unanimous

6. Extra-Large Lane Reel

The Board tabled any action on the purchase of the extra-large lane reel for the Wanegarden Pool until the October Board Meeting.

7. Community Center Carpet Cleaning

Management received a request from the Community Center Administrator to have the Community Center carpets cleaned.

**MOTION:** (Jim/Aaron) Accept the proposal from Betson Lawn for the Community Center carpet cleaning at a cost not to exceed \$600.00.

**Vote:** Motion Passed – Unanimous

8. CVS Website

Management provided the Board with information on website services provided by Vanguard Management for their review The Board tabled any discussion until a later time.

9. Tree Keeping Renewal Proposal

Management reported that the Tree Keeper program subscription from WSSI that has the data on the trees in the community is up for renewal for one (1) year at a cost of \$2,500.00.

Management noted that the by not renewing the subscription that Association would no longer be able to access the system, but the data on the website belongs to CVS and can be exported and placed on a spreadsheet.

10. 2019 Annual Meeting

Management reported that the 2019 Annual Meeting is scheduled for October 14, 2019 at 5:00 p.m.

Management requested that all Board Members who are interested in continuing to serve on the Board submit a Candidate Questionnaire.

11. Tot Lot Replacement

Jim Ganz requested that Board members provided ideas for tot lot replacement structures for the two Wild Cherry Lane tot lots and the Teakwood Lane tot lot at the October Board Meeting.

12. Hearing Notices

Management reported that there are several homeowners that have not responded to Violation Notices and the Board should consider holding Hearings.

The Board agreed to send Hearing notices to the homeowners before the Board Meeting on October 9<sup>th</sup> at 6:45 p.m. on a first come first served basis.

**G. NEW BUSINESS**

1. Community Center HVAC Preventative Maintenance Renewal

Management provided the Board with the renewal of the HVAC Preventative Maintenance Agreement for the Community Center in the amount of \$292.00 per quarter.

**MOTION:** (Jim/Kathie) Accept the proposal from Harvey Hottel for the HVAC Preventative Maintenance Agreement for the Community Center at a cost not to exceed \$292.00 per quarter.

**Vote:** Motion Passed – Unanimous

2. G&G Towing Settlement

Management received correspondence from the law office representing the Defendant Litigation Class in the Litigation with G&G Towing. The letter offers to settle claims related to tows that occurred between April 26, 2012 and April 26, 2013 for \$99.00 per tow.

Churchill Village South is involved with one (1) tow during that time. Previously, settlement was resolved for tows between April 16, 2013 and June 23, 2017 at \$427.00 per tow.

**MOTION:** (Aaron/Patricia) Approve the payment of \$99.00 for the G&G Towing Settlement.

**Vote:** Motion Passed – Unanimous

**H. ADJOURNMENT OF BOARD MEETING TO CLOSED MEETING**

**MOTION:** (Jim/Tim) Adjourn the Board of Directors Meeting into Closed Meeting at 9:21 p.m.

**Vote:** Motion Passed – Unanimous

**I. RESULTS OF THE CLOSED MEETING**

The Board took action on a dispute between homeowners, a payment plan, and a write-off to bad debt.

**J. ADJOURNMENT OF THE CLOSED MEETING**

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

**Vote:** Motion Passed - Unanimous