

Approved on May 13, 2020

**Churchill Village South Homeowners Association**  
**Board of Directors Meeting**  
**March 11, 2020**

The Board of Directors of Churchill Village Homeowners Association held a Board of Directors Meeting at the CVS Community Center on Wednesday, March 11, 2020 at 7:00 p.m.

**Board Members Present:**

Aaron Skolnik, Treasurer  
Kathie Matthews, Secretary (Arr. 7:15 p.m.)  
Patricia Jones-Butler, Director  
Holly Williams, Director

**Also Present:**

Alan Van Grack, Community Manager  
Craig Wilson, Vanguard Management  
Ruth Ann Allen, Recording Secretary

**Board Member Absent:**

Jim Ganz, President

**Homeowners Present:**

Sergeo Khonfetsky, 20218 Waterside Drive  
William Mendoza, 20221 Waterside drive  
Robert Fuss, 13509 Walnutwood Lane

**Guest:**

Jeff Stone, Playground Specialists

**A. CALL TO ORDER**

The Board of Directors Meeting was called to order by Aaron Skolnik at 7:10 p.m.

**B. BOARD APPOINTMENT**

**MOTION:** (Aaron/Patricia) Appoint Craig Wilson, Vanguard Management, as a Board Member for the March 11, 2020 Board of Directors Meeting.

**Vote:** 3 ayes/0 nays/1 abstention (Craig)

**C. MINUTES**

1. February 12, 2020 Board of Directors and Closed Meeting Minutes

**MOTION:** (Aaron/Patricia) Accept the Board of Directors Meeting Minutes and Closed Meeting Minutes of February 12, 2020 as submitted.

**Vote:** Motion Passed – Unanimous

**D. ARCHITECTURAL CHANGE REQUEST APPLICATIONS**

1. 20218 Waterside Drive

An application for architectural change was submitted by 20218 Waterside Drive for replacement of windows. The windows will be the same as current windows without the grids.

**MOTION:** (Aaron/Patricia) Accept application for architectural change from 20218 Waterside Drive for replacement windows without grids.

**Vote:** Motion Passed – 3 ayes/0 nays/1 abstention (Craig)

2. 20108 Lavender Place

An architectural change application was submitted by 20108 Lavender Place for roof replacement with the change of brown shingles to black.

**MOTION:** (Aaron/Patricia) Accept the application for architectural change from 20108 Lavender Place for roof replacement as submitted.

**Vote:** Motion Passed – 4 ayes/0 nays/1 abstention (Craig)

3. 13319 Woodruff Court

An application for architectural change was submitted by 13319 Woodruff Court for window replacement to match the current windows.

**MOTION:** (Aaron/Patricia) Accept the application for architectural change from 13319 Woodruff Court for window replacement.

**Vote:** Motion Passed – 4 ayes/0 nays/1 abstention (Craig)

**E. HOMEOWNER OPEN FORUM**

1. Will Mendoza, 20221 Waterside Drive, noted his concerns about the dead and leaning trees behind his property.

The Board reviewed two (2) proposals for removal of the trees.

<b>Contractor</b>	<b>Cost</b>
Lawn Systems	\$2,850.00
Ruppert Landscape	\$7,780.00

**MOTION:** (Aaron/Patricia) Approve the proposal from Lawn Systems to remove trees behind 20221 Waterside Drive, not to exceed \$2,850.00.

**Vote:** Motion Passed – 4 ayes/0 nays/1 abstention (Craig)

2. Robert Fuss, 13509 Walnutwood Lane, inquired if the agreement had been approved for Churchill Lake Foundation to perform work around the lake. The Board noted that the it had had been approved. The work to prepare the Meadows Bridge should begin in early spring.

Mr. Fuss also inquired about holding Board meetings online. The Board noted that this could be a consideration for the future Board meetings.

**F. PLAYGROUND SPECIALISTS**

Jeff Stone, Playground Specialists, was present to discuss with the Board options for installation of new play equipment on three (3) tot lots. Management noted that the replacement of the playground equipment is a Reserve expenditure and has been planned for in the Reserves. The Board requested that Mr. Stone provide options for playground

equipment with children for the tot lots on Teakwood Lane and Wild Cherry Lane and adult fitness equipment for the Lake Park Drive tot lot.

## G. MANAGEMENT REPORT

### 1. Lake Park Drive Hillside Landscape Improvement

Management provided the Board with a proposal from Ruppert Landscape with three (3) different plant options for landscape improvements for hillside across from 20114 Lake Park Drive with or without the removal of a maple tree. The Board agreed that the maple tree did not need to be removed. The cost any of the three options without tree removal is \$3,100.00.

**MOTION:** (Aaron/Patricia) Approve Option 3 (without tree removal) of the proposal from Ruppert Landscape for landscape improvement on the hillside across from 20014 Lake Park Drive in an amount not to exceed \$3,100.00.

**Vote:** Motion Passed - 4 ayes/0 nays/1 abstention (Craig)

Management will have the area marked with white paint to make sure that the correct area is landscaped.

### 2. Landscape Proposal next 20114 Lake Park Drive

Management provided the Board with a proposal from Ruppert Landscape with two (2) options for landscape improvements next to 20014 Lake Park Drive. The Board agreed on Option 1 in the amount of \$3,496.00 and requested that additional pachysandra also be installed in the area.

**MOTION:** (Aaron/Kathie) Accept Option 1 of the proposal from Ruppert Landscape for the area next to 20014 Lake Park Drive with an additional \$500.00 for additional pachysandra, not to exceed \$4,000.00.

**Vote:** Motion Passed – Unanimous

## H. HEARINGS

**MOTION:** (Aaron/Kathie) Adjourn the Board of Directors Meeting into Hearings at 8:00 p.m.

**Vote:** Motion Passed – 4 ayes/0 nays/1 abstention (Craig)

The Board held Hearings in Closed Session for uncorrected violations.

**MOTION:** (Aaron/Patricia) Move back into the Board of Directors Meeting at 8:05 p.m.

**Vote:** Motion Passed – 4 ayes/0 nays/1 abstention (Craig)

## I. MANAGEMENT REPORT (Cont'd)

### 1. Patchy Grass Areas

Management provided the Board with a proposal from Ruppert Landscape for mulching areas where grass no longer grows. Ruppert stated there would be no additional charge for the mulching.

- a. Island in the middle and opposite 20213 Waterside Drive
- b. Island at the corner of Waterside Drive and Waterside Court

- c. 13326 and 13318 Waterside Circle
- d. Island at 55 & 8 Lake Park Court
- e. Island bed at end of Lake Park Drive
- f. 19916 Wyman Way – area under the large Maple tree

Kathie Matthews suggested that Management ask Ruppert for the cost of placing pine straw in the areas under pine trees which included the island bed at end of Lake Park Drive and the island at the corner of Waterside Drive and Waterside Court.

**MOTION:** (Aaron/Kathie) Mulch the areas with mulch at that were identified by Ruppert Landscape, except for two (2) areas under pine trees dependent on the cost for pine straw.

**Vote:** Motion Passed – 4 ayes/0 nays/1 abstention (Craig)

2. Request from Resident to Remove Tree

Management received a request from the owner of 1 Lake Park Drive to remove the Pine Tree next to his home as it is blocking his satellite dish. Management inspected the tree and the tree looks healthy.

The Board requested that Management send a letter to the homeowner that the Board will not remove a healthy, live tree. The homeowner should contact a qualified satellite dish installer to reevaluate the placement and orientation of the dish.

3. Trees on Larkspur Court

Management received an email from a homeowner at 20128 Larkspur Court about the tree in front of their home (on common area) affecting the sidewalks. Management contacted Lawn Systems and they examined all Association owned trees on Larkspur Court. Their findings were consistent with the tree study and recommended only removing the tree in front of 20104 Larkspur Court and pruning trees in front of 20128 and 20110.

Lawn Systems provided a proposal in the amount of \$3,550.00.

**MOTION:** (Aaron/Kathie) Accept the proposal from Lawn Systems to remove the tree and stump at 20104 Larkspur Court and prune trees at 20128 and 20110 Larkspur Court, not to exceed \$3,550.00.

**Vote:** Motion Passed – 4 ayes/0 nays/1 abstention (Craig)

4. Miscellaneous Asphalt and Concrete Repairs

Management provided the Board with proposals for miscellaneous concrete and asphalt repairs on Woodruff Court, Winterspoon Lane, Wedgeport Lane, and Timber Oak Lane.

<b>Contractor</b>	<b>Price</b>
Dominion Paving & Sealing	\$24,061.00
Finley Asphalt & Concrete	\$36,583.00 (with \$3k discount if all items are accepted at the same time)
O’Leary Asphalt	\$24,333.00

**MOTION:** (Aaron/Patricia) Accept the proposal from O’Leary Asphalt in the amount of \$24,333.00 for miscellaneous concrete and asphalt repairs to come from Reserves.

**Vote:** Motion Passed – 4 ayes/0 nays/1 abstention (Craig)

5. Walking Path Asphalt

Management provided the Board with proposals for repairs to the walking paths in the community, with the work to be split over two years, 2020 and 2021.

	<b>Dominion Paving &amp; Sealing</b>	<b>Finley Asphalt &amp; Concrete</b>	<b>O’Leary Asphalt</b>
2020 Path Repairs	\$162,768.00	\$98,807.00	3” Depth - \$82,560.00 4” Depth - \$94,455.00
2021 Path Repairs	\$132,230.00	\$133,126.00	3” Depth - \$82,560.00 4” Depth - \$94,455/00

Management also provided another proposal for concrete step replacement on Timber Oak Lane. The Board requested that Management look at other alternatives for the handrails for the steps.

**MOTION:** (Aaron/Patricia) Accept the proposal from O’Leary Asphalt for 2020 path repairs at a four (4) inch depth in the amount of \$94,455.00 and for 2021 path repairs at a four inch (4”) depth in the amount of \$94,455.00 to come from Reserves.

**Vote:** Motion Passed – 4 ayes/0 nays/1 abstention (Craig)

6. Electronic Pool Pass Registration Letter

Management provided the Board with a draft letter from CellBadge with instructions for the electronic pool pass. This letter is to be sent to all residents and contains information and the step-by-step process for sign up for the electronic pool passes.

The Board authorized Management to mail the electronic pool pass registration letter to all residents.

7. 2020 Pool Rules

Management provided the Board with the 2020 pool rules. These rules have been updated to coordinate with the CellBadge electronic pool pass registration letter and usage procedures for their review.

**MOTION:** (Aaron/Kathie) Approve the Pool Rules as presented for 2020.

**Vote:** Motion passed – Unanimous

8. FIOS Installation at Winterspoon Pool

Management reported that Verizon will install Fios at the Winterspoon Pool on Monday, March 15, 2020.

9. Mission Statement

The Board tabled any action on the Mission Statement until the next Board meeting.

10. Insurance Policy Renewals

Management provided the Board with the renewal of the Crime and D&O policy renewal from John Manougian Insurance Agency for March 17, 2020 through March 17, 2021 in the amount of \$3,296.00. The General Liability, common areas and structures insurance will automatically renew on March 18, 2020 with State Farm.

**MOTION:** (Aaron/Patricia) Approve the renewal of the annual insurance policy (3/17/2020-3/17/2021) for D&O coverage and Crime from John Manougian Insurance Agency in the amount of \$3,296.00.

**Vote:** Motion Passed – Unanimous

11. 2018 Draft Audit

Management provided the Board with the 2018 draft audit for approval.

**MOTION:** (Aaron/Patricia) Accept the 2018 draft audit.

**Vote:** Motion Passed – 4 ayes/0 nays/1 abstention (Craig)

**J. NEW BUSINESS**

1. Reserve Investment Review

Management provided the Board with a Reserve Investment Review and provided the following recommendations:

- Transfer \$150,00.00 from the AAB money market into the Morgan Stanley Money Market for investment in short-term CDs
- Invest \$120,000.00 from the Morgan Stanley Money Market into a 30-day CD
- Invest \$100,000.00 from the Morgan Stanley Money Market into a 60-day CD
- Invest \$60,000.00 from the Morgan Stanley Money Market into a 30-day CD
- Re-invest \$100,000.00 from the CD maturing on 4/30/2020 into a 30-day CD
- Re-invest the \$100,000.00 CD maturing on 5/22/2020 as follows:
  - \$50,000.00 into a 36-month CD
  - \$50,000.00 into a 48-month CD

**MOTION:** (Aaron/Patricia) Accept the recommendation from Vanguard Management for investments as presented.

**Vote:** Motion Passed – 4 ayes/ 0 nays/1 abstention (Craig)

Management will re-evaluate the investments in June-July.

2. Yellow Curb Painting

Kathie Matthews requested that Management have the yellow curbs painted on the private streets in CVS.

**K. OLD BUSINESS**

1. Lake Park Drive Parking

The Board requested that Management invite Vicki LeStrange from the Lake Park Drive Parking Committee to come to the next Board meeting to discuss the reserved parking spaces at the Lark Park Drive circle area. Board Member Kathie Matthews will

send Management an email with her observations of the parking situation on Lake Park Drive.

**L. RESIGNATION**

Craig Wilson resigned from the Board of Directors

**M. ADJOURN BOARD MEETING TO CLOSED MEETING**

**MOTION:** (Aaron/Patricia) Adjourn the Board of Directors Meeting into Closed Meeting at 9:00 p.m.

**Vote:** Motion Passed – Unanimous

**N. RESULTS OF THE CLOSED MEETING**

The Board took action on a Hearing outcome, a waiver request, and received updated information on several delinquent account from Management.

**O. ADJOURNMENT OF CLOSED MEETING**

**MOTION:** (Aaron/Kathie) Adjourn the Closed Meeting at 9:15 p.m.

**Vote:** Motion Passed - Unanimous