

Approved on March 10, 2021

Churchill Village South Homeowners Association
Virtual Board of Directors Meeting
February 10, 2021

The Board of Directors of Churchill Village Homeowners Association held a virtual Board of Directors Meeting on Wednesday, February 10, 2021 at 7:00 p.m.

Board Members Present:

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

Also Present:

Alan Van Grack, Community Manager
Ruth Ann Allen, Recording Secretary

Board Member Absent:

Michael Reed, Director
Eric Lein, Resigned

A. CALL TO ORDER

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

B. MINUTES

1. November 11, 2020 Board of Directors Meeting and Closed Meeting Minutes

MOTION: (Jim Ganz/Kathie Matthews) Approve the November Board of Directors Meeting Minutes and Closed Meeting Minutes of November 11, 2020.

Vote: Motion Passed – Unanimous

C. MEETING WITH WILLOW COVE MANOR BOARD MEMBERS

Stephen Larkin and Linda Nebling on the Board of Directors of the Willow Cove Manor Townhomes were present to discuss with the CVS Board and Management the landscaping services provided to Willow Cove Manor Townhomes. They noted that the landscaper did not perform the final leaf removal service in a timely manner and not all the grassy areas received lawn services. Management noted that Ruppert Landscape was unaware that they were responsible for some of these areas and therefore these areas have been neglected for years.

Mr. Larkin requested that CVS consider another landscaping contractor. The CVS Board agreed to give Ruppert Landscape an opportunity to improve their service first before another contractor is considered.

D. BOARD ACTION ITEMS

1. Miscellaneous Tree Work

Management provided the Board with proposals for miscellaneous tree work. The Board approved a proposal from John's Labor Group by unanimous email vote in the amount of \$2,550.00.

Address	Scope of Work
13301 Waterside Drive	Prune overhanging limbs and remove dead limbs
13413 Walnutwood Lane	Remove 2 Pine trees and flush cut stumps

MOTION: (Jim Ganz/Aaron Skolnik) Ratify the email vote for miscellaneous tree work from John’s Labor Group at a cost not to exceed \$2,550.00.

Vote: Motion Passed – Unanimous

2. Pet Butler 2021 Service Agreement

Management provided the Board with the 2021 Pet Butler Service Agreement in the amount of \$484.00 per month which was approved by the Board with a unanimous email vote.

MOTION: (Jim Ganz/Aaron Skolnik) Ratify the email vote for approval of the 2021 Pet Butler Service Agreement at a cost of \$484.00 per month.

Vote: Motion Passed – Unanimous

3. Pet Butler Recommended Repairs and Additional Waste Can

Pet Butler provided recommendations for repair of existing waste stations and the addition of a waste can to an existing pole in the amount of \$742.60. The Board voted by email vote to approve the proposal.

MOTION: (Jim Ganz/Aaron Skolnik) Ratify the email vote to approve Pet Butler’s recommendations for repairs to existing waste stations and the addition of one (1) waste can in the amount of \$742.60.

Vote: Motion Passed – Unanimous

4. Miscellaneous Tree Work

Management provided the Board with proposals from S&P Tree Care and John’s Labor Group for miscellaneous tree work across from 20102 Timber Oak Lane to remove a Maple tree and prune limbs on a London Planetree.

MOTION: (Jim Ganz/Kathie Matthews) Approve the proposal from S&P Tree Care for miscellaneous work tree on Lake Park Drive not to exceed \$875.00.

Vote: Motion Passed – Unanimous

5. Level 2 Reserve Study Proposal

Management provided the Board with a proposal from Miller Dodson for a Level 2 Reserve Study Update in the amount of \$4,275.00.

MOTION: (Aaron Skolnik/Jim Ganz) Accept the proposal from Miller Dodson for an updated Level 2 Reserve Study not to exceed \$4,275.00.

Vote: Motion Passed – Unanimous

6. New CVS Website Update

Management provided the Board with the draft website for their review. The Board made several comments about improvements to the website to include additional

information, fonts, a mobile platform for phones, and to include a homeowner portal. Aaron Skolnik offered to discuss the website suggestions with Vanguard Management.

7. Extension Requests to Correct Violations

Management received requests from two (2) homeowners for extensions to correct violations.

Address	Violation
19911 Wyman Way	Damaged fence
20209 Laurel Hill Way	Rotting wood trim on carport

MOTION: (Jim Ganz/Aaron Skolnik) Approve the request for extensions to correct violations for 19911 Wyman Way and 20209 Laurel Hill Way until March 31, 2021.

Vote: Motion Passed – Unanimous

8. Abandoned Vehicles

Management reported that residents have filed complaints against vehicles parked for more than thirty (30) days at 35 and 55 Lake Park Court. Management has placed tow warnings on the vehicles. The Board asked that Management have the vehicles towed if they have not been moved by February 16, 2021.

9. 13304 Waterside Court

Management received correspondence from residents reported that trash is being dumped in the woods off of Waterside Drive and requesting a new “No Dumping” sign along with installation of a trash receptacle in the same area.

The Board authorized Management to install a “No Dumping” sign on Waterside Drive on the same pole as the “No Parking” sign but did not approve a trash receptacle in that area.

E. NEW BUSINESS

1. Trash Service

The Board discussed the poor trash service by Potomac Disposal. Management noted that the current contract expires in August. Management will send out RFPs for trash contractors in March/April.

2. Snow Removal

Management reported that several complaints were received regarding poor snow removal services on Waterside Circle. The information was forwarded onto D&A Dunlevy.

Management noted that the contract covers only the removal of snow from sidewalks in areas that not in front of homes and that homeowners are responsible for clearing sidewalk in front of their home.

Management also noted that the Community does not remove snow from the paved paths.

3. Homeowner Request

Management received a request from 13328 Waterside Circle about putting in stairs from Waterside Circle to the path around the lake as many people are using the area by the house to slip and slide down the hill to the path. The Board noted that there are two (2) other accesses to the lake path in that area and agreed that another access was not needed.

F. ADJOURNMENT OF BOARD MEETING TO CLOSED MEETING

MOTION: (Jim Ganz/Aaron Skolnik) Adjourn the Board of Directors Meeting into Closed Meeting at 8:16 p.m.

Vote: Motion Passed – Unanimous

G. RESULTS OF THE CLOSED MEETING

The Board ratified an email vote for request of a payment plan and requested that Management send final notices for accounts in arrears.

H. ADJOURNMENT OF THE CLOSED MEETING

MOTION: (Jim Ganz/Aaron Skolnik) Adjourn the Closed Meeting at 8:21 p.m.

Vote: Motion Passed - Unanimous