

Churchill Village-South Homeowners Association
Board of Directors Meeting
September 12, 2007

The Board of Directors of Churchill Village-South Homeowners Association held a Board Meeting at the Community Center on Wednesday, September 12, 2007.

Board Members Present:

Steve Buc, President
Mike Trentadue, Vice President
Frank Grimm, Treasurer
Richard Hor, Secretary
Robert Fuss, Director

Also Present:

Craig Wilson, Vanguard Management
Annie Geralis, Community Manager
Ruth Ann Allen, Recording Secretary

Board Member Absent:

Dean Farley, Director

Homeowners Present:

Amy Knowland, 20157 Laurel Hill Way
Theodore Lewis, 20235 Laurel Hill Way

A. CALL TO ORDER:

The September 2007 Board of Directors Meeting of Churchill Village-South was called to order by Mike Trentadue, at 7:30 p.m.

B. HOMEOWNERS FORUM

1. Amy Knowland, 20157 Laurel Hill Way, is interested in joining the Architectural Review Committee.

MOTION: (Robert/Frank) Appoint Amy Knowland to the CVS Architectural Review Committee effective immediately. The motion passed unanimously.

The Board stated that Joel Perlroth, the ARC Chairman, would be in touch with Ms. Knowland. Management will give Ms. Knowland a new copy of the ARC Rules and Regulations.

Ms. Knowland also mentioned she may know of a volunteer for the Social Committee. Management will give Ms. Knowland the information to get in touch with Jackie Riley.

2. Theodore Lewis, 20235 Laurel Hill Way, wrote a letter to the Board requesting a waiver of the \$40.00 Notice of Intent Fee for a late payment.

MOTION: (Mike/Frank) Waive the late fees for Theodore Lewis. The motion passed unanimously.

Mr. Lewis also asked if the increase in the assessments was to replenish the reserves. The Board replied that due to the large projects that have taken place in CVS over the last year, that the reserves need to be built up again, and the cost of maintaining the community has also been rising.

Ms. Knowland also asked if there would be a special assessment for work on the rest of the retaining walls. The Board responded that the rest of the retaining walls will be funded from the reserves.

C. MINUTES

Amend the August 8, 2007 minutes:

Page 3, Item 4, 1st Paragraph: change “loss” to “lack”

MOTION: (Mike/Frank) Approve the August 8, 2007 Board Meeting minutes as amended. The motion passed unanimously.

D. REPORTS OF DIRECTORS

1. Richard Hor mentioned that there have been reports of eggings on Lake Park Court and Lake Park Drive.

Frank also mentioned that several cars had been “keyed.”

E. MANAGEMENT REPORT

1. 13540 Winterspoon Lane

Management received written correspondence from 13540 Winterspoon Lane regarding damage to the basement area due to water run off from the common area. The Board requested that a site survey be done to determine if any change has occurred in the grade since the property became part of CVS. Management has the original site plans. If the grade has not changed, then the problem is not a CVS issue. Also, if the swale is on the homeowner’s property, it is the homeowner’s responsibility for the upkeep of the swale. Management will also check the property lines.

MOTION: (Frank/Richard) Hire someone to look at the grade at 13540 Winterspoon Lane and see if there has been a change in the grade compared to the original site plan. The motion passed with four (ayes) and one (1) abstention.

2. 13409 Wisteria Drive

Management received correspondence from a homeowner concerning soccer play in the common area on Winterspoon Lane. The homeowners mentioned that the kids leave trash and the balls often end up in the flower gardens. Since this is an open area and common property there is no reason kids cannot play soccer there. Management does not think it is an organized team. Craig Wilson suggested that small signs be put up to state pick up trash and please respect property. Management will contact the homeowner over the Board’s decision on this matter and will have small signs put up.

3. 13449 Winterspoon Lane

The homeowner at 13449 Winterspoon Lane contacted Management enquiring about a patch on the common driveway leading to their property. The Board thinks that this is a temporary patch put in by WSSC. Management will be in contact with WSSC about this patch and ask when the permanent patch will be done.

4. Community Center

Management asked the Community Center Administrator to come to the September Board Meeting, but she was not able to come.

The Board had asked Management to look if the fees charged for renting the Community Center cover the cost of cleaning the Community Center each month. Also, if the security deposits have been retained to cover the costs of damage to the Community Center. Management related that currently the costs of renting the Community Center do not cover the costs of cleaning and damage.

a. *Usage Fee Costs*

The Board discussed changing the Usage Fee costs on the Community Center Inspection Checklist to reflect the cost to have these areas cleaned. The following chart shows the increased costs:

Rule	Old Usage Fee	New Fee
Window sills clean	\$5.00	\$20.00
All floors mopped	\$10.00	\$25.00
Carpet spots	\$10.00	\$100.00
Walls free from tape	\$20.00	\$20.00
Balloons removed	\$15.00	\$90.00
Kitchen counters clean	\$5.00	\$20.00
Chairs and Tables put away	\$5.00	\$20.00
Conference table cleaned	\$5.00	\$100.00
Trash collected and placed in dumpster	\$5.00	\$50.00
Outside CC picked up	\$5.00	\$50.00

The Board also stated that another line should be put in the Community Center Inspection Checklist that the cost to clean the entire carpet would be \$400.00.

The Community Center Administrator is also responsible to check the Community Center after a Swim Team event in the Community Center. The Swim Team would be under the same rules as other renters of the Community

Center. Management will let the Swim Team know at the beginning of the year, the new fees for damage to the Community Center.

MOTION: (Mike/Frank) Raise the inspection fees as noted, and add another line on the Community Center Inspection Checklist that the cost to clean the entire carpet is \$400.00. The motion passed unanimously.

b. Security Deposit Fees

MOTION: (Mike/Frank) Raise the Security Deposit rates for CVS Members, CVS Renters with a CVS Sponsor, and Non-members with a CVS Sponsor to \$300.00, raise the Non-members without a CVS Sponsor to \$600.00. Leave the Monthly, Weekly and Daily recurring groups as stated. The motion failed with two (2) ayes, and three (nays).

MOTION: (Steve/Robert) Change the Security Deposit rate for CVS Members, CVS Renters with a CVS Sponsor, and Non-members with a CVS Sponsor to \$350.00 and change the Non-members without a CVS Sponsor to \$600.00. Leave the Monthly, Weekly, and Daily recurring groups as stated. The motion passed with three (3) ayes and one (1) nay.

c. Hourly Rate

MOTION: (Frank/Mike) Do away with all hourly rates, and do it on a minimum basis to rent on a four (4) hour block. A four (4) hour or less rental rate for CVS Members and CVS Renters with a CVS Sponsor for \$100.00. A four (4) hour or less rental for Non-members with a CVS Sponsor and Non-members without a CVS Sponsor for \$200.00. Change the Monthly, Weekly, and Daily recurring groups to \$100.00 for four (4) hours or less.

Amend: (Frank/Mike) Change the CVS Members and CVS Renters with a CVS Sponsor to \$150.00 for four (4) hours or less, Change Non-members with a CVS Sponsor and Non-members without a CVS Sponsor to \$300.00 for four (4) hours or less, and change the Monthly, Weekly and Daily recurring groups to \$150.00 for four (4) hours or less or as determined by Board. The motion passed unanimously.

d. Inspection Rental Fee

It was suggested that the rental Inspection Fee be raised to \$20.00 and half of that cost would go to CVS.

The Board discussed whether a second inspection or a quality control inspection could be done on random weekends. Management mentioned that they have someone on staff who will do inspections on the Friday before a rental or the Monday after a rental.

MOTION: (Mike/Frank) Contract Vanguard to do two (2) inspections a month after a weekend for three (3) months (six (6) inspections) to analyze and compare inspection reports for quality control and quality assurance. The motion passed

unanimously.

MOTION: (Robert/Frank) Raise the Inspection Fee from \$10 to \$20 for CVS Members, CVS Renters with a CVS Sponsor, Non-members with a CVS Sponsor, and Non-members without a CVS Sponsor. Leave the Monthly, Weekly, and Daily recurring groups at \$10.00. A \$20 inspection fee would be split \$10.00 for the inspector and \$10.00 for CVS. The motion failed to carry with one (1) aye, and three (3) nays.

Richard Hor suggested that the inspection fee should not be raised if this is a personnel issue. The Board will revisit this issue after the quality control inspections for the next three (3) months.

MOTION: (Mike/Frank) Make all these rate increases effective immediately except existing contracts that have already been executed. The motion passed unanimously.

5. No Dumping Signs

Management has the signs for the dumpsters at the pools. Management suggested that these signs be put on posts instead of the dumpsters. The Board agreed.

6. Security Cameras

The signs for the pools that advise homeowners that the pools are under video surveillance have been received by Management. These signs will go up when the cameras are functional.

Management has requested an instructional in service with eView Technologies and the Board to go over the workings of the cameras. This meeting will take place on October 10, 2007 at 6:30 p.m.

7. Repair of the HVAC Unit

The Board was surprised that the HVAC unit was in need of repair. The unit is now two (2) years old and the repair was not under the maintenance contract. The Board requested that Management check to see if Harvey W. Hottel installed a trap with a cap so that the filters could be cleaned out.

8. Swimming Pool

The final inspection of the pools has been done for the season. Management has not received a copy of the inspection report yet. The deck chairs have been placed in stacks for those that need repairs and those that don't. The repairs will be done over the winter.

9. Proposal from D&A Dunlevy for the Landscape Maintenance for 2008

Management contacted Dunlevy for the 2008 Landscape Maintenance Contract so these numbers could be incorporated into the CVS Draft Budget.

The Board reviewed the proposal and discussed whether all the trees In CVS needed to be mulched.

MOTION: Frank/Mike) Accept Dunlevy's Ground Maintenance Proposal, but eliminate the mulching of trees on Wisteria Drive along the railroad track side from the tennis courts down to the entrance to the dam. The motion passed unanimously.

10. Proposal From Gardeners Regarding the Dog Stations

MOTION: (Mike/Frank) Accept the proposal from Gardeners General Contractor for the maintenance of the six (6) dog stations for \$162.00. The motion passed unanimously.

11. CVS Crier

The Board suggested that an article about the increased fees for the Community Center be put in the CVS Crier. The snow removal policy should also be included as a reminder to homeowners. Frank will write up an article on the funding of the retaining walls and the status of the reserves.

12. Fence at 13409 Walnutwood Lane

Management sent a letter to the homeowners at 13409 Walnutwood Lane with the Board's recommendation concerning the fence after the last Board Meeting. Management has not heard back from the homeowners. Also, Management has not heard back from legal counsel or from the CCOC.

Management will email a copy of the letter sent to the 13409 Walnutwood Lane from Management to the Board.

13. CD Redemption

MOTION: (Mike/Richard) Authorized Frank to move the \$40,000.00 CD as outlined in the Management Report into the Money Market account. The motion passed unanimously.

14. Restriping and Numbers of Parking Lot on Waterside Circle

Management received a phone call from a homeowner stating that the lines and reserved space numbers are badly faded and it creating a parking problem in the Waterside Circle area.

MOTION: (Mike/Frank) Approve the numbering of the parking spaces now, and do the striping in the spring. The motion passed unanimously.

F. NEW BUSINESS

1. 2007 Annual Meeting

The 2007 Annual Meeting is to be held on October 14, 2007. Management has scheduled the time for 9:00 a.m.

2. Contract for Snow Removal

Mike Trentadue requested that the snow removal contract have a specific total price for laying down the sand and picking it up in the spring. Management will check with Dunlevy for the possibility of a multi-year contract.

G. ADJOURNMENT

MOTION: (Steve/Robert) Adjourn the Board meeting at 9:30 p.m.