

**Churchill Village-South Homeowners Association
Board of Directors Meeting
January 11, 2012**

The Board of Directors of Churchill Village-South Homeowners Association held a Board of Directors Meeting at the Community Center on Wednesday, January 11, 2012 at 7:00 p.m.

Board Members Present:

Mike Trentadue, President
Robert Fuss, Vice President
Frank Grimm, Treasurer
Amy Knowland, Secretary

Also Present:

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

A. ARCHITECTURAL CONTROL COMMITTEE

1. 13327 Waterside Circle

The homeowner submitted an ACC application to install a concrete patio under the existing deck.

MOTION: (Frank/Robert) Approve the ACC Application for a concrete patio under the existing deck for 13327 Waterside Circle.

Vote: Motion Passed - Unanimous

2. 20139 Laurel Hill Way

The homeowner of 20139 Laurel Hill Way submitted an ACC Application for replacement siding in Toasted Wheat. The Board discussed that the siding needs to be vertical and the suggested replacement siding may not be able to be placed vertically.

MOTION: (Amy/Robert) Disapprove the ACC Application for 20139 Laurel Hill Way and request that the homeowner resubmit the ACC application in accordance to the rules of Laurel Hill Way that the siding be vertical. The Board will facilitate approval of the application when resubmitted.

Vote: Motion Passed - Unanimous

Management will draft a letter to 20139 Laurel Hill Way stating that there is one (1) house on Laurel Hill Way that has horizontal siding that was done in error and the Board subsequently made a resolution that replacement siding on Laurel Hill Way must be vertical.

3. 13305 Woodruff Court

The homeowner at 13305 Woodruff Court submitted an ACC application for a replacement roof.

MOTION: (Frank/Amy) Accept the ACC Application for 13305 Woodruff Court for a replacement roof.

Vote: Motion Passed - Unanimous

4. 19922 Waterloo Court

a. *Replacement of Sliding Patio Door*

The homeowner at 19922 Waterloo Court submitted an ACC application for a replacement patio sliding door in white.

MOTION: (Amy/Frank) Approve the replacement of the patio sliding door in white for 19922 Waterloo Court.

Vote: Motion Passed - Unanimous

b. Replacement of Siding

The homeowner submitted an ACC application for replacement siding in cream.

MOTION: (Amy/Frank) Approve the replacement siding for 19922 Waterloo Court according to the picture in the brochure initialed by the neighbors in the color requested.

Vote: Motion Passed - Unanimous

5. Re-inspection of 20145 Laurel Hill Way

Management sent notification to the homeowner at 20145 Laurel Hill Way in December 2011 stating that the steps as-installed must be removed or repaired. Upon re-inspection by Management on January 10, 2012, there has been no change to the steps.

The Board requested that Management get an opinion from legal counsel about homeowners' rights of adverse possession.

The Board stated that many homeowners on Laurel Way have encroached onto CVS property, and the Board should consider creating guidelines for maintaining the steps that already exist and grandfather in the existing steps so they are on record if the house is sold.

The Board requested that Management send the homeowner at 20145 Laurel Hill Way a letter stating that if the Board does not receive an ACC application, within thirty (30) days, for the construction on CVS property, the Board will remove the construction and restore the common area to green space.

6. Addition of Steps and a Boxed Garden Area at 20143 Laurel Hill Way

Management was notified that the homeowner at 20143 Laurel Hill Way had added new steps and boxed out a garden area leading down to the walking path. An ACC application had not been submitted for these additions to the outside of the home. Management sent correspondence to the homeowner requesting they submit an ACC Application for these improvements. As of January 3, 2012, an ACC application has not been received from the homeowner.

The Board requested that Management send the homeowner at 20143 Laurel Hill Way a letter stating that if the Board does not receive an ACC application, within thirty (30) days, for the construction on CVS property, the Board will remove the construction and restore the common area to green space.

7. Fence at 13600 Wisteria Drive

The Board requested that the homeowner at 13600 Wisteria Drive remove or replace the existing fencing. Management stated that the fence rails have been removed but the posts still exist. The Board requested that Management send a letter to the homeowner indicating that the Board hopes their infant is doing better and thanking the homeowner for removing the fence rails, but as it is important to maintain property values in the community, the fence needs to be repaired.

MOTION: (Frank/Robert) Send a letter to the homeowner of 13600 Wisteria Drive, with the requested wording, that the homeowner respond back to the Board within thirty (30) days as to how the homeowner will proceed with repair to the fence and a time line.

Vote: Motion Passed - Unanimous

8. Fence at 13601 Wisteria Drive

At a Hearing in November, the homeowner at 13601 Wisteria Drive stated that bids were being obtained for the replacement of the fence, along with removing several large trees located on the lot. The Board requested a copy of the contract for remediation of the fence and an estimated time for the repairs. As of January 3, 2012, Management has not received the requested information.

MOTION: (Robert/Frank) Send a letter to the homeowner at 13601 Wisteria Drive stating the if the violation is not corrected in 30 days, then the Board will file with the CCOC.

Vote: Motion Passed - Unanimous

9. Fence at 13517 Walnutwood Lane

At a Hearing in November, the Board voted to allow the homeowner at 13517 Walnutwood Lane until January 2, 2012 to remediate the violation of a fence in severe disrepair. Upon reinspection, Management noted that no repairs had been done to the fence.

MOTION: (Robert/Frank) Send a letter to the homeowner at 13517 Walnutwood Lane that if the violation is not corrected in thirty (30) days, the Board will file with the CCOC.

Vote: Motion Passed - Unanimous

10. Fence at 26 Waterside Circle

The homeowner at 26 Waterside Circle attended a Hearing on July 2011 for a non-compliant stockade fence. The homeowner agreed to correct the violation. Upon inspection, it was noted by Management that the violation has not been corrected.

MOTION; (Frank/Robert) Send a letter to the homeowner at 26 Waterside Circle stating if the violation is not corrected within thirty (30) days, the Board will file with the CCOC.

Vote: Motion Passed - Unanimous

11. Improvements by Homeowners onto Association Common Areas

The Board discussed that many homeowners in CVS have encroached onto CVS common area. The Board requested that Management identify these encroachments and send the homeowners a friendly letter stating that an ACC application, with photograph, needs to be submitted for approval of structures on CVS common area. Management should start with Laurel Hill Way and then move onto the rest of the community.

The Board discussed having an easement agreement for the structures on CVS property that states that the homeowner must maintain the structure and CVS has the right to remove it.

Management suggested there be a unique ACC Application for structures that are incorporated onto CVS common area and consider recording the structure into lands records so it will show up when the house purchased by a new owner.

B. CALL TO ORDER OF REGULAR BOARD OF DIRECTORS MEETING

The January 2012 Board of Directors Meeting was called to order at 7:45 p.m. by Mike Trentadue.

C. MINUTES

1. November 9, 2011 Board of Director Meeting Minutes

MOTION: (Frank/Robert) Accept the November 9, 2011 Board of Director Meeting Minutes as submitted.

Vote: Motion Passed - Unanimous

D. MANAGEMENT REPORT

1. Community Center

The Community Center Administrator notified Management that some of the carpet tiles were showing signs of unraveling, and were not adhering to the floor well. Management contacted the contractor who stated that the Community Center is too cold for the binding agent on the tiles to adhere to the floor. The contractor stated that the temperature in the Community Center needs to be brought up to seventy (70) degrees and then the contractor will roll the tiles down. This is scheduled to be done in the next few days.

2. Proposal for Kitchen Improvements in the Community Center

Management received a proposal from Willis Builders for renovation of the Community Center Kitchen. The Board reviewed the proposal for any changes or additions to the proposal. The Board noted several changes to the proposal and requested that the contract state that the Association will have the final choice of materials to be installed, and the Association will purchase the appliances for the contractor to install.

3. New Board Member

Jim Ganz, a CVS homeowner, expressed his desire to be a member of the CVS Board of Directors.

MOTION: (Amy/Frank) Accept Jim Ganz as a member of the Board of Directors.

Vote: Motion Passed - Unanimous

4. Rental of Community Center

Management stated that a homeowner has requested the use of the Community Center for a function for 130 people, with 100 of those attending being between the ages of 15-18. Management had concerns over the size of the group and the number of teenagers. The Board discussed this rental and agreed that the security deposit be raised to \$700.00, and there will be no alcohol allowed on the premises. Management will also let the homeowner know that a security patrol checks on the Community Center when it is rented.

5. Pathway Extension located on Walnutwood Lane

O'Leary Asphalt marked the proposed pathway extension, and Management requested that McFall & Berry determine what impact this pathway would have on trees in the area. McFall & Berry stated that this pathway would affect approximately four (4) trees. Management also had CPJ survey the property lines in this area. It was noted that the proposed path would encroach onto homeowner property as the current fence at 13500 Walnutwood Lane does not extend to the property line. The homeowner would have the option of extending their fence to the property line if they so choose.

MOTION: (Robert/Frank) After consulting with several contractors, the Board has decided not to proceed with a path extension by 13500 Walnutwood Lane. The Board invites the homeowner the opportunity to propose an architectural change subject to the CVS ACC guidelines and submit an architectural application if the homeowner decides on a course of action.

Vote: Motion Passed - Unanimous

6. Pool Pass Information Packet

Management provided the Board with the pool pass information packet for the Board's review. The Board suggested that the pool rules not be sent with the pool pass application, but be placed on line for homeowners to view. The Board also requested that the informational notice that went out with the pool pass application last year be included in this year's mailing. Jim Ganz will provide the flyer for the swim team to Management before the February meeting. Management will provide a draft of the revisions to the pool pass mailing for the Board to review at the February Board meeting.

7. Walking Trail Behind Timber Oak Lane

Management stated that Park and Planning has revised their plan for the location of the walking trail behind Timber Oak Lane, bringing it closer to the lake. WSSC has verbally approved this location of the walking trail.

The Board noted that the temporary fencing put up by Park and Planning is on CVS property. The Board suggested that legal counsel draft an easement agreement allowing the temporary fence to be placed on CVS property.

8. Montgomery Security Services

The contract with Montgomery Security Services ended on December 31, 2011. Management inquired if the Board wished to renew the contract for 2012.

MOTION: (Frank/Amy) Roll over the contract with Montgomery Security Services for the next twelve (12) months at a cost of approximately \$6,000.00.

Vote: Motion Passed - Unanimous

9. Timber Oak Retaining Wall Project

A pre-construction meeting was held with the engineer and contractor. The work on the Timber Oak retaining wall should begin in the coming week.

10. Community Map

Management reported that the final revision of the community map by CPJ should be available by mid-January.

11. Bulk Trash Pick-up

The Board agreed that the bulk trash pick-up was a great success. Management stated that the trash contract allows for two (2) bulk trash pick-up days a year. The Board requested that another bulk-trash pick-up be scheduled for the spring, and allow homeowners to place bulk trash at the curb after 5:00 p.m. the night before.

12. WSSC Easement

Management received correspondence from WSSC regarding a program to improve its sewer system. WSSC requested temporary access to common areas owned by the Association near 20110 Wynnfield Drive in order to access sewer manholes and associated pipeline. Management contacted legal counsel concerning this correspondence. Legal counsel stated that there is nothing wrong with the easement as long as the contractor is passing over the property and not using heavy equipment. Management has not received any response back from WSSC.

E. OLD BUSINESS

1. Follow-up on Items of November 9, 2011 Board Meeting Minutes

a. Area Between 13601 Wisteria Drive and MLK Middle School

Robert Fuss inquired if Management had determined who is responsible for the area between the 13601 Wisteria Drive and Martin Luther King, Jr. Middle School. Management will check on this matter.

b. Planting of Trees in CVS

Mr. Fuss inquired about the planting of trees in CVS. Management stated that a log has been kept of all the trees that have been removed since 2004. Management has given this list to Steve Stickleby of McFall & Berry to determine where trees should be planted.

Management looked into the Maryland tree replacement program and these trees would be saplings that the Association's landscaper would plant, but there would be no guarantee that the trees would survive. Management also reported that the RainScapes program for 2011 had closed, but the application process for 2012 opened on January 5, 2012. McFall & Berry will work on a proposal to submit to RainScapes.

Jim Ganz inquired who owned the trees along Wanegarden Drive at the top of the hill, noting that these trees were sparsely leafed over the summer and may be dying. If they are dying, it could present a safety hazard. The County owns these trees; it is more effective to have homeowners contact the County concerning trees that could be a safety hazard.

c. Painting of Parking Spaces and Numbers

Mr. Fuss also inquired about the painting of parking spaces and numbers on Waterside Drive, Waterside Court, and Waterside Circle. Management stated that to temporarily paint the parking spaces and house numbers would cost almost the same as having them done in the spring by O'Leary Asphalt. Management communicated this information to homeowners on these streets.

F. NEW BUSINESS

1. Trash on Woodruff Court

It was noted that some residents on Woodruff Court are putting trash out a day or two (2) before trash day and not putting away recycling bins and trash containers. The Board requested that a letter be sent to residents on Woodruff Court reminding them of the trash collection rules, and if the trash continues to be left out before trash day, that CVS will add another trash collection day for Woodruff Court and they will be charged with a special assessment for this trash collection.

It was also discussed that a large portion of the community has become complacent about trash and recycling receptacles not being removed from the front of the house. The Board will look at the rules for trash/recycling containers to see if they need to be amended to make it easier to hide the containers.

Churchill Village-South HOA
Board of Directors Meeting
January 11, 2012

G. CLOSED MEETING

MOTION: (Amy/Jim) Move into Closed Meeting at 9:00 p.m.

Vote: Motion Passed - Unanimous

H. RE-OPEN REGULAR BOARD MEETING

The regular Board Meeting was re-opened at 9:20 p.m.

I. REPORT OF CLOSED MEETING

The Board took action on delinquent and legal matters and made decisions on homeowner correspondence.

J. ADJOURNMENT

MOTION: (Amy/Frank) Adjourn the Regular Board Meeting at 9:25 p.m.

Vote: Motion Passed