

Corrected as Amended on 4/11/2012

**Churchill Village-South Homeowners Association
Board of Directors Meeting
March 14, 2012**

The Board of Directors of Churchill Village-South Homeowners Association held a Board of Directors Meeting at the Community Center on Wednesday, March 14, 2012 at 7:00 p.m.

Board Members Present:

Mike Trentadue, President
Robert Fuss, Vice President
Amy Knowland, Secretary
Jim Ganz, Director

Also Present:

Annie Geralis, Community Manger
Ruth Ann Allen, Recording Secretary

Board Members Absent:

Frank Grimm, Treasurer

A. ARCHITECTURAL CONTROL COMMITTEE (ACC)

1. 20139 Laurel Hill Way

Management sent correspondence to the homeowners of 20139 Laurel Hill Way requesting that the ACC application be resubmitted stating that the new siding will be installed in a vertical direction. Management received the resubmitted ACC application. The Board still had concerns over the orientation of the siding and the color. The Board requested that Management look at the original application to determine if the orientation of the siding is clear. The ACC Application will remain null and void until the matter is clarified.

2. 13504 Walnutwood Lane

The homeowner of 13504 Walnutwood Lane submitted an ACC Application for addition of a room to the back of the house and an extension on the side of the house. The Board determined by looking at the community map that additional signatures were required of homeowners within 100 feet of the property line.

The ACC Application was disapproved until the required signatures are submitted.

3. 13509 Walnutwood Lane

The homeowner of 13509 Walnutwood Lane submitted an ACC Application for dry-laid stone edging on the slope beside the driveway. The ACC application requires additional signatures from homeowners within 100 feet of the property line.

4. 13600 Wisteria Drive

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Upon reinspection, the fence at 13600 Wisteria Drive is still in disrepair.

MOTION: (Jim/Robert) Write a letter to 13600 Wisteria Drive reminding the homeowner that the disrepair of the fence is still in violation. The homeowner must respond back to the Board within fourteen (14) days with a time line for covering the violation, and if the homeowner does not respond, the Board will assume that the homeowner will not comply and the Board will take further action.

Vote: Motion Passed - Unanimous

5. 13601 Wisteria Drive

The fence located at 13601 Wisteria Drive is still in disrepair. The Board voted in January to file a CCOC complaint if the the fence was not replaced/repaired. Management will start the CCOC process.

6. Hearing for 19973 Wild Cherry Lane

Management requested that the homeowner of 19973 Wild Cherry Lane attend a Hearing on March 14, 2012 for the violation of a large black metal trailer parked within the driveway area. The homeowner did not attend the Hearing.

MOTION: (Robert/Jim) As the homeowner of 19973 Wild Cherry Lane did not attend the Hearing for a large black metal trailer parked within the driveway area. The matter will be sent to the CCOC if the violation has not been corrected.

Vote: Motion Passed - Unanimous.

7. Hearing for 13529 Walnutwood Lane

Management requested that the homeowner of 13529 Walnutwood Lane attend a Hearing on March 14, 2012 for the violation of a large black metal trailer filled with refuse parked in the driveway area. The homeowner did not attend the Hearing.

MOTION: (Robert/Jim) As the homeowner of 13529 Walnutwood Lane did not attend the Hearing for a large black metal trailer filled with refuse parked within the driveway area. The matter will be sent to the CCOC if the violation has not been corrected.

Vote: Motion Passed - Unanimous.

B. CALL TO ORDER OF REGULAR BOARD OF DIRECTORS MEETING

The March Board of Directors Meeting was called to order by Mike Trentadue at 7:20 p.m.

C. MANAGEMENT REPORT

1. Correspondence from Homeowner Concerning Common Area Turf Damage

Management received correspondence from a homeowner concerning the condition of common area turf between Teakwood Lane and the Willow Cove Manor

Condominiums. Management had the landscape company look at this area and they reported to Management that they did not see any damage. Thus Management is not sure what the homeowner is referring to. Management will send a letter to the homeowner asking for further clarification as no damage was noted by the landscape company.

2. Correspondence from Homeowner on Teakwood Circle

Management received correspondence from a homeowner on Teakwood Circle stating that a tenant had driven a large U-Haul onto the common area while moving in. The U-Haul became stuck in the common area and had to be towed out. Management immediately went to the site and took photos of the damaged turf area and the vehicle stuck in the common area. Management requested that McFall & Berry provide a cost estimate for the repair of the common area turf. The cost for repairs to the common area turf is \$1,385.00. Management sent correspondence to both the owner of the unit and the owner of the U-Haul truck requesting reimbursement for the damages.

The Board discussed several options for preventing vehicles from driving on common area turf. It was suggested that a letter can be sent to Willow Cove Manor Condominium homeowners that any damage to the common area by driving vehicles on it must be repaired by the homeowner/resident; eco block pavers could be installed to make the area sturdier for vehicles; or gates could be installed across access areas. Management suggested that the Board first send a letter to homeowners stating that any damage to common areas caused by vehicles must be repaired by the homeowner. The Board agreed to send a letter.

D. MEETING WITH MCFALL & BERRY

The Board met with Mark McFall, Steve Stickley and Brain Blake from McFall & Berry to discuss the upcoming landscape maintenance of CVS property and the proposals submitted for tree replacement, stump removal and tot-lot wood mulch.

McFall & Berry supplied the Board with a calendar for the year with the approximate dates when landscaping projects would be started. McFall & Berry stated that the landscape maintenance in CVS will be done on two (2) days instead of one (1), and communication with Management will be improved.

The mulching in the community has started at The Villas and will be continued around the community, The dyed mulch will be used again. The Board requested that at least three (3) inches of mulch be placed around trees.

McFall & Berry stated that it is too early in the season to mow, and the grass should be allowed to grow taller so the roots are established. Management mentioned that complaints were received from homeowners on mowing the hills when wet which produced ruts. Management suggested that if McFall & Berry notices an area that needs repair or is damaged by the mower that the repairs are done immediately. Management mentioned that attention be made to the trimming of bushes in the community.

The Board requested that McFall & Berry provide a flier for distribution to the community on tips for lawn care. McFall & Berry will provide this flier to Management to be included in the pool pass application mailing.

McFall & Berry noted that CVS was heavily planted with trees in certain areas and other areas are lacking in trees. Trees that are removed do not need to be replanted the same place. McFall & Berry has incorporated more flowering trees in the tree replacement proposal. The trees can be planted both in Spring and Fall. The trees will be watered by McFall & Berry. McFall & Berry charges for five (5) waterings and the sixth (6th) one would be free. The Board requested an estimate for the cost of watering the trees. All plantings are warranted as long as McFall and Berry remains as the landscape contractor. The Board requested that McFall & Berry provide a quote for watering of the trees.

The Board inquired if trees could be planted by the community entrance signs. McFall & Berry will look into ideas for those two (2) areas.

The Board requested that the “pom-pom” type bushes planted at the Winterspoon Pool need to be trimmed as they have all grown together. The Board suggested using plantings by the pools that create a tropical feel.

McFall & Berry gave the suggestion that payment for the landscape proposals could be bill over four (4) payment through the year.

E. MINUTES

1. January 11, 2012 Board of Director Meeting Minutes

MOTION: (Robert/Amy) Accept the January 11, 2012 Board of Directors Meeting Minutes as submitted.

Vote: Motion Passed - Unanimous

2. January 11, 2012 Closed Meeting Minutes

MOTION: (Jim/Robert) Accept the Closed Meeting Minutes as submitted.

Vote: Motion Passed - Unanimous

F. MANAGEMENT REPORT (Cont'd)

3. Continued Discussion on Damage to Teakwood Circle Turf

Management stated that the bill for the turf restoration on Teakwood Circle will be sent to U-Haul stating that they have so many days to pay the bill, and if the bill is not paid the matter will be sent to legal counsel. Management stated that U-Haul should get the money to pay the bill from the renter of the U-Haul truck. The Board requested that the letter enclosed with the bill come from legal counsel.

MOTION: (Robert/Jim) Move forward with repairs of the turf restoration at Teakwood Lane and proceed on recouping the money with legal counsel.

Vote: Motion Passed - Unanimous

4. Proposals from McFall & Berry

McFall and Berry provided proposals for tree replacement throughout the community for \$27625.00, tree stump removal for \$2,955.00 and the addition of wood chips to the tot lots for \$9,633.00.

Management reviewed with the Board the current amount of money in the operating account, the money market account and the CDs that will be maturing between now and July 1st. Management also reminded the Board that McFall & Berry offered to bill the payments for these proposals quarterly - March, June, September and December.

MOTION: (Jim/Amy) Approve the proposals for tree replacement, tree stump removal and tot lot wood chips for a total of \$40,213.00 from McFall and Berry to be paid each quarter, conditional on the approval of Craig Wilson, Vanguard Management.

Vote: Motion Passed - Unanimous

5. Replacement Filter Cartridges for Wanegarden and Winterspoon Pools

Management received proposals for replacement of the filter cartridges at both pools from RSV Pools for \$3,921.41 and Millennium Pool Service for \$2,656.36.

MOTION: (Amy/Jim) Accept the proposal from Millennium Pool Service for replacement of the filter cartridges at the Wanegarden Pool and Winterspoon Pool for \$2,656.36.

Vote: Motion Passed - Unanimous

6. Pool Pass Application Packet

Management provided the Board with the pool pass application packet which will include a flier for the swim team and information concerning upcoming events and community information for homeowners.

MOTION: (Jim/Amy) Approve the pool pass application packet as submitted with the additional fliers for swim team, community news, and the landscaping information for homeowners from McFall & Berry.

Vote: Motion Passed - Unanimous

7. Swim Safe Program from RSV Pools

Management received information from RSV Pools for the Swim Safe Program which is offered each pool season. The cost of the bracelets is \$1.00. RSV Pools suggested fifty (50) bracelets be ordered; twenty-five (25) for each pool. The Board agreed to fund the Swim Safe Program.

8. American Disabilities Act (ADA) Affidavit

Management provided the Board with information on the ADA Affidavit that states that CVS does not offer outside pool memberships; thus it is considered a private pool, and does need to be ADA compliant. The Board agreed to sign the affidavit.

9. Community Center Carpet Replacement

Management stated that Mohawk Group has been responsive to the issues concerning the carpet tiles in the Community Center. Management scheduled repairs to eliminate the fuzzy edges on the carpet tiles. Management noted that several areas of the carpet tiles were burned when they were shaved. Management will contact Mohawk Group again about the damage and request new carpeting. The Board stated that if the carpet tiles are not a good fit for the Community Center that broadloom carpet be installed instead.

10. Kitchen Remodeling in the Community Center

Management received the edited proposal for kitchen remodeling in the Community Center. The Board inspected the cupboards in the kitchen and it was suggested that Management look into refacing the cabinets as they look in good condition on the inside but need to be updated. The Board suggested that the remodeling of the kitchen not be done until the Fall, therefore Management can delay getting other proposals until after July.

11. Timber Oak Drive Retaining Wall Project

The engineer working on the Timber Oak Drive Retaining Wall Project suggested several changes to the walls that would not change the cost of the project.

MOTION: (Amy/Jim) Ratify the changes to the retaining walls required by the onsite engineer.

Vote: Motion Passed - Unanimous

12. Renewal Contract with DC Metro Pet Service

Management provided the Board with the renewal contract with DC Metro Pet Services for maintaining and servicing the nine (9) dog stations throughout the community.

MOTION: (Amy/Jim) Approve the contract from DC Metro Pet Services for \$150.00 per month.

Vote: Motion Passed - Unanimous

13. Correspondence from Potomac Edison Company

Management received correspondence from Potomac Edison Company regarding information on the changing of the type of light bulbs which will be used in the common area street lights. It was suggested by Potomac Edison that the Association choose the

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High Pressure Sodium lights as the cost is comparable to the current lamps.

MOTION: (Jim/Amy) Accept the contract from Potomac Edison Company for light replacement in the private street area street lights in CVS.

Vote: Motion Passed - Unanimous

14. New Community Map

Management provided the Board with the current draft of the community map for review. The Board noted that the Association street lights are not marked on the map. Management will contact CPJ Associates for this addition.

15. Bulk Trash Pick-Up Day

The Board agreed to do bulk trash pick-up days on June 2, 2012 and November 3, 2012. A postcard will be sent to homeowners with the information on the June 2, 2012 bulk trash pick-up day.

G. NEW BUSINESS

1. Lake Clean-up Project

Management received correspondence from homeowner, Richard Hor, regarding the Lake Clean-up Project for this year. Mr. Hor is asking the Association to contribute \$500.00 towards this project.

MOTION: (Amy/Jim) Contribute \$500.00 to the Lake Clean-up Project being coordinated by Richard Hor.

Vote: Motion Passed - Unanimous

H. UNFINISHED BUSINESS

1. WSSC Correspondence

Management has been waiting to receive information from WSSC on the scope of the work to repair pipelines through access of sewer manholes located on CVS common property. Management had the access agreement from WSSC reviewed by legal counsel and as long as there was no digging or storage of vehicles, the agreement was ready to sign. Management heard back from WSSC that no digging or storage of vehicles would be needed, and the work would take about half a day.

MOTION: (Robert/Jim) Accept the WSSC agreement for temporary right of easement.

Vote: Motion passed - Unanimous

I. CLOSED MEETING

There were no issues to be discussed under Closed Meeting.

J. ADJOURNMENT

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MOTION: (Amy/Jim) Adjourn the regular Board of Directors Meeting at 9:00 p.m.
Vote: Motion Passed - Unanimous