

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

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

Board Members Present:

Jim Ganz, Vice President
Steve Buc, Director
Robert Fuss, Treasurer
Amy Knowland, Secretary

Also Present:

Annie Geralis, Community Manager
Ruth Ann Allen, Recording Secretary

Board Member Absent:

Mike Trentadue, President

Homeowners Present:

David Wojtkowski, 13505 Winterspoon Lane
Ed Burks, 13513 Walnutwood Lane
Saadi Movassaghi, 20203 Laurel Hill Way
Alieson Knowland, 20157 Laurel Hill Way

A. ARCHITECTURAL CONTROL COMMITTEE (ACC)

1. Hearing - 13513 Walnutwood Lane

The homeowner of 13513 Walnutwood Lane was requested to attend a Hearing for not completing an ACC Application for replacement of siding. The homeowner attended the Hearing and gave the Board an ACC Application.

MOTION: (Steve/Amy) Accept the ACC Application as submitted as it is substantially in compliance with the rules.

Vote: Motion Passed - 3 ayes/0 nays/1 abstention (Fuss)

2. Hearing - 19910 Waterloo Court

The homeowner of 19910 Waterloo Court was requested to attend a Hearing for a large pile of used carpet, padding and trash bags stored in the front of the home. Management reported that the items have been removed.

3. Alterations to Common Area of Laurel Hill Way

Management reported that only one (1) response has been received from a homeowner on Laurel Hill Way for alterations to the common area. Management suggested that another letter be sent to homeowners stating that if the homeowner does not respond within thirty (30) days, the Association reserves the right to remove the structure(s) from the common area. It was suggested that the letter be sent from legal counsel.

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MOTION: (Steve/Robert) Have legal counsel send the letter to homeowners on Laurel Hill Way for alterations to the common area.

Vote: Motion Passed - 3 ayes/0 nays/1 abstention (Knowland)

4. 13665 Winterspoon Lane

Management received an ACC Application from the homeowner of 13665 Winterspoon Lane for installation of a new storm door and change of color of paint trim and shutters and replacement of windows (same style). The Architectural & Environmental Review Committee (AERC) for the Willow Cove Manor Condominium has approved the application.

MOTION: (Steve/Amy) Approve the ARC Application for 13665 Winterspoon Lane.

Vote: Motion Passed - Unanimous

B. CALL TO ORDER - BOARD OF DIRECTORS MEETING

The November Board of Directors Meeting was called to order by Jim Ganz at 7:20 p.m.

C. MINUTES

1. October 10, 2012 Board of Directors Meeting Minutes

MOTION: (Amy/Robert) Approve the October 10, 2012 Board of Directors Meeting Minutes as submitted.

Vote: Motion Passed - Unanimous

D. MANAGEMENT REPORT

1. Grounds Maintenance Contract

Management provided the Board with proposals for grounds maintenance in CVS. Proposals were received from AW Landscapes, Main Scapes, Classic Landscaping, D&A Dunlevy, and McFall & Berry. Three (3) of the proposals were over the 2013 approved budget for grounds maintenance. One (1) proposal was exceptionally low. The proposal from McFall & Berry fell within the range of the proposed budget. The Board discussed the proposals and the concerns that the community had with McFall & Berry for the last three (3) years. The proposal for McFall & Berry was based on twenty-six (26) cuts, but the Board requested that the proposal be based on twenty-four (24) cuts.

MOTION: (Amy/Robert) Accept the grounds maintenance proposal from McFall & Berry.

Vote: Motion Passed - Unanimous

The contract for McFall & Berry is based on a three (3) year contract with a three percent (3%) increase in 2014.

Management suggested that the Board meet with McFall & Berry in January to discuss the grounds maintenance in CVS.

2. Drainage Issue - 13505 Winterspoon Lane

Several months ago a drainage project was completed at 13449 Winterspoon Lane. The homeowner of 13505 Winterspoon Lane contacted Management to report that water now flows into his yard. Upon inspection on a rainy day, it was noted that there was a considerable amount of water flowing through the yard at 13505 Winterspoon Lane.

Management requested a proposal from John's Labor Group to help minimize the flow of water. John's Labor Group provided a proposal to add another one hundred (100) feet of drain pipe to the existing system for \$2,440.00. It was noted by the contractor that this work will prevent some water from flowing into the yard at 13505 Winterspoon Lane, but it will not resolve any drainage issues or directional flow of water to the property which currently exists.

MOTION: (Steve/Amy) Approve the proposal from John's Labor Group adding another 100 feet of drain pipe to the left rear side of 13488 Winterspoon Lane.

Vote: Motion Passed - Unanimous

The Board requested that Management check to see if this is a reserve item.

3. Proposal from McFall & Berry

Management received a proposal from McFall & Berry for repairs to the common area grounds as well as pruning and aeration of the common area at the Willow Cove Manor Condominium for a total of \$8,914.00.

Management suggested that the Board look at this area before the January Board Meeting; this proposal can be discussed at that meeting.

4. Pool Management Contract

Management sent out RFPs for pool management of CVS for the 2013-2015 pool seasons. Management received proposals from Continental Pools, Inc., Community Pools, Inc. and RSV Pools, Inc. Management noted that it is expected that Montgomery County will require all pools in the County to have an AED installed by next summer.

MOTION: (Steve/Robert) Accept the contract with Community Pools, Inc. for pool management for three (3) years.

Vote: Motion Passed - Unanimous

5. Matting for Wanegarden Pool House

Management provided the Board with proposals for replacement of the Dri-Deck matting at the Wanegarden Pool Mens' and Ladies' bathhouse. Management received proposals from Community Pool Service Inc., RSV Pools, Inc. and Continental Pools, Inc.

MOTION: (Steve/Amy) Approve the contract for replacement of the Dri-Deck matting at the Wanegarden Mens' and Ladies' bathhouse from Community Pools for \$5,800.00.

Vote: Motion Passed - Unanimous

6. New Maryland Towing Law

Management stated that the state of Maryland changed the law with regard to towing effective October 1, 2012. Management reported that Craig Wilson, Vanguard Management, sent notice to G&G Towing to suspend towing services and not to erect or install any new or replacement signs in CVS. Management stated that the tow law will probably go back to the legislature next year for revision. The Board agreed to wait on any decision concerning towing in CVS.

7. Bulk Trash Pick-up Day

Management reported that the bulk trash pick-up day went well. One area of the community was missed, but the trash company was notified and came back to pick up the bulk trash in that area.

8. Tot Lot Replacement

Management stated that Playground Specialists should install the new tot lot equipment by the end of November.

9. Storm Damage

Management reported that there was minimal landscape damage following the latest storm. Three (3) signs were damaged and have been repaired.

Management reported that Willow Cove Townhouse reported some damage to houses. The damage was reported to the insurance company. The insurance company will be inspecting everyone's roof in Willow Cove Townhouse Condominium and provide a report to Management. The insurance company will consider all the damage for this storm as one (1) deductible.

10. Installation of Sidewalk on Wanegarden Drive

Management received communication from Mark Terry, Division of Traffic Engineering and Operation for Montgomery County Department of Transportation regarding a new cross walk spanning Wanegarden Drive at the entrance of the Community Center parking to the entrance of the Lake Seneca Elementary School. The installation of this cross walk will involve relocation of the split rail fence and installation of a sidewalk on common area property of CVS.

MOTION: (Steve/Robert) Ratify the approval of the Proposal from the Montgomery County Department of Transportation for installation of a sidewalk and relocation of the current split rail fence.

Vote: Motion Passed - Unanimous

11. Deferred Assessment Resolution

Each year Goldklang Group CPAs, P.C. recommend that all their clients pass a deferred assessment resolution to strengthen the income tax filing position.

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MOTION: (Robert/Steve) The Association elects to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion.

Vote: Motion Passed - Unanimous

E. OLD BUSINESS

1. Pit Bull Resolution

Management stated that the letter to be sent to homeowners concerning the new rule about pit bulls in the community is currently being drafted.

2. Website

It was requested that Management check the website as to which meeting minutes need to be posted and post the date and time of the Board of Directors Meeting.

F. 2012 ANNUAL MEETING (2ND ATTEMPT)

The Churchill Village-South Homeowners Association held the 2012 Annual Meeting (2nd Attempt).

G. CLOSED MEETING

The Board moved into Closed Meeting at 8:35 p.m.

H. RESULTS OF THE CLOSED MEETING

The Board took action on a request for a waiver of fees and an approval to write-off bad debt.

I. ADJOURNMENT

MOTION: (Jim/Robert) Adjourn the Board of Directors Meeting at 8:53 p.m.

Vote: Motion Passed - Unanimous