

**Churchill Village South Homeowners Association
Board of Directors Meeting
May 22, 2014**

The Board of Directors of Churchill Village South Homeowners Association held a Board of Directors Meeting at the CVS Community Center on Wednesday, May 22, 2014 at 7:00 p.m.

Board Members Present:

Jim Ganz, President
Steve Buc, Vice President
Robert Fuss, Treasurer/Secretary
Saadi Movassaghi, Director
Kathie Matthews, Director

Also Present:

Annie Geralis, Community Manager
Ruth Ann Allen, Recording Secretary

Homeowners Present:

Wilma Buc, 53 Lake Park Drive
Mark Wulff, 13500 Walnutwood Lane
Victor Schendeler, 13524 Walnutwood Lane
Adrian Riddell, 20202 Waterside Drive

A. ARCHITECTURAL CONTROL COMMITTEE

1. 20215 Laurel Hill Way

Management received an ACC Application for installation of windows for 20215 Laurel Hill Way.

MOTION: (Jim/Steve) Approve the ACC Application for 20215 Laurel Hill Way for installation of windows.

Vote: Motion Passed - Unanimous

2. 13325 Woodruff Court

Management provided the Board with an ACC Application from 13325 Woodruff Court to stain the siding and replace the roof and gutters.

MOTION: (Steve/Kathie) Approve the ACC Application for 1325 Woodruff Court to stain the siding and replace the roof and gutters.

Vote: Motion Passed - Unanimous

3. 19708 Teakwood Circle

Management received an ACC Application from 19708 Teakwood Circle for patio, deck and fence. Willow Cove Manor has reviewed and approved the ACC Application.

MOTION: (Steve/Kathie) Approve the ACC Application for 19708 Teakwood Circle for patio, deck and fence.

Vote: Motion Passed - Unanimous

4. 13524 Wisteria Drive

Management received an ACC Application from 13524 Wisteria Drive for installation of a ground level deck over an existing patio.

MOTION: (Jim/Steve) Approve the ACC Application from 13524 Wisteria Drive for installation of a ground level deck over an existing patio.

Vote: Motion Passed - Unanimous

5. 13437 Walnutwood Lane

Management received two (2) ACC Applications from the real estate agent selling the house at 13437 Walnutwood Lane. One application is for the replacement of the windows that were installed without an ACC Application and the other for replacement of the siding to white. The windows that were installed have white trim, and the Board recommended that the siding color be an earth tone rather another than white. The Board agreed to disapprove both ACC Applications and requested that both ACC Applications be resubmitted.

MOTION: (Jim/Steve) Disapprove the ACC Applications for 13437 Walnutwood Lane and have the letter to the real estate agent that the proposed siding color be another color besides white and to resubmit both ACC Applications.

Vote: Motion Passed - Unanimous

6. 20202 Waterside Drive

Management received an ACC Application from 20202 Waterside Drive for replacing an existing patio with pavers and extending it eight (8) feet; the ACC application also included capping of the wood trim on the house with aluminum.

MOTION: (Jim/Kathie) Approve the ACC Application from 20202 Waterside Drive for installation of a new patio and capping of the siding trim.

Vote: Motion Passed - Unanimous

B. CALL TO ORDER

The May Board of Directors Meeting was called to order by Jim Ganz at 7:40 p.m.

C. MINUTES

1. March 12, 2014 Board of Directors Meeting Minutes

MOTION: (Robert/Jim) Accept the minutes of March 12, 2014 as submitted.

Vote: Motion Passed - Unanimous

D. HOMEOWNER OPEN FORUM

1. Mark Wulff, 13500 Walnutwood Lane, requested an update on planned thinning of the trees on the common area along his property line. Management noted that the landscaper (McFall & Berry) had been contacted about this matter, but they have not submitted a proposal. Management noted that due to the late winter weather they are

behind schedule. The Board inquired if approval for the removal of the trees is required by the County and if replacement trees are required somewhere else on CVS property. Management will check with the County.

Mr. Wulff also inquired about the Association's responsibility with renters. Management stated that the Board deals with the homeowner of the property.

Mr. Wulff stated that the fence at 13429 Winterspoon Lane has been removed, but the fence posts remain in place. There are also dead and dying trees on the property covered in ivy. Management will check on the County ordinance concerning dead trees on homeowner property.

Mr. Wulff noted that he had previously requested a path be placed next to his property line where people use this area to reach the path behind his house. In the evaluation of his property line, it was determined that his property extends to the trees on the common area. Mr. Wulff stated that he will be moving his fence to his property line and will submit an ACC Application.

E. MANAGEMENT REPORT

1. Proposal for Installation of Summer Flowers

Management received a proposal from McFall & Berry for installation of summer flowers in the community for a total cost of \$2,973.00. The Board agreed to approve most of the proposed plantings, but to exclude planting Crotons, as they are expensive.

MOTION: (Jim/Steve) Accept the summer flower proposal from McFall & Berry, but eliminate the installation of the Crotons for a cost not to exceed \$2,400.00.

Vote: Motion Passed - Unanimous

2. Sand Removal Proposal

Management provided the Board with a proposal from D & A Dunlevy for removal of sand that is left on the private streets from the winter snow removal activities. The proposed cost is \$7,055.00.

MOTION: (Kathie/Jim) Accept the proposal from D & A Dunlevy for street sweeping in the amount of \$7,055.00.

Vote: Motion Passed - Unanimous

3. Required Maintenance on the Storm Water Management Pond (Teakwood Lane)

Management provided the Board with a proposal from John's Labor Group for the required work on the Storm Water Management Pond located on Teakwood Lane at a cost of \$2,450.00.

MOTION: (Robert/Steve) Accept the proposal from John's Labor Group for the work on the Storm Water Management Pond located on Teakwood Lane, not to exceed \$2,450.00.

Vote: Motion Passed - Unanimous

4. Drainage Issue at Tot Lot on Wyman Way/Wedgeport Lane

Management provided the Board with a proposal from Environmental Quality Resources, LLC (EQR) for redirection of the water flow underneath the path area and down toward the current water drain which is located on the left of the path. The proposal does include the removal of the asphalt path, but EQR stated that they do not perform any asphalt replacement or repair and this work would need to be handled by a different contractor. The cost of the proposal from EQR is \$14,981.50

Management also provided the Board with a proposal from O'Leary's Asphalt for the replacement cost of the pathway for \$3,000.00.

MOTION: (Steve/Jim) Accept the proposal from EQR for regrading at the tot lot by Wyman Way/Wedgeport Lane for a cost not to exceed \$14,981.50.

Vote: Motion Passed - Unanimous

MOTION: (Jim/Steve) Accept the O'Leary Asphalt proposal to replace the pathway by the tot lot on Wyman Way/Wedgeport Lane following the regrading of the tot lot by EQR for a cost not to exceed \$3,000.00; to come from reserves.

Vote: Motion Passed - Unanimous

5. Drainage Issue from Wyman Way through Tunnel Under Wynnfield Drive

Management provided the Board with proposals from EQR for solutions to the water erosion situation occurring from the tunnel starting on Wyman Way through the tunnel under Wynnfield Drive and along the asphalt walking path down to the newly installed erosion project that was completed by the Churchill Foundation. The first option is to install a high density polyethylene plastic drain to convey maximum water volume; this option would cost \$4,296.00. The second (2nd) option is to install a concrete drainage inlet as per Montgomery county specifications for a total cost of \$6,478.00.

MOTION: (Jim/Robert) Accept the EQR proposal for the drainage issue at Wyman Way for the second (2nd) option, not to exceed \$6,478.00.

Vote: Motion Passed - Unanimous

6. Pool Lights

The Board approved, via email, a proposal from Community Pools for replacement of two (2) underwater light fixtures for a price of \$1,300.00 and the replacement and wire of one (1) light transformer for a price of \$500.00 at the Winterspoon Pool. The total cost of the proposal was \$1,800.00.

MOTION: (Jim/Steve) Ratify the installation of two (2) underwater light fixtures and one (1) light transformer at the Winterspoon Pool in the amount of \$1,800.00.

Vote: Motion Passed - Unanimous

7. Request for Swim Team Funding

Management received correspondence from Jim Ganz, Parent Coordinator for the Sundevils Swim team requesting financial support for the swim team and the coaching staff in the amount of \$5,000.00.

MOTION: (Jim/Steve) Accept the request of funding from the Sundevils Swim Team Parent Coordinator in the amount of \$5,000.00 for the 2014 season.

Vote: Motion Passed - 4 ayes/0 nays/1 abstention (Ganz)

8. Swim Team Liability Insurance

Management provided the Board with the renewal insurance policy for the general liability for the CVS Swim Team for the 2014 season in the amount of \$620.10. Management stated that this cost is about half the cost of last year's liability insurance. The Swim Team will be responsible for having the waivers signed by each member of the swim team and a copy to Management for the Association's records.

MOTION: (Jim/Steve) Accept the new proposal for the liability insurance for the swim team at a cost of \$620.10 to be covered from the \$5,000.00 approved for the swim team.

Vote: Motion Passed - 4 ayes/0 nays/1 abstention (Ganz)

9. Community Center Use by the Swim Team

Management received correspondence from Jim Ganz, Parent Coordinator of the Swim Team, requesting use of the Community Center for swim meets and the season ending award banquet. Management has forwarded the requested dates for the use of the Community Center to the Community Center Administrator.

MOTION: (Steve/Kathie) Approve the use of the Community Center by the Swim Team for the dates and times requested.

Vote: Motion Passed - 4 ayes/0 nays/1 abstention (Ganz)

10. Social Committee Correspondence

Management received correspondence from the Social Committee Chairman requesting funds for community events at the pool in the amount of \$4,700.00. The events would include three (3) family events and one (1) adult pool party. Management noted that the amount budgeted for social events is \$4,500.00.

It was requested that signs be placed in the community and a notice on the website informing the community of these events.

MOTION: (Robert/Jim) Allocate \$4,500.00 for pool parties as requested by the Social Committee and the Board requests the placement of signs in the community and an announcement on the website with the date and time for each event.

Vote: Motion Passed - Unanimous

Amend: (Robert/Steve) Amend the amount to \$4,700.00.

Vote: Motion Passed - Unanimous

11. Walnutwood Lane Drainage Issue

Management provided the Board with a proposal from Charles P. Johnson & Associates, Inc. (CPJ) for a grassed channel that will flow from the area behind Walnutwood Lane to a storm drain on the MCPS property. After installation, the landscaper would maintain this area. CPJ would get permission for this work from MCPS and the County.

MOTION: (Jim/Steve) Table the proposal from CPJ until discussion concerning engineering and questions answered from legal counsel.

The Board discussed other options for controlling the water runoff in that area with an option that would not involve the school. The Board agreed to table any decision on the proposal until further discussion with the engineer and answers to questions posed by Robert Fuss to legal counsel.

Vote: Motion Passed - Unanimous

12. Waterside Drive Drainage Issue

Management provided the board with a proposal from CPJ for addressing the water that flows down the hill on common area and into the home at 20211 Waterside Drive. CPJ proposes installing a private storm drain that would collect water from an inlet to be placed at top of the slope and direct it into a private storm drain yard inlet at the bottom of the slope. The Board questioned whether the water would flow into the inlet. The Board requested a meeting with CPJ to discuss the proposal. Management will set up a meeting with CPJ and Board members as soon as possible.

MOTION: (Jim/Robert) Table the issue of the drainage issue at 20211 Walnutwood Lane until the Board meets as soon as possible to discuss options with engineer.

Vote: Motion Passed - Unanimous

F. NEW BUSINESS

1. Letter to Legal Counsel

Robert Fuss drafted a letter to legal counsel with questions concerning the drainage issue behind Walnutwood Lane as the water comes from a homeowner's property. Mr. Fuss also inquired if there would be any other risks in being proactive in redirecting the water. Management stated that an answer has not been received from legal counsel. The Board agreed not to move forward with any decision on the drainage work for Walnutwood Lane until legal counsel replies to the letter and the Board meets with the engineer.

2. Level II Reserve Study

Management provided the Board with the draft copy of the Level II Reserve Study for their review. Management noted that several items on the reserve study were items that belong to The Villas at Willow Cove and will be removed.

Robert Fuss noted that according to the Reserve Study the Association would not be contributing sufficient funds into the reserves and the Association should not fall

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behind on contributions to the reserves. Management stated that this should be an item that the Board discusses at the budget meeting with Vanguard Management in August. Management also noted that the Wanegarden Pool will need to be white coated soon; this will be a large reserve expense.

3. Mowing of Common Areas

It was noted that the landscape company is not mowing some of the common areas at the Willow Cove Townhouses. Management will notify McFall & Berry of this matter.

G. CLOSED MEETING

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

Vote: Motion Passed - Unanimous

H. RESULTS OF THE CLOSED MEETING

The Board took action on two (2) delinquent accounts.

I. ADJOURNMENT

MOTION: (Jim/Robert) Adjourn the regular Board of Directors Meeting and the Closed Meeting at 9:10 p.m.

Vote: Motion Passed - Unanimous