

Churchill Village South Homeowners Association
Board of Directors Meeting
October 12, 2016

The Board of Directors of Churchill Village South held a Board of Directors Meeting at the CVS Community Center on Wednesday, October 12, 2016 at 8:00 p.m.

Board Members Present:

Jim Ganz, President
Steve Buc, Vice President
Robert Fuss, Treasurer
Kathie Matthews, Secretary
Aaron Skolnik, Director

Also Present:

Annie Geralis, Community Manager
Ruth Ann Allen, Recording Secretary

Board Members Absent:

Saadi Movassaghi, Director

A. COMMUNITY SAFETY MEETING - 7:00 P.M.

Churchill Village South HOA held a Community Safety Meeting for homeowners before the regular Board of Directors Meeting. Marcus Dixon, Community Service Officer, was present to talk with homeowners regarding community safety. Officer Dixon thanked homeowners for attending the meeting and caring about their community. Officer Dixon noted that people need to remember to lock their cars and the doors to their homes to help prevent theft.

Officer Dixon noted that most of the issues involving teens are occurring in the “Central Business District (CBD)” of Germantown. However, teens will also hang out at tot lots and pools in communities.

It was noted that the more calls that the police receive from homeowners regarding suspicious activity, the more presence the Police will have in the community. Officer Dixon stated that any activity that is suspicious or out of the ordinary should be reported to police through 911. The non-emergency number for the Police is 301-279-8000.

Homeowners requested that the Association look into a way to communicate to homeowners about suspicious activity in the community.

B. ARCHITECTURAL CONTROL COMMITTEE (ACC)

Homeowners Present:

Chris and Pam Oves, 13328 Waterside Circle
Adrienne Zago, 20145 Laurel Hill Way

1. 13228 Waterside Drive

Management received an Architectural Change Application from 13328

Churchill Village South Homeowners Association
Board of Directors Meeting
October 12, 2016

Waterside Circle for replacement of the retaining wall at the rear of the property. The application states that eight feet (8') feet of the retaining wall is on CVS common property. The replacement of this section of the wall is included in the cost estimate of the replacement project. If the Board agrees to move forward with replacement of the part of the retaining wall on CVS property, the homeowner is requesting \$700.00 from CVS to replace this portion of the retaining wall.

MOTION: (Jim/Kathie) Accept the Architectural Change Application from 13328 Waterside Circle to replace the retaining wall, with the codicil that the HOA will refund the homeowner for replacement of the retaining wall that is on HOA in the amount of \$700.00.

Vote: Motion Passed - Unanimous

2. 34 Walnutwood Court

Management received an Architectural Change Application from 34 Walnutwood Court for replacement of windows throughout the home.

MOTION: (Jim/Aaron) Accept the Architectural Change Application from 34 Walnutwood Court for replacement of windows to the home.

Vote: Motion Passed - Unanimous

3. 11 Lake Park Court

Management received an Architectural Change Application from 11 Lake Park Court for replacement of the deck and a privacy fence. This home is located within Willow Cove Townhome Condominium (WCTC) and the application was reviewed and approved the WCTC Board of Directors.

MOTION: (Aaron/Jim) Accept the Architectural Change Application from 11 Lake Park Court for replacement of the deck and privacy fence.

Vote: Motion Passed - Unanimous

4. 19957 Wild Cherry Lane

Management received an Architectural Change Application from 19957 Wild Cherry Lane for replacement of the siding to the home.

MOTION: (Aaron/Jim) Accept the Architectural Change Application from 19957 Wild Cherry Lane for replacement of the siding to the home.

Vote: Motion Passed - Unanimous

5. 20143 Laurel Hill Way

In September the Board disapproved an Architectural Change Application from 20143 Laurel Hill Way for installation of a paver walkway from the sidewalk to the carport. A neighbor noted that the walkway was a trip hazard and the pavers were

Churchill Village South Homeowners Association
Board of Directors Meeting
October 12, 2016

uneven. Management received correspondence from 20143 Laurel Hill Way appealing the denial for the installation of the path. The homeowner noted that the paver pathway was reinstalled to be level and planting material was added to the sides of the pathway. Management and Robert Fuss inspected the pathway and noted that it looked nicer and was stable.

Adrienne Zago, 20145 Laurel Hill Drive, noted that the gravel between the pavers still washes out when it rains which still makes the pathway hazardous to walk on in heels, and she is also unable to roll her trash can over the path. The Board noted that the Association has done all that can be done through their authority and the homeowner of 20143 Laurel Hill Way has done due diligence to fix the pathway.

MOTION: (Jim/Aaron) Approve the Architectural Change Application from 20143 Laurel Hill Way for installation of the paver pathway from the sidewalk to the carport as amended.

Vote: Motion Passed - Unanimous

Ms. Zago also noted that the rear fence of 20143 Laurel Hill Way is still partly on her property and may impede the installation of her deck/patio. The Board noted that her contractor should pull the plat for the property; that way they will be able to tell if the fence does go onto Ms. Zago's property. The Board requested that Management check if an Architectural Change Application was submitted for the fence by 20143 Laurel Hill Way.

6. Hearing for 20137 Laurel Hill Way

Management noted that Hearing notification had been sent to 20137 Laurel Hill Way regarding a small piece of rebar which is coming up through the sidewalk area in front of the home which may cause a trip hazard. The homeowner did not attend the Hearing. Upon inspection of the area, it was noted that nothing is sticking up above the sidewalk, but there is a divot where the horizontal rebar is showing through the sidewalk.

MOTION: (Aaron/Robert) Send notice to 20137 Laurel Hill Way to repair the sidewalk within thirty (30) days or the Association reserves the right to take action at the homeowner's expense.

Vote: Motion Passed - unanimous

C. CALL TO ORDER

The October Board of Directors Meeting was called to order at 9:17 p.m. by Jim Ganz.

D. MINUTES

1. September 14, 2016 Board of Directors Meeting Minutes

MOTION: (Jim/Aaron) Approve the Board of Directors Meeting Minutes of September 14, 2016 as amended.

Vote: Motion Passed - Unanimous

E. MANAGEMENT REPORT

1. 20225 Waterside Drive

Management provided the Board with a proposal from Classic Landscape to remove a dead tree behind 20225 Waterside Drive and trim common area trees away from the home. The Board noted that trimming all the common area trees away from homes would cost the Association a great deal of money. The Board agreed to removal of the dead tree, but not to trim the common area trees. The cost for removal of the dead tree is \$1,320.00.

MOTION: (Kathie/Robert) Accept the proposal from Classic Landscapes to remove the dead tree at 20225 Waterside Drive in the amount of \$1,320.00.

Vote: Motion Passed - Unanimous

2. 2016/2017 Snow Removal

Management provided the Board with the snow removal contracts from D&A Dunlevy for 2016/2017 for the common areas and streets throughout CVS and a separate contract for snow removal of CVS common area sidewalks located in The Villas at Willow Cove Condominium

MOTION: (Jim/Kathie) Accept the Snow Removal Contracts from D&A Dunlevy for snow removal in CVS and The Villas at Willow Cove Condominium as specified in the contract.

Vote: Motion Passed - Unanimous

3. Additional Lighting at Winterspoon Pool/Tennis Court/Playground Area

Management provided the Board with a proposal from Power Systems Electric to replace the pole light at the Winterspoon Pool and add lighting for the tennis court and playground area next to the Winterspoon Pool in the amount of \$7,100.00.

The Board requested that Management check with Power Systems Electric on the distance to trigger the sensors and if the sensitivity is adjustable. The Board also requested that Management provide one (1) or two (2) additional proposals for this work.

4. Winterization of Pools

Management received proposals from Community Pools for winterization of both pools. The winterization cost for the Winterspoon Pool is \$2,215.52 and the winterization cost for the Wanegarden Pool is \$3,775.67, for a total cost of \$5,991.19.

MOTION: (Jim/Kathie) Accept the proposals from Community Pools for winterization of the Winterspoon Pool in the amount of \$2,215.52 and the Wanegarden Pool in the amount of \$3,775.67 for a total of \$5,991.19.

Vote: Motion Passed - Unanimous

5. 2017 Pool Management Contract

Management noted that the current contract with Community Pools is set to expire in 2016. Management is in the process of bidding out the Pool Management Contract for 2017, with an addendum for 2018 and 2019. Management will send out RFPs to Community Pool Service, American Pools, U.S. Aquatics, and Continental Pools.

6. Bulk Trash Pickup

The Bulk Trash Pickup Day for CVS has been scheduled for November 5, 2016.

7. FY2017 Draft Budget

Management sent out the proposal budget for 2017 to homeowners. Management noted that no written comments were received from homeowners.

MOTION: (Jim/Kathie) Accept the proposed FY2017 Operating Budget as presented to homeowners.

Vote: Motion Passed - Unanimous

8. Draft Audit

Management provided the Board with the draft audit for the years ending December 31, 2015 and 2014.

MOTION: (Robert/Jim) Approve the draft audit from Goldklang Group for the years ending December 31, 2015 and 2014.

Vote: Motion Passed - Unanimous

Goldklang Group recommended that the Association aggressively pursue all delinquent accounts as the Association's Assessments receivable balance was equal to twelve percent (12%) of annual assessments. The Assessments receivable should be at a level of three percent (3%) or less indicating a good collection procedure and a positive impact on cash flow.

Goldklang Group also recommends that the Association develop a budget that will cover all operating cost and fully fund replacement reserves. The Board noted that overages for the 2016 operating budget were mostly due to snow removal.

9. Engagement Letter

Management provided the Board with the Engagement Letter from Goldklang Group for performing the annual audit for the years ending December 31, 2016 and 2017. The cost for preparation of the audit is \$4,050.00 for 2016 and \$4,100.00 for 2017. The cost to prepare the Federal and State Tax Returns for each year is \$400.00, and the a cost for preparation of the Maryland Personal Property Tax Return is \$100.00 for each year.

Churchill Village South Homeowners Association
Board of Directors Meeting
October 12, 2016

The total cost for audit and tax services is \$9,150.00

MOTION: (Robert/Jim) Accept the Engagement Letter from Goldklang Group for performing the audit for the years 2016/2017 for a total \$9,150.00, which includes tax preparation.

Vote: Motion Passed - Unanimous

10. Deferred Assessment Resolution

Management provided the Board with correspondence from Goldklang Group recommending that the Association pass a Deferred Assessment Resolution to strengthen the income tax filing position of the HOA.

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

Vote: Motion Passed - Unanimous

11. 2016 Annual Meeting

The first attempt of the 2016 Annual Meeting will be held on October 14, 2016 at 5:00 p.m. at the Community Center. The primary business of the meeting shall be the election of six (6) Directors as required by the By-laws for the Association. A quorum for the Annual Meeting is fifty-one percent (51%) of homeowners present in person or by proxy. If a quorum is not achieved, the second (2nd) attempt of the Annual Meeting will be held on November, 9, 2016 at which those members present in person or by proxy will constitute a quorum for the purpose of electing Directors.

It was noted that Board Member, Saadi Movassaghi, has not been able to attend Board Meetings during 2016. Jim Ganz agreed to contact Mr. Movassaghi to request that he step down from the Board of Directors.

F. OLD BUSINESS

1. Removal of Bush

Kathie Matthews inquired about the status of the bush to be removed on Lake Park Drive. Management contacted Classic Landscape, but has not yet received a reply.

2. Edging of Sidewalk

It was noted that the landscaping company is not edging along the sidewalks on Lake Park Drive.

G. NEW BUSINESS

1. Business under Closed Meeting

Robert Fuss inquired what business should be done under Closed Meeting. Management noted that any matter that has been handed over to Legal Counsel should be held in Closed Meeting.

1. Listserv

Aaron Skolnik noted that, following the discussion in Community Safety Meeting, he was willing to look into setting up a Listserv for CVS. The Board agreed to authorize Mr. Skolnik to move forward with this project. The Board noted that there needs to be guidelines for behavior and what can and cannot be posted. The Listserv also needs to have a moderator as the first line of defense.

2. Germantown Alliance

Robert Fuss noted the Germantown Alliance is an organization of volunteer citizens, businesses, and organization that represents Germantown with the Montgomery County Council and interfaces with Police. Mr. Fuss suggested that CVS join the Germantown Alliance for an annual membership fee of \$35.00. Robert Fuss noted that he is willing to be the Board representative to the Germantown Alliance from CVS.

MOTION: (Robert/Aaron) Approve Churchill Village South Homeowners Association joining the Germantown Alliance at a cost of \$35.00 per year.

Vote: Motion Passed - Unanimous

3. WiFi at Pool

Aaron Skolnik requested that the Board look into having WiFi at the pool during swim seasons.

4. Community Cell Phone Towers

Robert Fuss noted that there will be an informational meeting on the placement of small cell towers into communities on October 26th and that the meeting will be held at the Ridgeview Middle School.

5. School Information

It was suggested that CVS look into a way of being notified by the local schools of incidences that happen in the CVS community.

H. CLOSED MEETING

MOTION: (Jim/Robert) Move into Closed Meeting at 9:55 p.m.

Vote: Motion Passed - Unanimous

I. RESULTS OF THE CLOSED MEETING

The Board took action on writing off of bad debt.

Churchill Village South Homeowners Association
Board of Directors Meeting
October 12, 2016

J. ADJOURNMENT

MOTION: (Jim/Kathie) Adjourn the Closed Meeting and Board of Directors Meeting at 10:00 p.m.

Vote: Motion Passed - Unanimous