



**Churchill Village South Homeowners Association  
Board of Directors Meeting  
February 8, 2017**

The Churchill Village South Homeowners Association held a Board of Directors Meeting at the CVS Community Center on Wednesday, February 8, 2017 at 7:00 p.m.

**Board Members Present:**

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

**Also Present:**

Debbie Montgomery, Community Manager  
Craig Wilson, Vanguard Management  
Ruth Ann Allen, recording Secretary

**Board Member Absent:**

Steve Buc, Vice President

**A. ARCHITECTURAL CONTROL COMMITTEE**

1. 20146 Timber Oak Lane

Management received an Architectural Change Application from 20146 Timber Oak Lane for installation of a window to the back of the house. It was noted that the Architectural Change Application was denied by the Board for Directors of Willow Cove Townhouse Condominium (WCTC) due to missing information. Aaron Skolnik noted that the noted missing information for window frame color and dimensions were included in the text of the application.

**MOTION:** (Jim/Aaron) Accept the Architectural Change Application from 20146 Timber Oak Lane for installation of window on the back of the house.

**Vote:** Motion Passed - Unanimous

2. 13508 Wisteria Drive

Management received an Architectural Change Application for installation of a fence from 13508 Wisteria Drive.

**MOTION:** (Aaron/Jim) Accept the Architectural Change Application from 13508 Wisteria Drive for replacement of existing fence on the condition that the fence is placed along the property line and does not extend past the front of the house.

**Vote:** Motion Passed - Unanimous

**B. CALL TO ORDER**

The February Board of Directors Meeting was called to order by Jim Ganz at 7:10 p.m.

**C. HOMEOWNER OPEN FORUM**

Kevin Gray, 20018 Lake Park Drive  
Victoria LeStrange, 20030 Lake Park Drive

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M. Riddleberger, 20038 Lake Park Drive  
Steve Murphy, 20006 Lake Park Drive, WCTC Board Member

1. Homeowners from Lake Park Drive were present to talk to the Board regarding parking on the Lake Park Drive circle. It was noted that many of the homes in that area have more than two (2) vehicles, making it difficult to find an unoccupied parking space which has created tensions between residents.

Kathie Matthews noted that she has checked this area at different times of the day and did not notice any problem in finding open spaces to park.

A proposal was presented to the Board to install assigned parking based on a system already in place on Willow Cove Drive in CVS.

The Board noted that towing will not be enforced if assigned parking is installed. It was also noted that CVS has no restrictions on the number of vehicles per household.

The Board discussed that notification could be sent to residents in this area reminding them that are not to park more than two (2) vehicles per household in this area and that they must park additional vehicles on the street and further that they should be respectful of all neighbors regarding parking. It was also noted that due to the turnaround of rental units that the parking issues could change fairly quickly.

It was also noted that assigned parking can create more problems, and the painting for assigned parking is not aesthetically pleasing,

The Board will discuss this issue further under New Business.

2. Steve Murphy inquired about repainting of fire lanes in the community. The Board noted that they will look into this matter.

#### **D. MINUTES**

1. November 9, 2016 Board of Directors Meeting Minutes

**MOTION:** (Jim/Kathie) Approve the Board of Directors Meeting Minutes of November 9, 2016 as submitted.

**Vote:** Motion Passed - Unanimous

2. January 11, 2017 Board of Directors Meeting Minutes

**MOTION:** (Jim/Kathie) Accept the January 11, 2017 Board of Directors Meeting Minutes as amended.

**Vote:** Motion Passed - Unanimous

#### **E. MANAGEMENT REPORT**

1. Tree Removal/Trimming

Management provide the Board with proposals from Appalachian Tree Service, S & P Tree Care, McFall & Berry Landscape, and Classic Landscaping for removal and

trimming of identified trees in Quadrant 1, which includes Waterside Drive, Circle and Court. Some of the proposals also included replanting of the trees.

The Board noted that the trees to be planted by Classic Landscapes were very expensive. Management noted that Classic suggests planting top of the line trees.

Management suggested that the Board not accept a proposal for new trees at this time and to wait for fall planting. Management also suggested having an arborist look at the areas after the trees are removed and provide recommendations as to whether new trees should be planted in these areas. Management will check if Montgomery County has requirements for replacing trees that are removed.

**MOTION:** (Aaron/Jim) Accept the proposal from Appalachian Tree Service, Inc. for removal of trees in Quadrant 1 in the amount of \$8,500.00.

**Vote:** Motion Passed - Unanimous

## 2. Tree Removal Behind 19924 Lake Park Drive

The Board approved via email removal of a tree at 19924 Lake Park Drive by McFall & Berry at the cost of \$2,450.00.

**MOTION:** (Jim/Aaron) Ratify the approval of removal of the pine tree located behind 19924 Lake Park Drive by McFall & Berry Landscapes in the amount of \$2,450.00 which was completed on December 5, 2016.

**Vote:** Motion Passed - Unanimous

## 3. Landscape Items

It was suggested that the redesign of entrance areas in the community be added to the landscape list for 2017. This project was tabled in 2016. The Board also requested that Management request an updated landscape improvement list from Classic for 2017.

It was noted that the area behind 20026 and 20024 Lake Park Drive is eroding and that a black hose has been left in that area. No work has been done on this area even though it has been noted before.

It was noted that a representative from Classic Landscaping will be coming to the March Board Meeting.

## 4. Pool Management

Management provided the Board with proposals for pool management of the Wanegarden and Winterspoon Pools from Continental Pools, American Pool Service, and Community Pool Service..

The Board requested that Management request that American Pool provide prices for 2018 and 2019.

It was noted that the pool management budget for 2017 is approximately \$96,000.00.

Management suggested that the Board meet with a representative from each pool

company at the March Board Meeting to discuss areas of concern including staffing, operations, cleaning supply deliveries, and pool house bathroom cleaning. To accommodate this, the Board Meeting is to begin at 6:30 p.m.

5. Security Lights at Winterspoon Pool

Management reported that the security lights at the Winterspoon Pool/tennis court/playground area have been installed and have been operational for a few weeks. Management received correspondence from 13500 Walnutwood Lane reporting that the lights are shining directly into the home and there is now enough light that the tennis courts are used by kids in the middle of the night. Management noted that the lights can be redirected away from the home and directly off the tennis court. The Board suggested that signs be installed at the tennis that the area is closed after sunset, and these signs should be posted at all the tennis courts.

6. Trash Issue on Waterside Court

Management noted that signs to post on the signpost and a light pole nearby 1 Waterside Court have been ordered. These signs are to notify people not to deposit their trash in the area.

Management also made an inquiry of Ecology Trash Service to determine whether “front door” trash collection would be feasible for The Villas Condominium units and at what additional cost. Management has not received an answer from Ecology. Management is also looking into the governing documents to see if CVS has the authority to pass along any additional cost to just this particular group of owners. Management encouraged the Board to initiate a dialogue with the Board of Directors for The Villas at Willow Cove Condominium regarding this issue.

7. Pool Pass Mailing

The Board requested that, when the pool pass mailing is sent to homeowners, an insert be added regarding trash and reminding residents to use trash cans with lids.

8. Overgrowth Pruning of Tunnel behind 20150 Wynnfield Drive

It was noted that the entrance to the tunnel opening of the walking path behind 20150 Wynnfield Drive need aggressive pruning. Management reported that Classic Landscaping submitted a proposal for this work and that the pruning has been completed. Management noted that it is the responsibility of CVS for maintenance at the openings of the tunnels. The tunnels themselves are maintained by Montgomery County Department of Transportation.

9. 19956 Lake Park Drive

Management received correspondence from the homeowner at 19956 Lake Park

Drive regarding a large shrub that was removed near the home. Management responded to the homeowner that the bush, which was on common property, was encroaching on the sidewalk.

10. New Fair Housing Rules

Management received correspondence from legal counsel in response to the Board's inquiry regarding new Fair Housing Rules that apply to homeowner associations. Legal counsel noted that in accordance with the Association's documents the Association is covered, and thus there is no need to modify the documents. However, any matter involving harassment complaints should be brought immediately to legal counsel's attention.

11. G&G Towing Update

Management updated the Board on the status of the insurance claim regarding G&G Towing. Management noted that, as CVS had a towing contract with G&G Towing, the community is a punitive defendant in the lawsuit against G&G Towing. Management noted that correspondence was received from State Farm that an attorney has been assigned to represent CVS in this case.

12. Security System at Winterspoon Pool

Management noted that the security system at the Winterspoon Pool was inspected and that the fan was not operating and needs to be repaired and the backup battery was making an unidentifiable noise and needs to be replaced.. Management has authorized the work which should be completed in a couple of weeks.

**F. NEW BUSINESS**

1. Swim Team Insurance Renewal

Management noted that correspondence was received from Manougian Insurance that the swim team's liability and accident policy needs to be renewed by May 1, 2017. Jim Ganz will provide the responses to the questionnaire provided by Manougian Insurance.

2. 2017 Watering Flowers/Enhancements Proposal

Management provided the Board with a proposal from Classic Landscaping for 2017 Watering of Flowers/Enhancements in the amount of \$65.00 per hour. The Board will discuss this proposal with Classic at the March Board Meeting.

3. Fire Lanes in CVS

Management will check on documentation of where the legal fire lanes are located in CVS. Management note that fire lanes are not required to be painted and can

be designated by signs. It was noted that it can be very expensive to keep repainting the fire lanes yellow, however, if it is not painted then there must be more signs.

4. Lake Clean-up Day

Jim Ganz stated that he would like to organize a lake clean-up day for Earth Day. Mr. Ganz plans to contact the swim team for their help. Management also suggested asking the CVS Board and the Churchill Village Foundation for money. The event will be held on April 22, 2017 with a rain date of April 29th.

5. Parking Policy Resolution

The Board discussed the parking policy resolution submitted by homeowners on Lake Park Drive circle for assigned spaces. Kathie Matthews noted her objections as to the aesthetics and the possibility of other parking problems caused by assigned spaces. It was noted that the assigned parking could cause a domino situation down Lake Park Drive. It was also noted the parking problem might be only temporary as renters move in and out. It was suggested that a letter be sent to residents in that area before any action is taken.

Management noted that the CVS Board would need a formal written request from the WCTC Board requesting the institution of the parking policy for Lake Park Drive circle. Mr. Ganz will discuss this issue with the Board President of the WCTC and their Management company. It was also suggested polling homeowners/residents on Lake Park Drive about installing reserved parking spaces.

**G. CLOSED MEETING**

**MOTION:** (Jim/Aaron) move into Closed Meeting at 9:00 p.m.

**Vote:** Motion Passed - Unanimous

**H. RESULTS OF THE CLOSED MEETING**

The Board took actions on delinquent accounts.

**I. ADJOURNMENT**

**MOTION:** (Aaron/Jim) Adjourn the Closed Meeting and Board of Directors Meeting at 9:15 p.m.

**Vote:** Motion Passed - Unanimous