

**Churchill Village South Homeowners Association  
Board of Directors Meeting  
August 9, 2017**

The Board of Directors of Churchill Village South Homeowners Association held a Board of Directors Meeting at the CVS Community Center on Wednesday, August 9, 2017 at 7:00 p.m.

**Board Members Present:**

Jim Ganz, President  
Robert Fuss, Treasurer  
Aaron Skolnik, Director

**Also Present:**

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

**Board Members Absent:**

Steve Buc, Vice President  
Kathie Matthews, Secretary

**Homeowners Present:**

Cait and Matt McGee-Crane, 55 Lake Park Court  
Marshal Hutton, 20038 Lake Park Drive

**A. CALL TO ORDER**

The August Board of Directors Meeting was called to order by Jim Ganz at 7:08 p.m.

**B. BOARD MEMBER APPOINTMENT**

**Motion:** (Jim/Aaron) Appoint Craig Wilson, Vanguard Management, as a Board member for the purpose of quorum for the Board of Directors Meeting on August 9, 2017.

**Vote:** Motion Passed – Unanimous

**C. MINUTES**

1. July 12, 2017 Board of Directors Meeting Minutes

**MOTION:** (Jim/Aaron) Accept the Board of Directors Meeting Minutes of July 12, 2017 as amended.

**Vote:** Motion Passed – 3 ayes/0 nays/1 abstention (Craig)

**D. HOMEOWNER OPEN FORUM**

1. Marshall Hutton, 20038 Lake Park Drive, noted that the reserved parking on Lake Park Drive has been going smoothly. Mr. Hutton did note that one resident continues to restore a vehicle in the parking lot.

Mr. Hutton inquired about who to contact regarding monthly assessment payments. Management noted that Summit Management should be contacted for payments to Willow Cove Townhome Condominium and Vanguard Management for CVS payments.

Mr. Hutton noted that a large branch fell into his front yard during a storm at the end of July, damaging a small section of the roof on the home. Management noted that as Mr.

Hutton's home is in the condominium that the damage to the roof could be a claim with the condominium association.

Mr. Hutton noted that he had talked with a food vending service at his work about providing food service at the Wanegarden Pool during the pool season. The Board requested that the food vendor attend a Board meeting in February or March and provide a proposal at that time.

2. Cait and Matt McGee-Crane, 55 Lake Park Court, noted that a pile of bulk trash that was left on common area on Lake Park Court when a resident moved out has not been removed.

Ms. McGee noted that a hornet's nest by their home is still a problem. It was noted that this matter should be handled by Summit Management.

Ms. McGee also noted that, about a month ago, a large tree branch fell on their car, damaging it. Management noted that even though the tree was on common property, a damage claim should be handled by the owner's car insurance. Ms. McGee can contact Summit Management for further clarification.

Ms. McGee noted that the trash truck damaged ladders extending from a commercial vehicle parked on Lake Park Court.

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

1. Pool Party/Community Center Rental

Management provided the Board with sample pool party rules for discussion and consideration for future use of pool/community center parties. Jim Ganz requested that the item be tabled to allow the Board to time to review this information in order to develop rules specific to CVS.

2. Community Center Fire Alarm

Management reported that there were at least three (3) false fire alarms at the Community Center, each time resulting in the evacuation of the Wanegarden Pool. The Fire Department responded each time, finding no fire/problem and resetting the alarm. The Fire Department noted that the fire control system is very old and may need to be upgraded or replaced. Management had Fireline inspect the system, but nothing was found wrong with the system; however, Fireline also noted that the system is very old. Management has requested that Fireline conduct a thorough investigation of the system and provide a full evaluation of the system and estimate for needed maintenance.

3. Winterspoon Pool Exterior Lighting

Management had Montgomery Light Service (MLS) investigate the exterior lighting at the Winterspoon Pool, as the lights were not coming on at night. It was noted that all the exterior lights are controlled by a photocell that automatically turn them on at dusk and then off at dawn. MLS noted that the breaker on the electric panel had been turned off. The life guards and Community Pool were notified not to turn off the breaker switch. MLS noted that the breaker panel needs replacement and provided a proposal in the amount of \$864.00 to replace the electrical panel.

**MOTION:** (Aaron/Jim) Accept the proposal from Montgomery Lighting Service for replacement of the electrical panel at the Winterspoon Pool in the amount of \$864.00, to come from Reserves.

**Vote:** Motion Passed – 3 ayes/0 nays/1 abstention (Craig)

4. Pool Winterization

Management provided the Board with two (2) proposals from Community Pool Service for winterization recommendations for the Wanegarden Pool in the amount of \$3,527.00 and for the Winterspoon Pool in the amount of \$2,046.50.

**MOTION:** (Jim/Robert) Accept the proposal from Community Pool Service for winterization of the Wanegarden Pool in the amount of \$3,527.00 and for the Winterspoon Pool in the amount of \$2,046.50.

**Vote:** Motion Passed – 3 ayes/0 nays/1 abstention (Craig)

5. Pool Management Contract Renewal

Management provided the Board with proposal addendums to the pool management agreement from Community Pool Service for 2018 and 2019 in the amount of \$116,400.00 per year.

**MOTION:** (Aaron/Jim) Accept the addendums to the pool management contract from Community Pools for the 2018 and 2019 pool seasons in the amount of \$116,400.00 per year.

**Vote:** Motion Passed – 3 ayes/0 nays/1 abstention (Craig)

6. Shrub Blocking Electric Meter on Wanegarden Pool House

Management had Classic Landscaping prune the large shrub by the electric meter at the Wanegarden Pool house. Management noted that Potomac Edison will still have difficulty accessing the meter and recommended that the shrub be removed. The Board agreed to have Classic Landscaping remove the shrub. Management suggested erecting a fence in that area to screen the meter.

The Board requested that Management have the gutters cleaned at both the Wanegarden and Winterspoon Pool houses.

7. Slate Walk/Step Repair and Maintenance

Management provided the Board with proposals from three (3) contractors for slate walk/step repair and maintenance on Wyman Way, Wedgeport Lane, and Waterside Court. Management noted that the proposal from RJ Landscape also included repairs to the stairs at 19916 Wyman Way. The cost of the proposal from RJ Landscape is \$5,955.00.

**MOTION:** (Jim/Aaron) Accept the proposal from RJ Landscape for slate walk/step repair and maintenance of four (4) areas on Wyman Way, Wedgeport Lane, and Waterside Court for a total amount of \$5,955.00.

**Vote:** Motion Passed – 3 ayes/0 nays/1 abstention (Craig)

8. Emergency Tree Work

Management was notified by several homeowners regarding trees that came down in a storm in July. Management had McFall & Berry remove and clean up debris from the fallen trees as they were already in the community removing trees as part of an earlier contract. The Board authorized the clean-up of the tree debris via email vote at the cost of \$3,500.00

**MOTION:** (Jim/Aaron) Ratify the email vote for emergency tree work by McFall & Berry in the amount of \$3,500.00.

**Vote:** Motion Passed – 3 ayes/0 nays/1 abstention (Craig)

9. Tree Work

Management received communication from a homeowner on Wyman Way regarding tree limbs that were reaching the roof of the home. Upon further inspection by Management, it was noted that there are several trees along this row of homes that are significantly encroaching on the roofs and need to be trimmed back significantly. Management provided the Board with three (3) proposals for trimming of the trees on Wyman Way. Management recommended the Board approve the proposal from Lee's Tree Service in the amount of \$1,450.00.

Management also provided the Board with a proposal from Lee's Tree Service for removal of a tree at 19910-19914 Waterloo Court and 13301 Woodruff Court in the amount of \$2,815.00

**MOTION:** (Jim/Aaron) Accept the proposal from Lee's Tree Service for trimming of trees on Wyman Way in the amount of \$1,450.00 and the proposal for tree removal by 19910-19914 Waterloo Court and 13301 Woodruff Court in the amount of \$2,815.00.

**Vote:** Motion Passed – 3 ayes/0 nays/1 abstention (Craig)

10. Storm Drain from Lake Park Drive to Timber Oak Lane

Management noted that John's Labor Group has performed the camera work on the storm drain from Lake Park Drive to the oil/grit separator on Timber Oak Lane. The preliminary report states that the concrete pipe is deteriorated and collapsed. Management is waiting for a formal written report from the contractor.

11. Teakwood Circle Stormwater Management Pond Maintenance

Management received notification from the Stormwater Facility Maintenance Program for the Montgomery County Department of Environmental Protection regarding needed removal/mowing of woody growth on the dam structure around the Teakwood Circle stormwater management pond.

**MOTION:** (Jim/Robert) Accept the proposal from Classic Landscaping for removal of woody growth on the Teakwood Circle storm water management pond in the amount of \$2,450.00.

**Vote:** Motion Passed – 3 ayes/0 nays/1 abstention (Craig)

12. Fidelity Insurance Renewal

Management noted that the Association's fidelity insurance coverage renews in August 2017. Management noted that there are significant coverage changes in this policy in the Director's & Officer's (D&O) Liability Coverage through State Farm Insurance through John Manougian Insurance Agency. The policy does not cover claims for non-monetary damages (as

would be the case with a CCOC complaint) and the coverage will not pay a monetary judgement. Management noted that a more comprehensive D&O policy with Travelers through Manougian is a better policy and has a lower cost. The cost of the policy is \$1,227.00 annually.

Management noted that the insurance policies will be adjusted to renew each March.

**MOTION:** (Jim/Aaron) Approve the comprehensive Directors & Officers insurance policy with Travelers through John Manougian Insurance Agency at a cost of \$1,227.00 annually.

**Vote:** Motion passed – 3 ayes/0 nays/1 abstention (Craig)

13. 19940 Wild Cherry Lane

Management noted a violation letter was sent to 19940 Wild Cherry Lane regarding the condition of the yard. The Montgomery County Housing Code has also been notified. It is believed that the property is vacant.

14. 20204 Waterside Drive Hearing

Management sent a violation Hearing notice to 20204 Waterside Drive regarding an unapproved exterior color. The homeowner notified Management that they would not be able to attend a Hearing in August. The Board requested that Management reschedule the Hearing for September.

15. 1 Waterside Court Hearing

Management sent a violation Hearing notice to 1 Waterside Court regarding unapproved exterior color. The homeowner did not attend the Hearing.

**MOTION:** (Aaron/Jim) Find the homeowner of 1 Waterside Court in violation of the Association's rules and file a complaint with the CCOC.

**Vote:** Motion Passed – 3 ayes/0 nays/1 abstention (Craig)

16. Draft 2018 Budget

Management provided the Board with the draft 2018 budget for their review. The current operating budget proposes a 3.04% increase in the monthly assessment to \$99.95.

It was noted that the budget does not include the inspection of the stormwater pond dam.

Management noted that the 2017 budget should have a surplus from funds not used for snow removal that could be used to cover the stormwater dam breach study.

**MOTION:** (Jim/Robert) Approve for publication the draft 2018 budget for homeowner comment.

**Vote:** Motion Passed – 3 ayes/0 nays/1 abstention (Craig)

The draft 2018 budget will be posted on the CVS website.

**F. OLD BUSINESS**

1. Board Training

Management noted that all Board members need to complete the Board training required by Montgomery County law, especially as the Board cannot go to arbitration for a CCOC case if all members have not completed the training.

**G. NEW BUSINESS**

1. Aeration and Seeding Proposal

Management noted that Classic Landscaping had provided the Board with an aeration and seeding proposal for the entire CVS property for the Board's consideration at the July Board Meeting. The Board requested that Management have Classic provide a proposal for aeration and overseeding of high visibility areas in the community for no more than \$1,500.00 for the September Board Meeting.

2. Swim Team Operating Report

Management noted that the Swim Team Treasurer provided the financial report for the swim team for June-July 2017.

3. WSSC Temporary Right of Entry Agreement

Management provided the Board with a Temporary Right of Entry Agreement from the Washington Suburban Sanitary Commission (WSSC) for improvements to the sewer system off Wynnfield Drive.

**MOTION:** (Aaron/Jim) Accept the WSSC Temporary Right of Entry Agreement for entry for improvements to sewer on Wynnfield Drive.

**Vote:** Motion Passed – 3 ayes/0 nays/1 abstention (Craig)

**H. ADJOURNMENT OF BOARD MEETING INTO CLOSED MEETING**

**MOTION:** (Jim/Aaron) Adjourn the Board of Directors Meeting and move into Closed Meeting at 8:23 p.m.

**Vote:** Motion Passed – 3 ayes/0 nays/1 abstention (Craig)

**I. RESULTS OF THE CLOSED MEETING**

The Board approved the July 13, 2017 Closed Meeting Minutes and discussed delinquent accounts.

**J. ADJOURNMENT OF THE CLOSED MEETING**

**MOTION:** (Jim/Aaron) Adjourn the Closed Meeting at 8:29 p.m.

**Vote:** Motion Passed – Unanimous

**K. BOARD MEMBER RESIGNATION**

Craig Wilson resigned as a member of the CVS Board of Directors.