

**Churchill Village South Homeowners Association
Board of Directors Meeting
October 11, 2017**

The Board of Directors of Churchill Village South Homeowners Association held a Board of Directors Meeting at the CVS Community Center on Wednesday, October 11, 2017 at 7:00 p.m.

Board Members Present:

Jim Ganz, President
Robert Fuss, Treasurer
Kathie Matthews, Secretary
Aaron Skolnik, Director
Patricia Jones, Director (Arr. At 7:22 p.m.)

Also Present:

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

Board Member Absent:

Steve Buc, Vice President

A. CALL TO ORDER

The October Board of Directors Meeting was called to order by Jim Ganz at 7:00 p.m.

B. ARCHITECTURAL CONTROL COMMITTEE (ACC)

1. 19993 Wild Cherry Lane

An Architectural Change Application was received from 19993 Wild Cherry Lane for installation of an asphalt pathway from the garage around to the backyard to resolve the accumulation of water in this area.

Management noted that the amount of asphalt, which is an impervious surface, would be too expansive for the lot size. It was suggested that Management look at the covenants regarding installation of pathways on homeowner properties.

It was noted that regrading, or installing stones or pavers, might be a better option than using asphalt. Management suggested that a letter be sent to the homeowner recommending that the homeowner consult an engineer or architect to identify other methods to solve the drainage problem.

It was noted that there is another neighbor that lives within 100' of the property who should have signed the signature page.

MOTION: (Jim/Aaron) Disapprove the Architectural Change Application from 19993 Wild Cherry Lane for installation of asphalt pathway and request the homeowner submit a new proposal with another option to resolve the drainage issue on the side of the home.

Vote: Motion Passed – Unanimous

2. 20153 Laurel Hill Way

An Architectural Change Application was received from 20153 Laurel Hill Way for installation of solar panels to the roof of the home.

MOTION: (Jim/Kathie) Accept the Application for Architectural Change from 20153 Laurel Hill Way for installation of solar panels.

Vote: Motion Passed – Unanimous

3. 28 Waterside Court

An Architectural Change Application was received from 28 Waterside Court for installation of white double hung window without grids.

MOTION: (Jim/Kathie) Approve the Application for Architectural Change from 28 Waterside Court for replacement of double-hung windows without grids.

Vote: Motion Passed – Unanimous

C. HEARINGS

1. 18 Waterside Court

A Hearing was scheduled for 18 Waterside Court for rotting wood and peeling paint on the front of the home. Management noted that the violation has been corrected.

2. 20204 Waterside Drive

A Hearing was held for 20204 Waterside Drive at 7:30 p.m. for changing the exterior color of the shutters and front door of the home without prior approval of the Association. The homeowner did not respond back to Management and did not attend the Hearing.

MOTION: (Aaron/Jim) Find the homeowner of 20204 Waterside Drive in violation of the architectural covenants of CVS, which require submission of an Application for Architectural Change and approval by the ACC, before changing the exterior color of the home. The homeowner has ten (10) days to file an application or the Association will file a CCOC complaint.

Vote: Motion Passed – Unanimous

The homeowner of 20204 Waterside Drive arrived for the Hearing at 7:40 p.m.

MOTION: (Aaron/Jim) Withdraw the motion finding the homeowner of 20204 Waterside Drive in violation of the architectural covenants of CVS.

Vote: Motion Passed – Unanimous

The homeowner noted that the home was painted when they first moved in and they did not realize that an application needed to be submitted. The homeowner stated that she is willing to repaint the home and requested a color recommendation. Kathie Matthews offered to send the homeowner the paint palette for Waterside Drive homes. The homeowner will submit an Application for Architectural Change for the new colors of the front door and shutters of the home.

D. REPORT OF THE CHURCHILL COMMUNITY FOUNDATION (CCF)

Daniel Talmage, President of the Churchill Community Foundation (CCF) was present to update the Board on the Lake Churchill dredging project. Mr. Talmage reported that the dredging on Lake Churchill has been completed. Mr. Talmage noted that a bathymetric test will be performed and a

report received before the barge can be removed from the lake. The areas of Churchill Village South that were disrupted/damaged will be repaired back to its original state.

Mr. Talmage noted that previous studies during the dredging are located on the CCF website. Mr. Talmage also noted that it will take 2-3 weeks for the color of the lake to go back to normal.

Mr. Talmage reported that some trees were removed around the lake due to defoliation. The CCF will be replanting the trees. Mr. Talmage also noted that the dam was inspected, and the CCF was required to mow the grass by the outlet drain.

E. MINUTES

1. September 13, 2017 Board of Directors Meeting Minutes

MOTION: (Jim/Patricia) Approve the Board of Directors Meeting Minutes of September 13, 2017 as submitted.

Vote: Motion Passed – Unanimous

F. MANAGEMENT REPORT

1. Handicap Parking Space Request

Management received a request for accommodation for handicap parking from 13307 Waterside Circle. It was noted that the homeowner already has an assigned parking space. Management noted that the request for a handicap space is a reasonable accommodation; however, the handicap space is not for the sole use of the homeowner.

MOTION: (Jim/Aaron) Accept the request from 13307 Waterside Circle for a handicap spot and notify the homeowner that the handicap spot is not for their sole use.

Vote: Motion Passed – 4 ayes/0 nays/1 abstention

2. Draft Pool Party/Community Center Rental Policy

Jim Ganz stated that the draft pool party/community center rental agreement should be available for the Board's review at the November Board Meeting.

3. Overgrowth Clearing 13300-13314 Wedgeport Lane

Management provided the Board with a proposal from Classic Landscaping for clearing away overgrowth behind 13000-13314 Wedgeport Lane in the amount of \$2,300.00.

MOTION: (Kathie/Jim) Accept the proposal from Classic Landscaping for cleaning of overgrowth behind 13300-13314 Wedgeport Lane in the amount of \$2,300.00, to be paid out of landscape improvements.

Vote: Motion Passed – Unanimous

4. Fire Alarm System Replacement at the Community Center

Management notified the Board that the cost of the fire alarm system could come from the Reserves. This was not included in the motion from September 13, 2017.

MOTION: (Aaron/Jim) Amend the motion from the September 13, 2017 Board of Directors Meeting Minutes for replacement of the fire alarm system at the Community Center to include the cost of the replacement to come from Reserves.

Vote: Motion Passed – Unanimous

5. Draft Audit Report

Management provided the Board with the draft audit from Goldklang Group for the period ending December 31, 2016 for their review and approval. Management noted that the recommendation from the auditors was to replenish the reserve funds and to continue to aggressively pursue delinquent accounts. Management will address the funding of the Reserve account at a future Board meeting.

MOTION: (Aaron/Robert) Accept the draft audit ending December 31, 2016 as prepared by Goldklang Group.

Vote: Motion Passed – Unanimous

6. Deferred Assessment Resolution

Management provided the Board with a recommendation from the auditors, Goldklang Group, for wording to improve the Association's tax filing position.

MOTION: (Robert/Jim) The Churchill Village Homeowners 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

7. Financial Report

Craig Wilson noted that there was a slight increase in the monthly assessments due to snow removal and tree work from the previous year(s). Mr. Wilson also noted that much of the loss of Reserves is due to the number of delinquencies in the community.

8. 2018 Draft Budget

Management provided the Board with the 2018 draft budget for final approval with a monthly assessment of \$99.95, which is a 3.047% increase over 2017.

MOTION: (Robert/Aaron) Approve the draft 2018 budget as presented with a monthly assessment of \$99.95.

Vote: Motion Passed – Unanimous

9. 2017 Annual Meeting (1st Attempt)

The first attempt of the 2017 Annual Meeting will be held on October 14, 2017 at the CVS Community Center at 7:30 a.m.

G. OLD BUSINESS

1. 13214 Meander Cove Drive

Management provided the Board with a proposal from John's Labor Group in the amount of \$9,500.00 for drainage remediation at 13214 Meander Cove Drive.

MOTION: (Jim/Aaron) Accept the proposal from John's Labor Group for drainage repairs at 13214 Meander Cove Drive in the amount of \$9,500.00, with the funds to come from Reserves.

Vote: Motion Passed – Unanimous

2. Board Member Training Reminder

Management reminded Board members to complete the mandatory training for Board members through the Montgomery County CCOC.

H. NEW BUSINESS

1. 13512 Walnutwood Lane

Management received correspondence from 13512 Walnutwood Lane regarding erosion of the backyard due to water flowing from the path into the backyard. Management has had several contractors look at the area for recommendation and proposals for fixing the problem.

2. 20141 Waterside Drive

Management provided the Board with a photo of the parking space in The Villas that is reserved for 20141 Waterside Drive. The homeowner painted the number of the parking space in large numbers, along with painting "reserved" on the curb. Management noted that the reserved lettering has been covered with paint; however, the paint for the parking space numbers were not able to be removed. Management noted that parking spaces in The Villas are assigned to units; however, there is no towing policy to enforce the parking in the assigned spaces.

The Board requested that Management send a letter to the homeowner to remove the painted parking space numbers at the homeowner's expense, or the Association will remove the numbers and charge the amount to the homeowner. Also, the homeowner will be charged with vandalism if this happens again.

3. Former Resident and Swim Team Member of CVS

Jim Ganz noted that Kristen Riley Gorman, a childhood resident, and swim team member and coach of the CVS swim team lost her battle with cancer at the end of September. Homeowners of the community have requested that a memorial to Kristen be installed at the pool. The Board is looking for ideas and, following Board approval, the Board will ask the Riley family for permission for the memorial with a dedication to be held at the opening of the pool next year.

4. Request for Community Center Use

Management provided the Board with a request from the Community Management of Churchill Village East for use of the Community Center for Board of Directors Meeting in 2018. Management noted that the requested dates do not conflict with any other events at the community center. The requested dates are April 24th, May 22nd, June 26th, July 24th, August 28th, September 25th, October 23rd and November 27th.

MOTION: (Aaron/Jim) Allow the Churchill Village East Homeowners Association to hold their Board of Directors Meetings at the CVS Community Center for 2018.

Vote: Motion Passed – Unanimous

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5. Snow Removal Contract

Management provided the Board with the 2017/2018 snow removal agreement from D&A Dunlevy for signature, noting that the cost is unchanged from the 2016/2017 contract.

I. ADJOURNMENT

MOTION: (Jim/Patricia) Adjourn the Board of Directors Meeting at 8:47 p.m.

Vote: Motion Passed - Unanimous