

Approved on February 15, 2018

Churchill Village South Homeowners Association
Board of Directors Meeting
January 10, 2018

The Board of Directors of Churchill Village South Homeowners Association held a Board of Directors Meeting at the CVS Community Center on Wednesday, January 10, 2018 at 7:00 p.m.

Board Members Present:

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

Also Present:

Debbie Montgomery, Community Manager
Ruth Ann Allen, Recording Secretary

A. ARCHITECTURAL CONTROL COMMITTEE (ACC)

Homeowners Present:

Gayle Komisar, 20222 Waterside Drive
Jessica Komara, 8 Waterside Court

1. 20120 Lavender Place

Management received an Architectural Change Application from 20120 Lavender Place for replacement of the wood deck with a composite deck. The Board approved the application by email.

MOTION: (Jim/Aaron) Ratify the Architectural Change Application for 20210 for replacement of the deck with a composite deck.

Vote: Motion Passed – Unanimous

2. 19913 Wild Cherry Lane

Management received an Architectural Change Application from 19913 Wild Cherry Drive for installation of a split rail fence with two (2) gates. The Board approved the application by email.

MOTION: (Jim/Aaron) Ratify the Architectural Change Application for 19913 Wild Cherry Lane for installation of a split rail fence with gates.

Vote: Motion Passed – Unanimous

3. Willow Cove Manor Condominium Entrance Signs

Management noted that the Board of Directors for Willow Cove Manor Condominium has been working with a sign company for replacement of the condominium entrance signs. The new signs will correctly depict the name of “Willow Cove Manor”, without the “s” on Manor as is currently on the signs. The Board of Directors of CVS approved the replacement of the entrance signs through email.

MOTION: (Jim/Patricia) Ratify the replacement of the entrance signs for the Willow Cove Manor Condominium (without the “s” on Manor).

Vote: Motion Passed – Unanimous

4. 20044 Lake Park Drive

The Architectural Change Application for installation of vinyl siding to the house from 20044 Lake Park Drive was reviewed and approved by the Willow Cove Townhouse Condominium.

MOTION: (Jim/Aaron) Remove the contingency approval for 20044 Lake Park Drive for installation of vinyl siding with the formal approval.

Vote: Motion Passed – Unanimous

5. 20204 Waterside Drive

Management received an Architectural Change Application from 20204 Waterside Drive to change the paint color of front door and shutters. The new paint colors were approved by the Willow Cove Townhouse Condominium.

MOTION: (Aaron/Kathie) Accept the Architectural Change Application from 20204 Waterside Drive for change of paint color of front door and shutters.

Vote: Motion Passed – Unanimous

6. Architectural Control Committee (ACC) Volunteers

Management received names of homeowners interested in volunteering for the Architectural Control Committee (ACC). Management sent these homeowners a notice, including the Terms of Reference for operation of the ACC and an invitation to attend the January Board Meeting to discuss joining the ACC. In attendance were volunteers Jessica Komara and Gayle Komisar.

Board Member Patricia Jones-Butler volunteered to serve as liaison for the ACC. It was noted that, according to the Terms of Reference, the Board liaison does not have voting privileges on the committee. Thus, Architectural Change Applications will be approved/denied if the (2) voting members are in agreement. In the event of a split decision, the application will be sent to the Board for final approval/disapproval.

The ACC will meet on the second Wednesday of the month at 7:00 p.m. before the Board of Directors Meeting at 7:30 p.m. Management will send the committee members the ACC rules and a sample Architectural Change Application.

The Board will continue to seek a third volunteer to complete the ACC.

MOTION: (Jim/Aaron) Accept Jessica Komara and Gayle Komisar as members of the ACC.

Amend: (Jim/Aaron) Accept Patricia Jones-Butler as the third (3rd) member of the ACC and the Board Liaison.

Vote: Motion Passed – Unanimous

7. 20233 Waterside Drive

Photos were provided to the Board of trash collecting by 20233 Waterside Drive and storage of items at the front of the house. It was reported that rats are being drawn by the trash. Management will check into this matter.

B. CALL TO ORDER

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

C. HOMEOWNER OPEN FORUM

1. Aman Gharlyal, 13517 Walnutwood Lane, noted that he had received a violation notice to attend a Hearing regarding an unapproved siding change. Mr. Gharlyal noted that he has gone through several contractors and the required repairs to the house have been more extensive than anticipated. Another contractor is scheduled to complete the installation of the siding. Mr. Gharlyal noted that the siding will remain the same color, although the material will no longer be wood, but will be vinyl.

The Board stated that a completed Architectural Change Application should be sent to Management by the February 14th Board Meeting.

MOTION: (Jim/Aaron) Cancel the Hearing for 13517 Walnutwood Drive until February 14, 2018, pending receipt of the Architectural Change Application for replacement of the siding to the house.

Vote: Motion Passed – Unanimous

D. MINUTES

1. November 8, 2017 Board of Directors Meeting Minutes

MOTION: (Jim/Aaron) Accept the Board of Directors Meeting Minutes of November 8, 2017 as submitted.

Vote: Motion passed – Unanimous

E. MANAGEMENT REPORT

1. 20233 Waterside Drive

Steve Buc noted that Management should write a letter to the homeowner of 20233 Waterside Drive stating that trash is not to be dumped/placed on CVS common property and that items are not to be stored at the front of the house.

2. Draft Pool Party/Community Center Rental Guidelines

Jim Ganz reminded Board members to review the draft Pool Party/Community Center Rental Guidelines for consideration before the February 14th Board Meeting. Management noted that Craig Wilson has reviewed the document and made comments on Item #7.

3. Winterspoon Wading Pool Area Concrete Repairs

Management noted that during a walk-through inspection of the pools with Community Pool Service, it was noted that there are cracks, heaves, shifts, spalling, and elevation problems with the concrete around the Winterspoon wading pool. Management provided the Board with a proposal from Community Pools in the amount of \$40,350.00 for concrete and caulking replacement.

MOTION: (Jim/Kathie) Accept the proposal from Community Pools for concrete repairs at the Winterspoon wading pool for a cost of \$40,350.00 to come from Reserves.

It was suggested that other proposals be provided to the Board, due to the cost of these repairs. Management noted that, as Community Pools is the pool management company, it may not be possible to provide other proposals for this work. Management will check with Craig Wilson if the cost for the repairs are reasonable and customary and whether additional proposals can be provided to the Board for this work.

MOTION: (Jim/Kathie) Withdraw the motion.

Vote: Motion Passed – Unanimous

4. Community Center Landscape Design

The Board requested that Management have Classic Landscaping design provide three (3) different proposals for the Community Center landscaping: one each for the front of the building, the parking lot island, and the hill. The Board discussed using native, low maintenance, draught resistant, and small sized plants. Volunteers of the swim team will assist in the Installation of landscaping in front of the community center.

5. Spring Aeration and Seeding

Management reminded the Board that Classic Landscaping had suggested performing aeration and seeding in the spring. The Board requested that Management have Classic provide proposals for aeration and seeding of high visibility and deteriorated areas.

6. Tot Lots

Management noted that play equipment at the Lake Park Drive tot lot is missing a part, creating a safety hazard. The equipment has temporarily been secured, and Management is waiting for a proposal for a replacement part.

Management also noted that the tot lot on Teakwood Lane has been vandalized, is in disrepair, and in need of replacement. The tot lot on Wild Cherry Lane has very old wooden structures, which are past due for replacement. Management is in the process of requesting proposals for replacement.

7. Asphalt Milling on Meander Cove Drive and Waterside Drive

Management provided the Board with a proposal from O'Leary's Asphalt for milling and repaving both Waterside Drive and Meander Cove Drive. The cost of the proposed work is approximately \$198,000.00. It was noted that this work is in the reserve schedule. The Board requested that Management provide two (2) additional proposals for this project.

8. Dead Tree Near Wild Cherry Lane Tot Lot

Management noted that there is a large dead tree located near the tot lot at Wild Cherry Lane. The tree was evaluated by Lee's Tree Service who reported that the tree is not in danger of falling and that the removal could be scheduled in conjunction with other tree work to be arranged at a later date. Lee's Tree Service provided a quote of \$2,250.00 to remove the tree and grind and remove the debris.

9. Leaning Trees on Waterside Drive

Management was notified by a resident regarding concern over two (2) trees leaning over the road way on Waterside Drive. Lee's Tree Service evaluated the trees and determined that the trees are growing at an angle. Lee's provided two (2) proposals for removal of the two (2) trees: The first is to remove the trees and leave the wood debris in the wooded area at a cost of \$775.00 and the second to remove the trees, the wood and the debris for \$975.00.

MOTION: (Robert/Aaron) Accept the proposal from Lee's Tree Service to remove two (2) leaning trees on Waterside Drive for a cost of \$775.00 and leave the debris in the wooded area.

Vote: Motion Passed – Unanimous

10. Teakwood Circle Storm Water Management Pond

Management met on site with Visty Dalal, Maryland Department of the Environment (MDE), who insisted that a dam breach study be performed. Management received a proposal from Charles P. Johnson Associates (CPJ) to perform the study in the amount of \$10,075.00. The Board inquired whether the professional fees for the breach study could be paid out of reserves. The Board requested that Management check with Craig Wilson on whether the payment of the breach study comes from the reserve account or the operating account.

MOTION: (Steve/Aaron) Approve the proposal from Charles P. Johnson Associates for a breach study of the dam at the Teakwood Circle Storm Water Management Pond, contingent on a payment decision of the professional fees for the breach study from the reserves or operating account.

Vote: Motion Passed – Unanimous

11. Pet Waste Station Maintenance Contract

Management noted that a pet waste station on Teakwood Circle was omitted from the RFP in the pet waste management proposals. Management prepared an addendum to the contract with Pet Butler with the added cost of \$12.00 per visit for the additional pet waste station.

MOTION: (Aaron/Jim) Accept the addendum from Pet Butler for an additional \$12.00 per visit for pet waste station maintenance.

Vote: Motion Passed – Unanimous

12. CCOC Case Mediation

The Association filed a CCOC complaint against 1 Waterside Drive regarding an unapproved color change to the front door and shutters; this work was performed without submitting an Architectural Change Application. Management has received correspondence from the Conflict Resolution Center requesting that the Association schedule a mediation dates and time before February 5, 2018. The Board requested that Management schedule the mediation at the Germantown Community Recreation Center on June 25th, 23rd or 24th after 4:00 p.m. A Board member will attend the mediation and no legal counsel will be involved.

13. Request for Handicap Parking Accommodation on Teakwood Circle

Management received correspondence from 19748 Teakwood Circle requesting accommodation for handicap parking at the street sign near 19748 Teakwood Circle with an

existing ramp. Management noted that this request would fall into a reasonable accommodation and/or a reasonable modification under Fair Housing laws.

MOTION: (Jim/Aaron) Accept the request for parking accommodation for 19748 Teakwood Circle for reasonable and customary costs at Management's discretion.

Vote: Motion Passed – Unanimous

14. 20141 Waterside Drive

Management noted that the homeowner of 20141 Waterside Drive has requested their assigned parking space be moved to space #112. Space #112 is assigned to a different unit, but is not currently being utilized because the property is vacant. It was suggested that Management send a letter to the legal owner of the property belonging to parking space #112 and ask if the space can be assigned to another homeowner. A non-answer after thirty (30) days would mean the willingness to reassign the parking space. Management will copy The Villas of Willow Cove Board of Directors on this correspondence.

15. Board Training

Management noted that all Board members have completed the mandatory Board training course.

F. ADJOURNMENT OF BOARD OF DIRECTORS MEETING TO CLOSED MEETING

MOTION: ((Jim/Patricia) Adjourn the Board of Directors Meeting into Closed Meeting at 9:03 p.m.

Vote: Motion Passed – Unanimous

G. RESULTS OF THE CLOSED MEETING

The Board approved the November 8, 2017 Closed Meeting Minutes, and Steve Buc took on the task of reviewing accounts provided by legal counsel for suggested action to the Board.

H. ADJOURNMENT OF THE CLOSED MEETING

MOTION: (Aaron/Patricia) Adjourn the Closed Meeting at 9:07 p.m.

Vote: Motion Passed - Unanimous