

Approved on June 13, 2018

**Churchill Village South Homeowners Association**  
**Board of Directors Meeting**  
**May 9, 2018**

The Churchill Village South Homeowners Association Board of Directors held a Board of Directors Meeting at the CVS Community Center on Wednesday, May 9, 2018 at 7:30 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:**

Randy McClement, Community Manager  
Ruth Ann Allen, Recording Secretary

**A. CALL TO ORDER**

The May Board of Directors Meeting was called to order at 7:30 p.m. by Jim Ganz.

**B. MINUTES**

1. April 11, 2018 Board of Directors Meeting Minutes

**MOTION:** (Aaron/Jim) Accept the April 11, 2018 Board of Directors Meeting Minutes as submitted.

**Vote:** Motion Passed – Unanimous

**C. MANAGEMENT REPORT**

1. Tot Lot Replacement

Management noted that there are three (3) tot lots in the community that are in need of replacement: the one behind 13601 Teakwood Lane, the one behind 11 Lake Park Court, and one on Wild Cherry Lane.

Management suggested the removal of the Teakwood Lane tot lot as it is unsafe.

**MOTION:** (Jim/Patricia) Approve removal of the unsafe playground equipment at the Teakwood Lane tot lot behind 13601 Teakwood Lane and place signs in the area to notify the community that the playground is to be removed.

**Amend:** (Jim/Robert) Not to exceed \$2,000.00.

**Vote:** Motion Passed – Unanimous

Jim Ganz suggested that Management ask Playground Specialists to design several options for the Wild Cherry and Teakwood Lane tot lot for ages two (2) to twelve (12), and options for ages two (2) to twelve (12) and adult use at the tot lot on Lake Park Drive. The Board discussed the option of increasing tot lot size if necessary. The Board also discussed ways to get feedback from the community on options for the tot lots and the age demographics in the community.

2. Architectural Rules and Review Procedures

Management reminded the Board to review the Architectural Rules and Review Procedures and to send any suggestions to Management no later than July 1<sup>st</sup>.

3. Winterspoon Pool House Faucet Replacement

Management provided the Board with a proposal from Gaithersburg Plumbing for replacement of four (4) sink faucets in the women's and men's bathrooms at the Winterspoon Pool bathhouse with two (2) options: Option #1 is for residential faucets for a total cost of \$1,440.97 or Option #2 is for commercial faucets for a total of \$1,693.32.

**MOTION:** (Jim/Robert) Accept Option 2 for installation of four (4) commercial grade faucet at the Winterspoon Pool House but switch the faucet to brushed nickel or tumbled bronze finish not to exceed \$1,693.32.

**Vote:** Motion Passed – Unanimous

4. Asphalt/Concrete Replacement

Management provided the Board with proposals for asphalt and concrete repair work for Waterside Drive, Court, and Circle. Management suggested splitting the asphalt work between 2018 and 2019 with concrete work to be done in 2018. It was requested that Management check on the date for the asphalt replacement in the Reserve Study.

**MOTION:** (Aaron/Kathie) Accept the bid from Finley Asphalt & Concrete for asphalt replacement for 2018 in the amount of \$72,379.00 and 2019 for \$98,064.00 and concrete replacement for 2018 in the amount of \$70,376.00. The funds to come from Reserves.

**Vote:** Motion Passed – Unanimous

5. Sand Removal on Private Streets and Parking Lots

Management provided the Board with proposals for sand removal of the private streets and parking lots in CVS.

**MOTION:** (Robert/Kathy) Accept the contract from D&A Dunlevy for sand removal on private streets and parking lots in CVS, not to exceed \$7,500.00.

**Vote:** Motion Passed – Unanimous

6. Tree Removal

Management received notification of a large tree that fell on common property by 19900 Lake Park Drive. Ruppert Landscape submitted a proposal to removal the tree and debris in the amount of \$575.00.

**MOTION:** (Jim/Aaron) Accept the proposal from Ruppert Landscape to remove the fallen tree and tree debris at 19900 Lake Park Drive in the amount of \$575.00.

**Vote:** Motion Passed – Unanimous

7. Bulk Trash Feedback

Management noted that the bulk trash pickup went well and only two (2) complaints were received.

8. Request for Funding of 2018 Pool Parties

Management received a request for funding of pool parties for 2018 from Jackie Riley. Ms. Riley is proposing four (4) events for a total cost of \$5,100.00.

**MOTION:** (Aaron/Jim) Approve the request for funds for the 2018 Pool Parties from Jackie Riley, not to exceed \$5,100.00.

**Vote:** Motion Passed – Unanimous

9. Erosion Control Proposal

Management provided the Board with a proposal from Ruppert Landscape to stabilize the erosion by the playground and basketball court near the Wanegarden Pool in the amount of \$1,665.00.

**MOTION:** (Jim/Aaron) Accept the proposal from Ruppert Landscape for erosion control at the playground and basketball court near the Wanegarden Pool, not to exceed \$1,665.00.

**Vote:** Motion Passed – Unanimous

10. Laurel Hill Way Silt Fence Cleanup

Management provided the Board with a proposal from Ruppert Landscape for cleanup on the Laurel Hill Way hillside of leaves and leveling of soil following the removal of the silt fence. The Board noted that this was left following the Lake Churchill dredging and should be forwarded to the Churchill Community Foundation.

11. Trash Letter to Waterside Drive, Circle and Court

Management noted that a trash and recycling reminder will be sent to residents of Waterside Drive, Circle and Court.

**D. NEW BUSINESS**

1. Request to Install ADA Walkway for 20022 Lake Park Court

Management received a request from 20022 Lake Park Court for accommodation per the Fair Housing Law for installation of a walkway to the owner's front door that is ADA compliant. Management noted that the homeowner would be responsible for paying for the installation, maintenance and would be required to sign an indemnification. The Board directed Management to contact Legal Counsel for direction on this matter.

2. Swim Team Request for Pool and Pool House Use

Jim Ganz provided the Board with a memorandum from the CVS Sundevils Parent Coordinator requesting use of the Wanegarden Pool and Community Center for swim team practices and events.

**MOTION:** (Aaron/Robert) Accept the request from the CVS Sundevils Parent Coordinator for use of the Wanegarden Pool and Community Center use for the summer 2018 pool season in the Memorandum dated May 9, 2018.

**Vote:** motion Passed – Unanimous

3. July Board Meeting

Jim Ganz noted that the CVS Swim Team will have home meets on July 11th and July 18th and suggested that the July Board of Directors Meeting be moved to another date.

4. Lake Park Drive Parking

Kathie Matthews noted that the reserved parking spaces at the circle on Lake Park Drive are causing parking problems further up Lake Park Drive. Ms. Matthews suggested that residents with the reserved parking spaces should be reminded to inform visitors that they should park on Wanegarden Drive instead of along Lake Park Drive, especially if they are going to be present for any length of time.

The Board requested that Management have the Committee members for Lake Park Drive circle parking be asked to attend the June Board meeting to discuss this situation.

Patricia Jones-Butler inquired why the Board was reluctant to deal with parking issues in CVS.

5. CD Interest Rates

Steve Buc requested that Management check what interest rates banks are currently paying on CDs.

**6. ADJOURNMENT OF THE BOARD OF DIRECTORS MEETING TO CLOSED MEETING**

**MOTION:** (Robert/Jim) Adjourn the Board of Directors Meeting into Closed Meeting at 9:00 p.m.

**Vote:** Motion Passed – Unanimous

**7. RESULTS OF THE CLOSED MEETING**

The Board approved the Closed Meeting Minutes of April 11, 2018 and took actions on a settlement offer for a delinquent account, on delinquent accounts under \$5.00, and a policy for initiating foreclosures.

**8. ADJOURNMENT OF THE CLOSED MEETING**

**MOTION:** (Jim/Patricia) Adjourn the Closed Meeting at 9:22 p.m.

**Vote:** Motion Passed - Unanimous