

Approved on January 9, 2019

Churchill Village South Homeowners Association
Board of Directors Meeting
November 14, 2018

The Board of Directors of Churchill Village Homeowners Association held a Board of Directors Meeting at the CVS Community Center on Wednesday, November 14, 2018 at 7:30 p.m.

Board Members Present:

Jim Ganz, President
Steve Buc, Vice President (7:49-8:30 p.m.)
Robert Fuss, Treasurer
Patricia Jones-Butler, Secretary
Kathie Matthews, Director

Also Present:

Randy McClement, Community Manager
Ruth Ann Allen, Recording Secretary

Board Member Absent:

Aaron Skolnik, Director

Homeowners Present:

Wendy Wang, 20012 Wanegarden Court
Anna-May and Frank Quadrel, 20136 Timber Oak Lane
Bradley Apling, 20142 Timber Oak Lane

A. HOMEOWNER OPEN FORUM

1. Wendy Wang, 20012 Wanegarden Court, noted that she had previously brought to the Board the issue of her neighbor parking on common property. Ms. Wang noted that the neighbor continues to park half on the shared driveway and half on their own driveway.

Ms. Wang also noted that the neighbor appears to be installing lighting which appears to be on common property. The Board noted that the neighbor would be sent a violation if there is a violation. Patricia Jones-Butler, Architectural Control Committee, noted that the neighbor has sent in Architectural Change Applications, and if the ARC has approved the application(s) than it is a settled matter. The Board noted that Ms. Wang could have someone survey the property lines if she felt the neighbor was installation anything on common property.

Patricia Jones-Butler also noted that the ARC requested resubmission of ARC Applications from the neighbor and any approval or disapproval will have to wait for the ARC's review of the applications. Patricia Jones-Butler asked if Ms. Wang remembers having initialed any ARC Application documents from the neighbor. Ms. Wang noted that she had not initialed any ARC Applications. The Board requested that Management check if the applications were initialed by all homeowners within 100 feet of the property line of Ms. Wang's neighbor.

2. Anna- May and Frank Quadrel, 20136 Timber Oak Lane, inquired about the status of the White Pine trees on common property next to their house. The Board noted that the trees had been previously inspected and were found to be in good condition. Management has provided the Board with proposals for limbing up the trees to prevent property damage.

Mr. Quadral noted that the tree roots could cause damage to the foundation of the house. Jim Ganz noted that pine is soft wood, and the roots should not affect the foundation.

Mr. Quadrel stated his concern that the pine needles could catch fire from sparks from the fireplace chimney.

Mr. Quadrel noted that the roots around the trees is a mess, the ground is lumpy, and the roots are showing. The landscapers seem to ignore this area.

Anna-May Quadrel also noted that while walking her dog she observed suspicious activities at the Community Center parking lot. Ms. Quadrel noted that she had called Police.

B. CALL TO ORDER

The November Board of Directors Meeting was called to order by Jim Ganz at 8:06 p.m.

C. MINUTES

1. October 10, 2018 Board of Directors Meeting Minutes

MOTION: (Jim/Patricia) Accept the October 10, 2018 Board of Directors Meeting Minutes as amended.

Vote: Motion Passed – Unanimous

D. ADJOURNMENT OR BOARD MEETING INTO CLOSED MEETING

MOTION: (Jim/Robert) Adjourn the Board of Directors Meeting into Closed Meeting at 8:10 p.m.

Vote: Motion Passed – Unanimous

E. ADJOURNMENT OF CLOSED MEETING BACK TO BOARD MEETING

MOTION: (Jim/Patricia) Adjourn the Closed Meeting back into the Board of Directors Meeting at 8:25 p.m.

Vote: Motion Passed – Unanimous

F. RESULTS OF THE CLOSED MEETING

The Board discussed delinquent accounts and took action, is needed.

G. RECONVENE BOARD OF DIRECTORS MEETING

The Board of Directors Meeting was reconvened at 8:25 p.m.

H. MANAGEMENT REPORT

1. 2018 Annual Meeting (Second Attempt)

Management noted that the first (1st) attempt of the 2018 Annual Meeting was held on October 14, 2018. A quorum was not achieved.

Management reported that the required notification for public record into the Montgomery County Sentinel newspaper was not placed in time to hold the second (2nd) attempt of the Annual Meeting in November. As the Board does not meet in December, Management suggested that the Annual Meeting be held January prior to the January Board Meeting. The Board agreed to hold the second (2nd) attempt of the 2018 Annual Meeting in January.

2. Tree Pruning Bids for 20136 -20140 Timber Oak Lane

Management provided the Board with proposals for tree pruning of the White Pine limbs to the trunk between 20136-20140 Timber Oak Lane. Two (2) of the contractors noted that they do not guarantee how these trees will look after pruning. The trees are located on common area and were looked at by the arborist that did the tree study, and the trees were in good shape.

MOTION: (Jim/Patricia) Accept the proposal from Ruppert Landscape to trim limbs away from the three (3) White Pine trees between 20136 -20140 Timber Oak Lane at a cost not to exceed \$1,390.00.

Vote: Motion Failed: 0 ayes/4 nays/0 abstentions

MOTION: (Jim/Kathy) Direct Management when sending out the RFP for removal of the eighteen (18) dead trees to add the tree trimming of the three (3) trees between 20136-20140 Timber Oak Lane.

Vote: Motion Passed – Unanimous

3. 13509 Teakwood Lane

Management received correspondence from 13509 Teakwood Lane requesting that Management have an arborist check the condition of the common area trees behind the house and cut back the limbs overhanging the deck of the home. Management noted that the tree survey shows these trees to be in fair condition and only need the removal of some broken and hanging limbs.

The Board noted that homeowners have the option to trim tree limbs that hang over their property, even if the trees are not on their property.

The Board directed Management to send a letter to the homeowner that the homeowner can trim the tree limbs that hang over their property.

4. 19919 Wyman Way

Management received correspondence from 19919 Wyman Way with concerns that a tree on common area to the rear of the home is too tall. Management noted that the tree survey shows this tree to be in fair condition with no maintenance needed.

The homeowner also reported an area by the common walkway near 19919 Wyman Way is holding a good amount of standing water. Management stated that the sidewalk has settled backward and trapped water between the homeowner's property and the sidewalk which could turn icy in winter and cause a safety issue.

Management provided the Board with a proposal from Finley Asphalt & Concrete to reconfigure the steps in that area and raise the sidewalk in the amount of \$4,996.00.

Management noted that this is a Reserve expense, but the Association's Reserve spending is limited at this time.

The Board requested that Management provided two (2) other proposals to repair this area.

5. Winterspoon Lane Storm Drains

Management reported that the County did not take the Association's recommendation to sand blast the bright blue paint off the Winterspoon Lane storm drains and opted to paint over the blue paint with a light grey color.

Jim Ganz suggested leaving the painting of the storm drains as is and check after a few months if the paint looks like it is degrading, chipping, or rust is showing through. If any of these problems occur, then the Association can go back to the County and inform them that the painting of the storm drains needs to be re-addressed.

6. Pool Management Proposals

Management provided the Board with Pool Management Proposals from Community Pools, RSV Pools, and Continental Pools.

MOTION: (Jim/Kathie) Accept the proposal from RSV Pools for 2019 not to exceed \$124,464.00,

Vote: Motion Passed – 3 ayes/0 nays/1 abstention

7. Architectural Rules Review

Jim Ganz noted that he plans to review the Architectural Rules for the beginning of the new year.

8. Storm Drain Cleaning – Waterside Drive

Management noted that there is a storm drain on Waterside Drive (in the Villas) that is clogged and backing up into the parking lot when it rains. Management received a proposal from Storm Water Management FRG, Inc. to clean the drain in the amount of \$1,275.00.

MOTION: (Jim/Robert) Accept the proposal from Stormwater Management FRG proposal for cleaning of the storm drain on Waterside Drive in the amount of \$1,275.00.

Vote: Motion Passed – Unanimous

9. Low Drain Culvert – 13230 Meander Cove Drive

Management reported that there is a longstanding area in the Villas which is on CVS common area where the ground water runoff drain is extremely low. Management requested that Ruppert Landscape provide a proposal for bringing the area to ground level. Ruppert provided a proposal to level the area in the amount of \$480.00 or to create a mulch bed with plants for \$388.00 to keep people from accidentally stepping into the depression.

MOTION: (Robert/Jim) Accept the proposal from Ruppert Landscape to furnish all materials necessary to plant Knockout Roses around the drain at 13230 Meander Cove Drive for a cost of \$388.00.

Vote: Motion Passed – Unanimous

10. Snow Removal Contract

The Board approved by Email vote the 2018-2019 Snow Removal Contract from D&A Dunlevy.

MOTION: (Jim/Patricia) Ratify the prior approval of the snow removal contract with D&A Dunlevy for the 2018-2019 snow season.

Vote: Motion Passed – Unanimous

11. Finley Asphalt & Concrete

Management noted that the Board approved the additional concrete work by Finley Asphalt & Concrete on Laurel Hill Way at the September Board Meeting. However, the motion did not include paying this work out of reserves.

MOTION: (Jim/Kathie) Approve the financing of the concrete work on Laurel Hill Way by Finley Asphalt & Concrete in the amount of \$1,571.00 to come from Reserves.

Vote: Motion Passed – Unanimous

12. Churchill Community Foundation

Management received correspondence from the Churchill Community Foundation that the monthly assessment that CVS pays to the Churchill Community Foundation would be increased for next year. Management noted that the 2019 budget planned for an increase in this assessment.

13. Annual Volunteer Dinner

The Board will hold the annual volunteer dinner on December 12, 2018.

I. ADJOURNMENT OF THE BOARD OF DIRECTORS MEETING

MOTION: (Jim/Kathie) Adjourn the Board of Directors Meeting at 9:26 p.m.

Vote: Motion Passed - Unanimous