

Approved on September 9, 2020

**Churchill Village South Homeowners Association**  
**Virtual Board of Directors Meeting**  
**July 8, 2020**

The Board of Directors of Churchill Village Homeowners Association held a virtual Board of Directors Meeting on Wednesday, July 8, 2020 at 7:00 p.m.

**Board Members Present:**

Jim Ganz, President  
Aaron Skolnik, Treasurer  
Kathie Matthews, Secretary  
Holly Williams, Director

**Also Present:**

Alan Van Grack, Community Manager  
Ruth Ann Allen, Recording Secretary

**Board Member Absent:**

Patricia Jones-Butler, Director

**Homeowners Present – Call-Ins:**

John Wagner, 13323 Woodruff Court

**A. MANAGEMENT ANNOUNCEMENT**

As a general reminder, recording and videotaping of Board Meetings is not allowed. The official recording of the Board's meetings and decisions is the adopted minutes, not a tape or video recording of the meeting.

**B. CALL TO ORDER**

The Board of Directors meeting was called to order by Jim Ganz at 7:05 p.m.

**C. MINUTES**

1. June 10, 2020 Board of Directors Meeting and Closed Meeting Minutes

**MOTION:** (Aaron Skolnik/Jim Ganz) Accept the Board of Directors Meeting Minutes as amended, and the Closed Meeting Minutes as presented.

**Vote:** Motion Passed – Unanimous

**D. MANAGEMENT REPORT**

1. Woodruff Court Tree Removal and Pruning

Management received a report from a resident of dying trees on Woodruff Court. Management had arborists visit the area and assess the trees. Management provided the Board with several proposals for tree work.

**MOTION:** (Jim Ganz/Kathie Matthews) Accept the proposal from S&P Trees for removal, stump grinding, backfill, seed and straw of two (2) trees: one at 13321 Woodruff Court and one at 13311 Woodruff Court, with a cost of \$1,225.00 per tree along with pruning and trimming of trees on Woodruff Court at a cost not to exceed \$1,800.00, for a total cost not to exceed \$4,250.00.

**Vote:** Motion Passed – Unanimous

2. Common Area Amenities

The Board agreed to remove the yellow tape around the tot lots and benches, but keep the signage that states using the basketball courts, tennis courts, or play equipment may be a health risk.

3. Wanegarden Pool Fence Repair

Management reported that on June 13<sup>th</sup>, a large pine tree fell and damaged a section of the Wanegarden Pool fence. S&P Tree Care removed the tree that day for an emergency call of \$2,000.00.

Betson Lawn Services reset and straightened three (3) sections of fencing, repaired the gate to allow closing and replaced a new lock and chain, along with installing barricades, caution tape, a cable, and cones by the damaged fence at a cost of \$595.00. These amounts were within Management's spending authority.

Management provided the Board with a proposal from Frederick Fence to replace one (1) post and two (2) 8' wide fence sections in the amount of \$2,709.00.

The total cost for emergency repairs plus the replacement of the fence is \$5,304.00. Management noted that to file a claim for the loss, the deductible is \$2,000.00.

**MOTION:** (Jim Ganz/Aaron Skolnik) Approve the proposal from Frederick Fence to repair the Wanegarden Pool fence not to exceed \$2,709.00. Do not file an insurance claim.

**Vote:** Motion Passed – Unanimous

4. Updated Path Repair Scope of Work

Management noted that at the March Board Meeting, the Board approved proposals from O'Leary Asphalt for asphalt and concrete repairs (\$24,333.00), 2020 Path Repairs (\$94,555.00) and 2021 Path Repairs (\$94,555.00). The miscellaneous asphalt and concrete repairs in multiple areas of CVS is currently slated for the end of July.

Management recently walked much of the path system in the community with O'Leary Asphalt to review the planned work. O'Leary is now recommending overlaying entire areas of the paths, including removal of damaged path areas and tree root pruning. The original contract did not include overlaying of the paths.

**MOTION:** (Jim Ganz/Kathie Matthews) Table the existing scope of work for the 2020 path repairs and have O'Leary Asphalt provide an updated proposal to include the overlay of the paths.

**Vote:** Motion Passed – Unanimous

The Board requested that the updated proposal from O'Leary include details on the work over the original proposal.

5. 19912 Wyman Way and 13325 Waterside Circle Tree Removal

Management was notified of a dead tree at 19912 Wyman Way and 13325 Waterside Circle. Management provided the Board with several proposals for tree work.

**MOTION:** (Jim Ganz/Kathie Matthews) Accept the proposal from John's Labor Group to remove the dead trees, grind stumps, fill with topsoil, seed, and straw at 19912 Wyman Way and 13325 Waterside Circle not to exceed \$2,400.00.

**Vote:** Motion Passed – Unanimous

6. 13512 Walnutwood Lane Drainage

The homeowner at 13512 Walnutwood Lane reached out to Management regarding drainage issues behind their property. Management noted that this situation has been raised several times since November 2017.

Management had John's Labor Group (JLG) again inspect the area. It was noted that the downspouts had been dug up as requested two (2) years ago; however, the downspouts are still neither properly installed nor functioning. JLG stated that the homeowner's landscaping and piping of downspouts is 80-90% responsible for the ponding issues and the common ground area is a 10-20% contributor.

Management provided the Board with proposals from John's Labor Group and Ruppert Landscape to redirect the water flow on common area down the path to the storm drain.

The Board noted that The John's Labor Group did not provide a cost for laying sod instead of seed and straw and thought this would be a better solution.

The Board requested that Management have John's Labor Group update their proposal to include the cost with installing sod.

7. Invasive Vegetation on Hillside of 20166 Timber Oak Lane

Management received correspondence from 20166 Timber Oak Lane that the vegetation on the hillside behind several homes has become overgrown. Ruppert Landscape cut back the vegetation over the crest of the hillside and provided a proposal to remove the remaining weeds and invasive vegetation on the hillside and install perennial groundcover at a cost of \$1,215.00.

**MOTION:** (Jim Ganz/Aaron Skolnik) Accept the proposal from Ruppert Landscape to remove the weeds and invasives on the hillside on Timber Oak Lane and install the perennial groundcover not to exceed \$1,125.00

**Amend:** (Jim Ganz/Aaron Skolnik) Request that the work is done after the heat of the summer is over.

**Vote:** Motion Passed – Unanimous

8. Retaining Wall Evaluation

Management provided the Board with a proposal from BECS to provide a condition survey, drawing report and report of the retaining walls in CVS that have not yet received maintenance, repair, or replacement. The previous evaluation of the retaining walls was done 8-9 years ago, and there are several retaining walls that are at the end of their expected life and beginning to show deterioration. The cost of the proposal is \$2,250.00.

**MOTION:** (Aaron Skolnik/Jim Ganz) Accept the proposal from BECS not to exceed \$2,250.00 for retaining wall evaluation.

**Vote:** Motion Passed – Unanimous

9. Walnutwood Lane Electrical Tie-Point

Management provided the Board with an updated easement agreement between Potomac Edison and CVS for installation of a new tie point on Walnutwood Lane that increased the notice of damages caused to CVS property from thirty (30) days to sixty (60) days.

**MOTION:** (Aaron Skolnik/Jim Ganz) Accept the updated easement agreement between Potomac Edison and CVS for the Walnutwood electrical tie-point installation.

**Vote:** Motion Passed – Unanimous

10. Abandoned Vehicles

Management was informed with visual confirmation of two (2) abandoned vehicles with no tags near 13202 Waterside Drive. It was also noted that there is a third vehicle which is covered that may have no tags. However, Management is not allowed to remove vehicle covers.

Management stated that the cars can be towed as a trespass tow or they can be towed through the MCPD as an abandoned vehicle for the cost of \$150.00 per tow.

The Board requested that Management have Betson Lawn Services place a tow warning on the two (2) noted vehicles that if owner does not move the vehicles within seven (7) days or contact Management, they will be towed, and if it can be determined that the covered vehicle has no tags, a tow warning can be placed on that vehicle.

**MOTION:** (Jim Ganz/Aaron Skolnik) Move forward having Betson Lawn Services place tow warnings on the two (2) vehicles on CVS property with no license and registration tags stating they have seven (7) days to move the vehicles or contact Management. After the seven (7) days, have Management contact MCPD abandoned vehicles to tow at a cost of \$150.00 per vehicle. If it can be determined that the covered vehicle has no tags a tow warning to be placed on that vehicle also.

**Vote:** Motion passed – Unanimous

11. Commercial Vehicles

Management noted that correspondence was received of commercial vehicles parking in the Waterside Court area. Management noted that commercial vehicles are allowed on property during the day as they may be a contractor for a resident. Management does not monitor commercial vehicles in the evening hours.

The Board agreed to have Betson Lawn Service drive around the Waterside Drive/Meander Cove Drive areas in the evening to place tow warnings on commercial vehicles.

12. Tree Montgomery

Jim Ganz reported that he had reviewed the pending plan for planting of trees in CVS. Mr. Ganz sent comments to Tree Montgomery that some other areas should be noted for trees and requested alternative trees in some areas. The trees will not be planted until the Fall.

13. Architectural Review Committee

It was noted that one member of the Architectural Control Committee was no longer on the committee and the Terms of Reference for the ACC require that the committee has a minimum number of three (3) or more persons.

Mr. Ganz suggested that a Board member could fill in on the ACC until another volunteer from the Community is on the committee. Otherwise, the Board of Directors will have to serve as the ACC if there are not enough members on the committee.

**E. NEW BUSINESS**

1. Action Items during Covid-19

Management inquired if the Board wanted to extend the action items previously approved during Covid-19: suspending late fee charges, sending accounts to the attorney, and initiating new lawsuits/liens via Legal Counsel. The Board agreed to extend these action items through August 31, 2020.

**MOTION:** (Aaron Skolnik/Jim Ganz) Extend the suspension of charging late fees, sending accounts to the attorney, and filing liens/lawsuits through August 31, 2020.

**Vote:** Motion Passed – Unanimous

1. Pool Updates

The Board held a Zoom meeting on June 18<sup>th</sup> with Legal Counsel to consider whether to open a pool or both pools for a partial season under the parameters being imposed by the local, state, and federal regulations. The Board determined that it would not be prudent or in the best interest of all members of the Association to open the pools. A notice was mailed to all homeowners with this information.

The Board requested that Management contact RSV Pools to determine what expenses are needed to maintain the pools through the rest of the season and the savings to the Association for keeping the pools closed. This information should be available prior to the budget meeting on August 12<sup>th</sup>.

**F. OLD BUSINESS**

1. Painting of Fire Lanes – Lake Park Drive

The Board inquired on the status of painting the fire lanes on Lake Park Drive. Management stated proposals have been requested.

**G. ADJOURN BOARD OF DIRECTORS MEETING TO CLOSED MEETING**

**MOTION:** (Jim Ganz/Aaron Skolnik) Adjourn the Board of Directors Meeting into Closed Meeting at 8:35 p.m.

**Vote:** Motion Passed – Unanimous

**H. RESULTS OF THE CLOSED MEETING**

The Board discussed several items noted on the financial statements and discussed delinquent accounts.

**I. ADJOURNMENT OF CLOSED MEETING**

**MOTION:** (Jim Ganz/Aaron Skolnik) Adjourn the Closed Meeting at 8:43 p.m.

**Vote:** Motion Passed - Unanimous