

Approved on November 11, 2020

Churchill Village South Homeowners Association
Virtual Board of Directors Meeting
October 14, 2020

The Board of Directors of Churchill Village Homeowners Association held a virtual Board of Directors Meeting on Wednesday, October 14, 2020 at 7:00 p.m.

Board Members Present:

Jim Ganz, President
Aaron Skolnik, Treasurer
Kathie Matthews, Secretary
Patricia Jones-Butler, Director

Also Present:

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

Homeowners Present:

Justin Pearl, 69 Lake Park Court
Steve Murphy, 20006 Lake Park Drive
Alexander Wallace, 19926 Lake Park Drive
Caitlin Mcgee Crane, 55 Lake Park Court
Will and Amy Knowland, 20157 Laurel Hill Way
Tangela Mazyck. 19916 Wyman Way
Alexander Manik, 13300 Wedgeport Lane

A. MANAGEMENT ANNOUNCEMENT

As a general reminder, recording and videotaping of Board Meetings are 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. 2020 ANNUAL MEETING (1st ATTEMPT)

The Churchill Village South Homeowners Association held the first (1st) attempt of the 2020 Annual Meeting via Zoom. The primary business of the meeting shall be the election of six (6) directors each for a term of one (1) year. The quorum for the Annual Meeting is fifty-one percent (51%) or 490 homes. Management reported that 24 proxies were received. Thus, a quorum was not achieved.

The second (2nd) attempt of the 2020 Annual Meeting will be held on November 11, 2020 via Zoom. All those present in-person or by proxy will constitute a quorum for the purpose of electing Directors.

C. CALL TO ORDER

The Board of Directors Meeting was called to order by Jim Ganz at 7:10 p.m

D. MINUTES

1. September 9, 2020 Board of Directors Meeting and Closed Meeting Minutes

MOTION: (Aaron Skolnik/Jim Ganz) Accept the minutes of the September 9, 2020 Board of Directors Meeting and Closed Meeting as amended.

Vote: Motion Passed – Unanimous

E. HOMEOWNER OPEN FORUM

1. Tangela Mazyck, 19916 Wyman Way, noted that a tree was removed from the common area in front of their home. Grass seed and straw were put down in that area, but the grass did not take. Ms. Mazyck talked with the landscaper about putting down sod and had sent this request to Management. Management noted that this item is on the agenda for discussion by the Board.
2. Caitlin Mcgee Crane, 55 Lake Park Court, noted that she is working on a petition for reserved parking in the community and inquired why the reserved parking request in 2012 was not approved. Management will check on this matter and respond back to Ms. Crane.

Ms. Crane also noted that the railings on the staircases between Lake Park Drive and Wanegarden Drive are rusted and falling apart. Management reported that Management is seeking proposals for repairs to, or replacement of, these railings.
3. Alexander Wallace, 19926 Lake Park Drive, requested that the tree behind his home be removed or trimmed back. Management will have someone evaluate the tree.
4. Alexander Manik, 13300 Wedgeport Lane, noted that a tree was cut down near his home and never replaced. There is also a large tree to the side of the home that is tilted toward the house. Management will have the tree inspected.
5. Kathie Matthews, Board Member, inquired why the trees were not removed on Lake Park Drive. Management noted that no one had moved cars that day. Management will make sure the residents are notified when the trees are to be removed so they move their cars.

F. MANAGEMENT REPORT

1. FY2021 Budget Approval

Management reported that notice of the 2021 Draft Budget was sent to all homeowners for comment. No comments were received.

The Board discussed applying a \$100.00 credit for the December assessment to every account in CVS, due to the pool being closed for the season.

The Board requested that Management send notification to homeowners along with instructions for the December assessment payment.

MOTION: (Jim Ganz/Kathie Matthews) Approve the FY2021 draft budget for CVS and approve a \$100.00 credit for each household in CVS for December 2020.

Vote: Motion Passed – Unanimous

2. Ratification of Email Votes

a. Turf renovations on Lake Park Drive and Wyman Way

The Board approved a proposal from Ruppert Landscape via email for turf renovation on Lake Park Drive and Wyman Way in the amount of \$1,900.00.

MOTION: (Jim Ganz/Aaron Skolnik) Ratify the email vote for turf renovations on Lake Park Drive and Wyman Way not to exceed \$1,900.00.

Vote: Motion passed – Unanimous

b. Turf Renovation Next to The Villas at Willow Cove

The Board approved a proposal from Ruppert Landscape via email for turf renovations in several areas where grass seeding is necessary next to The Villas at Willow Cove in the amount of \$2,000.00.

MOTION: (Jim Ganz/Aaron Skolnik) Ratify the email vote to approve turf renovations next to The Villas at Willow Cove not to exceed \$2,000.00.

Vote: Motion Passed – Unanimous

c. Laurel Hill Way Common Area Grass Seed

The Board approved a proposal from Ruppert Landscape by email for removal of all unwanted vegetation and weed trees and seed the common area behind 20129-20139 Laurel Hill Way in the amount of \$1,350.00.

MOTION: (Jim Ganz/Patricia Jones-Butler) Ratify the email vote for approval of the proposal from Ruppert Landscape for common area maintenance behind 20129-20139 Laurel Hill Way not to exceed \$1,350.00.

Vote: Motion Passed – Unanimous

3. Miscellaneous Tree Work

Management provided the Board with proposals from John’s Labor Group (JLG) and S&P Tree Care for tree work:

- 20004 Lake Park Drive – remove dead tree behind
- 20000-20010 Lake Park Drive – prune and limb up two (2) trees behind
- 20213 & 20215 Laurel Hill Way – prune two (2) large trees behind
- 20233 Laurel Hill Way – remove large Spruce tree in front
- 20233 Laurel Hill Way – remove dead trees behind

MOTION: (Jim Ganz/Patricia Jones-Butler) Accept the proposal from John’s Labor Group for miscellaneous tree work at a cost not to exceed \$9,525.00.

Vote: Motion Passed – Unanimous

4. Webs Hanging in Trees

Management reached out to John’s Labor Group (JLG) regarding the large webs hanging from trees. JLG stated that these “webs” belong to fall Webworms or Eastern Tent Worms both of which are near harmless. Though these webs are unsightly they do not propose a threat to the tree’s overall health. These webs can usually just be removed or knocked down from the tree.

5. Wood Line Cutbacks

Management provided the Board a proposal from Ruppert Landscape for wood line cutbacks, where necessary, in the amount of \$3,000.00.

These areas include:

- Wood line next to tennis court and along parking area at Willow Cove
- Rear of 19731 Teakwood Circle up to 13629 Winterspoon Lane
- 13679 Winterspoon Lane out to Wisteria Drive
- Laurel Hill Way and up to Larkspur Court
- Wood lines surrounding the Wanegarden Pool

MOTION: Jim Ganz/Patricia Jones-Butler) Accept the proposal from Ruppert Landscape as addressed in the proposal not to exceed \$3,000.00.

Vote: Motion Passed – Unanimous

Jim Ganz noted that vegetation is growing in the gutters of the Community Center, and these gutters should be cleaned. Management will make sure the gutters are cleaned.

6. 13509 Teakwood Lane Fence Cleanup

Management provided the Board with a proposal from Ruppert Landscape for fence and common area cleanup at 13509 Teakwood Lane in the amount of \$1,375.00.

MOTION: (Aaron Skolnik/Patricia Jones-Butler) Accept the proposal from Ruppert Landscape for fence cleanup at 13509 Teakwood Lane not to exceed \$1,375.00.

Vote: Motion passed – Unanimous

7. 19916 Wyman Way Sod Installation

Management received a request from the owner of 19916 Wyman Way to install sod on the common area outside their home, as the grass seed that was installed following the removal of a tree did not grow. Ruppert Landscape provided a proposal to install sod with initial watering in the amount of \$325.00. The owner will continue watering the sod until it catches property.

MOTION: (Patricia Jones-Butler/Kathie Matthews) Accept the proposal from Ruppert Landscape for installation of sod on the common area by 19916 Wyman Way not to exceed \$325.00.

Vote: Motion Passed – Unanimous

8. Wanegarden Pool Repairs - Change Order

Management reported that when RSV Pools was at the Wanegarden Pool for repair of the broken underwater conduit approved at the September Board meeting, it was noticed that there is a second conduit that needs to be replaced. RSV Pools submitted a proposal in the amount of \$1,300.00. for the additional work.

MOTION: (Aaron Skolnik/Kathie Matthews) Approve the Change Order from RSV Pools for the additional work at the Wanegarden Pool, not to exceed \$1,300.00.

Vote: Motion passed – Unanimous

9. Yellow Curb Painting

Management provided the Board with a proposal from O’Leary Asphalt for repainting of yellow curbs on Lake Park Drive, Lake Park Court, and Timber Oak Lane in the amount of \$3,610.00.

The Board noted that the curbs and sidewalks should be evaluated for deterioration or eroding prior to the curbs being painted.

10. Larkspur Court Concrete Sidewalk Replacement

Management reported that the Larkspur Court sidewalk is in need of significant repairs/replacement. Management was notified by a homeowner 20128 Larkspur Court of standing water during rainstorms and trip hazards.

Management provided a proposal from O’Leary Asphalt with two (2) options. Option 1 would repair all the sections of the sidewalk that need attention. Option 2 would minimize the trip hazard at 20128 Larkspur Court.

The Board requested that Management provide additional proposals for the sidewalk repairs.

The Board inquired if a temporary cold patch could be done to minimize the trip hazard at 20128 Larkspur Court and requested that cones or yellow marks be installed to mark the trip hazard.

Board Member Patricia Jones-Butler will also visually inspect the sidewalk for concerns of trip hazards.

11. Architectural Control Committee (ACC) Appointment

Management reported that Melanie Highs, 20233 Laurel Hill Way has volunteered to join the ACC and would be a 4th member.

MOTION: (Aaron Skolnik/Jim Ganz) Appoint Melanie Hughes to the Architectural Control Committee.

Vote: Motion Passed – Unanimous

12. 13441 Winterspoon Lane Shed Installation Request

The ACC received an Architectural Change Application from 13441 Winterspoon Lane for addition of a shed to the back yard. As any structure within ten feet (10’) of the property line must be reviewed also by the Board of Directors, the ACC forwarded this application the Board for their discussion and vote.

The Board discussion noted that the shed is too large and is inconsistent with other sheds approved in the community and not harmonious with the community. Also, dimensions on the application need to be written as “feet” and “inches”.

MOTION: (Jim Ganz/Patricia Jones-Butler) Disapprove the Architectural Change Application from 13441 Winterspoon Lane for the addition of a deck in the back yard as the dimension are historically too large for the community and not harmonious (inconsistent with previously approved applications of sheds) in the community and the dimension on the diagram need to be written in “feet” or “inches”.

Vote: Motion Passed – Unanimous

The Board requested that they review the letter from Management to the homeowner regarding the ACC application before sending.

13. 2020./2021 Audit Engagement

Management provided the Board with the audit engagement letter from Goldklang Group for the years ended December 31, 2020 and 2021.

The fees for audit services are:

- December 31, 2020 and 2021 audit - \$4,300.00 per year
- Federal and State Income Tax Returns - \$400.00 per year
- Maryland Personal Property Return - \$100.00 per year

MOTION: (Jim Ganz/Aaron Skolnik) Approve the audit engagement proposal from Goldklang Group for audit services as described in the proposal.

Vote: Motion Passed – Unanimous

14. Architectural Change Applications

Management provided the Board with Architectural Change Applications from 20148 Timber Oak Lane for deck replacement and 20160 Timber Oak Lane for roof and gutter replacement for review. These applications were approved by the Willow Cove Townhouse Condominium Board of Directors.

MOTION: (Aaron Skolnik/Patricia Jones-Butler) Approve the Architectural Change Applications as approved by the Willow Cove Townhouse Condominium for 20148 Timber Oak Lane and 20160 Timber Oak Lane.

Vote: Motion Passed – Unanimous

15. 13238 Meander Cove Drive

Management provided the Board with a proposal from Ruppert Landscape for drainage repairs by 13238 Meander Cove Drive in the amount of \$1,350.00.

MOTION: (Aaron Skolnik/Jim Ganz) Accept the proposal from Ruppert Landscape for drainage repairs behind 13238 Meander Cove Drive in the amount of \$1,350.00.

Vote: Motion Passed – Unanimous

G. NEW BUSINESS

1. Halloween

Board Member Patricia Jones-Butler inquired where the community stands on activities for Halloween.

The Board agreed that the CVS would follow the Montgomery County guidelines for Halloween and requested that Management provide the link to the Montgomery County website on information for Halloween on the CVS website.

2. Trees

Board Member Jim Ganz noted that as CVS is an aging community there have been a lot of trees that have needed to be removed this year. His thoughts were that there is some underlying “blight” or “stress from climate change”.

Mr. Ganz noted that arborists should evaluate the trees before removal as the Board needs to be diligent in the assessment of trees in the community.

3. Comments on Homeowner Open Forum

The Board discussed that they need to set a higher standard of decorum during the Homeowner Open Forum, which includes giving homeowners their chance to talk without interruption.

H. ADJOURN BOARD OF DIRECTORS MEETING TO CLOSED MEETING

MOTION: (Jim Ganz/Aaron Skolnik) Adjourn the Board of Directors Meeting into Closed Meeting at 9:16 p.m.

Vote: Motion Passed – Unanimous

I. ADJOURNMENT OF THE CLOSED MEETING

MOTION: (Jim Ganz/Aaron Skolnik) Adjourn the Closed Meeting at 9:20 p.m.

Vote: Motion Passed - Unanimous