

Churchill Village South Homeowners Association
Board of Directors Meeting
October 13, 2021

The Board of Directors of Churchill Village Homeowners Association held a virtual Board of Directors Meeting on Wednesday, October 13, 2021 at 7:00 p.m.

Board Members Present:

Jim Ganz, President
Patricia Jones-Butler, Director
Aaron Skolnik, Treasurer
Michael Reed, Director

Also Present:

Annie Geralis, Community Manager
Ruth Ann Allen, Recording Secretary

Board Member Absent:

Kathie Matthews, Secretary

Homeowners Present:

Paul Mantica/Stacey Hickok, 20217 Waterside Drive
Kevin Bradford, 20118 Larkspur Court
Liz Evans, 13417 Winterspoon Lane

Guests:

Daniel Talmage, Churchill Community Foundation (CCF)
Alan Siefert, Property Manager, CCF

A. CALL TO ORDER

The Board of Directors Meeting was called to order by Jim Ganz at 7:11 p.m.

B. 2021 ANNUAL MEETING

The Churchill Village South Homeowners Association will hold the first (1st) attempt of the 2021 Annual Meeting on October 14, 2021 at 7:00 p.m. via Zoom. The purpose of the Annual Meeting is the election of six (6) directors for a term of one (1) year each.

C. MINUTES

1. September 8, 2021 Board of Directors Meeting and Closed Meeting Minutes
MOTION: (Jim Ganz/Michael Reel) Accept the Board of Directors Meeting Minutes and the Closed Meeting Minutes of September 8, 2021.
Vote: Motion Passed – Unanimous

D. HOMEOWNER OPEN FORUM

1. Paul Mantica, 20217 Waterside Drive, inquired about an update on the retaining wall replacement which is partly on his property. This item will be discussed on the agenda later in the meeting.

2. Liz Evans, 13417 Winterspoon Lane, stated that a river of water flows behind her home when it rains.

Ms. Evans also inquired why the proposed budget had such a large increase.

Action: Jim Ganz offered to look into the matter of the water issue.

E. BOARD ACTION ITEMS

1. FY2022 Budget

The proposed 2022 budget has a 3.8% increase over 2021 for a monthly assessment of \$110.

It was noted that the increase in the monthly assessments is mainly due to increasing the Reserve contributions to be prepared for long term projects addressing the physical infrastructure of the community.

MOTION: (Jim Ganz/Aaron Skolnik) Accept the 2022 budget for CVS with a 3.8% increase for a monthly assessment of \$110.00.

Vote: Motion Passed – Unanimous

2. Churchill Community Foundation

At the September Board Meeting, the Board received a request from the Churchill Community Foundation (CCF) to install grates in front of storm water drains in parking lots in CVS to help keep trash from entering Lake Churchill. Daniel Talmage of CCF noted that the source of most of this trash is items being blown around by the wind on trash/recycling days. This project is not immediate and can be done over time.

It was noted that the majority of the drains will be located in the sub-associations.

Action: Management will provide a map of locations of the storm water drains on CVS property.

3. Retaining Wall Update

The engineer, BECS, provided the Board with the contractor bids for replacement of retaining walls 'F', 'N', and 'R'. BECS has recommended that a MES block wall system be used on Walls 'R' (Villas at Willow Cove-Meander Cove Drive) and 'F' (Waterside Circle-adjacent to the parking lot area). BECS has recommended Wall N that is located on homeowner and Association property on Waterside Drive be replaced with a Gravity Wall system.

Civil Solutions and Planning provide a proposal for this work in the amount of \$107,807.24.

MOTION: (Jim Ganz/Aaron Skolnik) Approve the BECS recommended Gravity Wall System for 'N' and the MES block wall for 'R' and 'F' with a cost not to exceed \$107,807.24 by Civil Solutions and Planning for replacement of all three (3) retaining walls, with retaining wall 'N' to be shared proportionately between homeowners and CVS. The funds for the CVS portion to come from Reserves.

Vote: Motion Passed – Unanimous

Management provided the Board with a proposal from BECS for the retaining wall replacement project:

Task	Costs
Design Document for Replacement of Walls F, N, R	\$11,200.00
Bidding Services	\$3,800.00.
Quality Assurance Services (weekly lump sum)	\$2,500.00

MOTION: (Jim Ganz/Aaron Skolnik) Accept the BECS proposal for scope of services with the amounts as proposed, with funds to come from Reserves.

Vote: Motion Passed – Unanimous

Management noted that there are trees on Lakeview Condominium property that will need to be removed for the work on Wall ‘R’. Management will seek permission to remove these trees; there are also small trees will need to be removed for Wall ‘F.’

The large trees on common property at Wall ‘N’ will not need to be removed, however, there are trees on homeowner property that will need to be removed. The Association is offering to pay for replacement these trees.

Management stated that this project will be done in early Spring.

Paul Mantica inquired if the Association would offer a payment arrangement for the homeowner responsibility of the project. The Board noted that the Association will work with those homeowners for Payment arrangements.

Action: Management will send a letter to those homeowners affected by replacement of Wall ‘N’ about the updated information for the replacement of the retaining wall.

4. Tennis Court Proposals

Management provided the Board with two (2) proposals for repairs/resurfacing of the three (3) tennis courts in CVS.

The Board deferred any action until the November Board Meeting.

Action: The Board requested that Management look into the repair/resurfacing costs for the tennis courts in the Reserve Study to compare with the proposals.

5. Grounds Maintenance Contract

Management provided the Board with landscape maintenance proposals for 2022.

Action: The Board requested that Management set up a Zoom meeting on October 26th beginning at 7:00 p.m. to interview Mainscapes, Inc., BrightView Landscapes, and Community Landscape Services.

6. Trash Removal Service Renewal

Management provided the Board with a renewal contract from Ecology Services Refuse & Recycling in the amount of \$5.33 per home per month based on 824 units for a monthly cost of \$4,391.92 for October 1, 2021 to October 1, 2022.

The Board noted that Ecology has no set schedule for emptying dumpsters in the pool parking lots and requested that additional language be placed in the contract for the dumpster pickup schedule. The Board deferred approval of the contract until the requested information is provided.

7. Bulk Trash Pickup

The next bulk trash pickup will be held on November 13, 2021.

Action: Management will place a notification on the website and mail postcards to notify homeowners of the bulk trash pickup.

8. Stairway to Waterside Circle Tot Lot

Management provided the Board with a proposal from Gardener's General Contractor for repair of the stairs leading to the Waterside Circle tot lot in the amount of \$1,930.00.

MOTION: (Aaron Skolnik/Patricia Jones-Butler) Accept the proposal from Gardener's General Contractor in the amount of \$1,930.00 for repairs of the stairway to the tot lot at Waterside Circle, funds to come from Reserves.

Vote: Motion Passed – Unanimous

9. Pet Butler Renewal Contract

Management received correspondence from Pet Butler that the current contract will expire on January 1, 2022 and there will be a 4% increase for 2022. The Association is currently paying \$484.00 monthly.

It was noted that a homeowner has requested installation of another pet waste station on Walnutwood Lane.

Action: The Board requested that Management provide a proposal for installation of the pet waste station, including the monthly price increase for maintenance.

10. Snow Removal Services

Management provided the Board with a snow removal contract from D&A Dunlevy for snow removal services for 2021/2022. The Board suggested that there be a method for checks and balances for snow removal to include feedback after each winter weather event, along with review of the services billed after each event.

The Board requested that Dunlevy be requested to attend the November Board meeting to go over snow removal in CVS.

MOTION: (Jim Ganz/Patricia Jones-Butler) Accept the proposal from D&A Dunlevy for snow removal for 2021/2022 as stated in the contract.

Vote: Motion Passed – Unanimous

11. Deferred Assessment Agreement

Management received correspondence from Goldklang Group recommending that the Association pass a Deferred Assessment Resolution to strengthen the Association's income tax filing position.

MOTION: (Jim Ganz/Aaron Skolnik) Approve the Deferred Assessment Resolution from Goldklang Group as follows: The Association elects to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion.

Vote: Motion Passed – Unanimous

12. 2020 Audit

Management provided the Board with the draft audit for Churchill Village South HOA for the years ended December 31, 2020 and 2019 from Goldklang Group.

MOTION: (Jim Ganz/Aaron Skolnik) Approve the draft 2020 audit report from Goldklang Group as submitted.

Vote: Motion Passed – Unanimous

F. OLD BUSINESS

1. 13401 Walnutwood Lane

It was noted that the homeowner took the lamp posts down, but the commercial vehicle is still in the driveway. The property is up for sale.

2. RV Parked on Waterloo Court RV

The Board noted that the RV is still parked on Waterloo Court.

Action: The Board requested that Management contact the owner requesting why the RV is parked pm Waterloo Court and how long it is intended to be there. If Management doesn't hear back by November 10th, then the tow process should be started.

3. Violation Notice

It was noted that a violation notice was sent for an item inside a car port at 20137 Laurel Hill Way. Jim Ganz stated that the owner owns a jeep, and this appears to be the top of the jeep that is stored in the carport and should not be a violation.

G. NEW BUSINESS

1. Villas request For Speed Calming Device

Management noted that the Villas is interested in installation of speed calming devices on Meander Cove Drive and Waterside Drive. The Board requested that The Villas Board make a formal request and an estimation of the cost for the November Meeting. Management noted that The Villas will absorb the cost.

2. 20012 Wanegarden Court

Management received an email from 20012 Wanegarden Court stating that a neighbor is placing bushes and rocks around the electrical box and inquired if this could be what is causing power outages in the neighborhood.

Management noted that the area around the electric box is common area and a Potomac Edison right-of-way.

Action: Management will check on this issue.

3. 13512 Woodruff Lane

Management stated that correspondence was received from 13512 Walnutwood Lane that Ruppert Landscape cut the pipe of their underground drainage system.

Action: Jim Ganz offered to investigate this matter.

H. ADJOURN BOARD MEETING INTO CLOSED MEETING

MOTION: (Jim Ganz/Patricia Jones-Butler) Adjourn the Board of Directors Meeting into Closed Meeting at 9:28 p.m.

Vote: Motion Passed – Unanimous

I. RESULTS OF THE CLOSED MEETING

The Board took action on writing off delinquent accounts to uncollectible bad debt as recommended by Legal Counsel.

J. ADJOURNMENT OF THE CLOSED MEETING

MOTION: (Jim Ganz/Michael Reed) Adjourn the Closed Meeting at 9:37 p.m.

Vote: Motion Passed - Unanimous