

Churchill Village-South Homeowners Association
Board of Directors Meeting
April 14, 2010

The Board of Directors of Churchill Village-South Homeowners Association held a Board of Directors Meeting at the Community Center on Wednesday, April 14, 2010 at 7:00 p.m.

Board Members Present:

Mike Trentadue, President
Dean Farley, Vice President
Frank Grimm, Treasurer
Robert Fuss, Secretary
Amy Knowland, Director

Also Present:

Annie Geralis, Community Manager
Craig Wilson, Vanguard Manager
Ruth Ann Allen, Recording Secretary

Board Member Absent:

Steve Buc, Director

Also Present:

Butch Payton, Montgomery County Park and Planning Commission
Clarice Runkles, Montgomery County Park and Planning Commission

Homeowners Present:

Kevin David, 13517 Winterspoon Lane
Maria Bukowski, 20135 Laurel Hill Way
Roger Fox, 13323 Woodruff Court
Mike and Tangela Mazyck, 19916 Wyman Way
Katie Hodges, 20106 Timber Oak Lane

A. BOARD MEETING WITH PARK AND PLANNING

The Board met with Butch Payton, Maryland-National Capital Park and Planning Commission (MNCPPC), who described the plans for renovation of the existing hard surface hiking trail that edges Little Seneca Lake and Churchill Village-South. The renovated trail will be eight (8) feet wide consisting of asphalt and wooden boardwalk surfaces. An “observation deck” has been proposed at the lake’s edge near Timber Oak Lane. Segmental block walls and safety railings will be used at various locations. This renovation design proposes ways to protect natural habitats by elevated trail sections, trench-less silt fence, boardwalk, “low impact” construction techniques, and tree protection.

Mr. Payton stated that the development of this plan started in 2002. The design for the project is seventy to eighty percent (70%-80%) complete and the project bid

Churchill Village South Homeowners Association
Board of Directors Meeting
April 14, 2010

should go out in early summer. It will take 120 days for procurement before work starts, which looks to be early fall, and the project will take about one (1) year to complete.

Mr. Payton also mentioned that the steep area onto the trail from Wynnefield Drive would be reworked so it is easily accessible.

Mr. Payton stated that there will be some trail closures associated with this project. The work may transition onto homeowner property, so property plats will be consulted. Some of the trail will be elevated approximately eighteen inches (18") to allow for the root system of the trees to be protected. The slats on the wooden trail will be butt joints to help prevent up and down movement between boards. Railings will be erected on the wooden trail if necessary.

Mr. Payton stated that the proposed observation deck would be placed near Timber Oak Drive as this is an area used by residents to reach the lake for fishing. This area has become eroded and an observation deck would make fishing more accessible. The Board mentioned their concerns about the observation deck. One concern is that it could become an area for people to "hang out".

The Board also mentioned concerns about the tot lot located on the trail by Lake Park Drive. The trail could change the elevation of the tot lot. Mr. Payton stated that segmental block walls would be used in areas where the slope will change. A chain-link fence will be temporarily placed as a barrier between the tot lot and the work on the trail or the tot lot may need to be closed while work is underway.

The Board also mentioned that doggy stations have been placed along the trail and they may need to be relocated, the Board also suggested that Park and Planning might want to consider placing other doggy stations along the trail.

Robert Fuss mentioned his concern for having the proper drainage with the grade transitions. Mr. Payton stated that Park and Planning works to keep the proper drainage. Mr. Fuss also mentioned that Mr. Payton may want to contact the Lake Churchill Foundation for information or ideas. The Black Hills Trail along CVS property connects across Wynnefield Drive to the trail around Lake Churchill.

Mike Trentadue recommended that an information meeting be held to invite residents as the community-at-large to review the plans and ask questions. This information on this meeting can be put in the Gazette, on web site and postcards sent to residents.

Mr. Payton stated that several staging areas will need to be placed along the trail. Any damage to those areas will be restored. The equipment to be used will be small and low-impact. The Board can give suggestions for staging sites.

The Board suggested that informational signs be placed at the entrances to the trail along CVS property to alert homeowners on the work and possible trail closures.

Mr. Payton stated that those areas of concern from the CVS Board; the property lines that could be affected, the easing of slopes, and having a special meeting with homeowners will be addressed by Park and Planning. Mr. Payton will be keep in touch

Churchill Village South Homeowners Association
Board of Directors Meeting
April 14, 2010

with Annie Geralis concerning the progress of the project. Mr. Payton also mentioned that the Board can give any other concerns they have to Ms. Geralis who will forward them to Mr. Payton.

The meeting concluded at 8:02 p.m.

B. CALL TO ORDER FOR THE BOARD OF DIRECTORS MEETING

The April Board of Directors meeting was called to order by Mike Trentadue at 8:10 p.m.

C. MINUTES

MOTION: (Dean/Frank) Approve the March 10, 2010 Board Meeting Minutes as submitted.

Vote: Motion Passed - Unanimous

D. ARC APPLICATION

1. 20135 Laurel Hill Way

The homeowner has submitted an ARC Application for installation of a privacy fence between 20135 Laurel Hill Way and the adjacent neighbor. A fence was originally installed between the homes by the builder, but had been removed. The fence will be eight feet (8') feet high and eight to twelve feet (8'-12') long.

MOTION: (Dean/Frank) Approve the ARC Application for a privacy fence as presented.

Vote: Motion Passed - Unanimous

E. HOMEOWNERS FORUM

1. Tangela Mazyck, 19916 Wyman Way, stated that she had taken care of common ground area in front of their home for years. Mrs. Mazyck mentioned that the area is in need of work, and she does not want to be responsible for this area any more.

Management stated that they looked at the area with McFall and Berry a few weeks ago. McFall and Berry have suggested a couple of ideas for the area; such as putting in a ground cover or overseeding. Mrs. Mazyck does not want a mulched area, as mulch will not stay in place as a lot of children walk through this area. The area is very shady and grass does not grow well. This matter will be discussed later by the Board.

Mrs. Mazyck's other concern is roots from a tree have caused the sidewalk near her home to heave, leading to pooling water when it rains. This area becomes very icy in the winter. The next time it rains, Management will check the area and take pictures.

2. Katie Hodges, 20106 Timber Oak Lane, raised questions concerning the construction of the retaining wall behind her house. She perceives that the project seems to keep getting bigger and has lasted for a long time. Ms. Hodges mentioned that she was never informed of the changes. Also, the crew has been using wood from her wood pile

Churchill Village South Homeowners Association
Board of Directors Meeting
April 14, 2010

to hold down their tarp.

Mike Trentadue explained that the replacement of the retaining wall changed from pressure treated lumber to stones per the suggestion of the engineer. The engineer also suggested that the wall be sloped on the sides because of grade and drainage. The Board approved these changes.

The Board stated that Management should inform the construction crew is to neither take anything off the homeowner's property, now allow the construction zone to impede on any homeowner's property. The Board requested that Management ask the contractor to accelerate the project and complete it by the end of next week. Also, Management will check that the work is not within seven feet (7') from the foundation.

Ms. Hodges also mentioned that there was a protective fence on the previous retaining wall. The Board stated they weren't sure if this was part of the original project and will have Management check. If a retaining wall is higher than forty-two (42) inches, a barrier is required.

Ms. Hodges also inquired where she should go for information. The Board replied that correspondence should be sent to Management and information on the community can be found on the web site. Ms. Hodges mentioned that she did not receive responses to three (3) of her four (4) emails to Management. The Board will check into this matter.

Frank Grimm mentioned that a letter should have been sent to the homeowner as the scope of the work had become larger. The Board apologized for not keeping the homeowner informed of the changes to the retaining wall. Management will contact Ms. Hodges by the end of the week with an update of the status of the situation.

3. Roger Fox, 13323 Woodruff Court, stated that the asphalt on Woodruff Court is crumbling and the kids are throwing chunks of the asphalt around. The Board stated that re-paving was on the Board's radar last fall, but due to the amount of paving the County was doing, asphalt was not available. This matter will be revisited.

Mr. Fox also mentioned that the shingles on one of the houses affected by the fire on Woodruff Court do not match. He thought that the exterior needed to be returned to the original condition. The Board mentioned that the shingles should be the same material, but they are not weathered. The only difference in shingle-type is if the shingles are smooth or rough hewn. Management will verify that the correct shingles were installed and will be installed on the townhouse still to be sided.

4. Kevin David, 13517 Winterspoon Lane, will be the parent representative for the Lake Seneca Elementary 5th Grade Pool Party. This is an activity where Lake Seneca Elementary requests the use of the Wanegarden Pool for a 5th Grade party. The request will be sent from Terry Johnson, Principal at Lake Seneca Elementary.

Churchill Village South Homeowners Association
Board of Directors Meeting
April 14, 2010

F. SWIM TEAM

Kevin David, 13517 Winterspoon Lane, was present as the parent representative for the CVS Swim Team. The Swim Team has sent the Board the check for the monies owed for the taxes, etc. for coaches salaries. Mr. David reviewed the swim team budget with the Board. The Swim Team is requesting a consideration of \$5,000.00 from the Association to help manage the cost of funding the Swim Team.

MOTION: (Dean/Robert) Approve the allotment of \$5,000.00 to the Swim Team to defray the cost of operation for the summer.

Vote: Motion Passed - Unanimous

The Association will pay for the cost of the insurance from the \$5,000.00. When the bill is received from RSV Pool for coaches salary, the salaries will be paid up to \$4,000.00 The difference will be paid by the Swim Team.

Frank Grimm left at 9:00 p.m.

G. ARC APPLICATIONS (CONT'D)

1. 20000 Wyman Way

The homeowner is requesting a 16' x 12' freestanding, ground level deck at rear of dwelling using pressure treated lumber.

MOTION: (Amy/Dean) Accept the ARC Application for the deck at 20000 Wyman Way.

Vote: Motion Passed - Unanimous

2. 13500 Winterspoon Lane

The homeowner is requesting removal of the current asphalt driveway and re-paving with concrete pavers in same location.

MOTION: (Dean/Amy) Accept the application for removal of asphalt in driveway and re-pave with concrete pavers in same location.

Vote: Motion Passed - Unanimous

3. 13816 Wanegarden Drive

The homeowner has requested the installation of an open-air hot tub on a newly created patio which also includes a three (3) foot retaining wall, pavers, and a trellis. The Board discussed in length the ARC Application.

MOTION: (Dean/Amy) Disapprove the ARC Application for 13816 Wanegarden Drive for installation of an open air hot tub, patio and retaining wall due to missing initials of homeowners within 100' of the property on all attachments, location and relative scale not depicted on the plat/survey, plan view of modification is inconsistent with

plat/survey, finishes of wood surfaces/components not specified, and no details on light fixture. Advise the homeowner that the Board is concerned about the visual impact on immediate properties. Inquire of the homeowner what can be done to lesson the visual impact.

Vote: Motion Passed - Unanimous

The Board also noted that part of the homeowner's fence is located on CVS property. The Board requested that Management send a letter to the homeowner requesting that the fence be relocated onto the homeowner's property.

H. MANAGEMENT REPORT

1. Community Center

Management received an email from the Community Center Administrator regarding instituting a fee to homeowners who are late for their scheduled Community Center facility inspection appointment. The Community Center Administrator suggested that a five (5) minute grace period would be allowed, and then a charge of \$1.00 per minute be assessed to the homeowner and added to the rental fee.

The Board discussed that this would be very hard to enforce. Other options discussed by the Board would be the possibility of losing the rental if the homeowner is late or authorizing the Community Center Administration to leave after ten (10) minutes. **MOTION:** (Dean/Robert) Amend the Community Center Contract that if a client is more than the (10) minutes late, that the Community Center Administrator can leave and the rental may be forfeited.

Vote: Motion Defeated - 2 ayes/2 nays

MOTION: (Amy/Dean) Reject the proposal from the Community Center Administrator for the five (5) minutes grace period and \$1.00 per minute late fee as this suggestion seems difficult to manage. The Board welcomes other solutions that would be more manageable.

Vote: Motion Passed - Unanimous

The Board suggested that the Community Center Contract could be amended to include a line item that a \$25.00 charge will be assessed if the homeowner is late for the inspection appointment.

2. Sand Removal Proposal for Community Private Streets

Management received a proposal from McFall & Berry regarding removal of sand from the private streets in the CVS Community. The total cost of the removal was \$2,780.00.

MOTION: (Dean/Amy) Accept the proposal from McFall and Berry for sand removal on private streets in the CVS community for \$2780.00.

Vote: Motion Passed - Unanimous

3. Common Area Near 19916 Wyman Way

McFall & Berry met with Management to look at the common area near 19916 Wyman Way. McFall and Berry submitted two (2) proposals for options in that area. One proposal is to oversee the area for a cost of \$625.00; the second proposal is to plant periwinkle plants as a ground cover for \$1,935.00.

MOTION: (Dean/Robert) Accept Option 2 on the proposal from McFall and Berry to plant 1,500 periwinkle plants for \$1,935.00.

Vote: Motion Passed - 3 ayes/1 abstention

4. Proposal from RSV Pools to Replace Drains at the Winterspoon Main Pool

Management received a proposal from RSV Pools for replacement of the twelve (12) drains located in the main pool at Winterspoon in order to allow them to be flush with the new surface after white coating was complete. The total cost to replace the twelve drains is \$1,560.00

MOTION: (Robert/Amy) Accept the proposal from RSV Pools for replacement of twelve (12) drains at the Winterspoon Pool for a cost of \$1,560.00.

Vote: Motion Passed - Unanimous

5. SWIMSAFE Program

Management received correspondence from RSV Pools concerning the implementation of the SWIMSAFE Program at both CVS pools for the summer. This program has been used at both pools over the last three (3) years to identify non-swimmers through the use of swim tests and identifying bracelets. The total cost of the program is \$150.00 to purchase the bracelets.

MOTION: (Amy/Dean) Approve the \$150.00 for the SWIMSAFE Program bracelets.

Vote: Motion Passed - Unanimous

6. Extended Liability Insurance Coverage for the CVS Swim Team

The insurance carrier will not write a "swim team" policy with limits greater than the \$1,000,00.00/\$2,000,000.00 already quoted. The insurance agent indicated that she would have to place umbrella coverage over the "swim team" policy of approximately \$1,000.00 per million.

MOTION: (Amy/Robert) Approve the basic coverage for the liability Insurance coverage for the CVS Swim Team.

Vote: Motion Passed - Unanimous

7. Management's Response Concerning 20106 Timber Oak Drive

Annie Geralis detailed the correspondence that she had with the homeowner of 20106 Timber Oak Drive. Ms. Geralis also had the engineer check the site that the retaining wall was sufficient distance from the foundation. The Board suggested that Management always include the email correspondence in the Management Report so the Board knows the history of events, also. Ms. Geralis will email the paper trail concerning 20106 Timber Oak Drive to Board members. Management will send a letter to the homeowner apologizing that it has taken so long to finish the wall.

8. Easement Agreement with 13306 Waterside Circle

Management provided the Board with the draft copy of the easement agreement with 13306 Waterside Circle for the retaining wall that encroaches on the homeowner's property. The Board will review the draft easement.

9. Correspondence from Homeowners Concerning Deterioration of Carport "skirts"

Management received correspondence from two (2) homeowners on Laurel Hill Way stating that their carport concrete skirts have deteriorated significantly over the last several years, and they are requesting that the Association repair them. The Board requested that Management survey the community as to all areas that need concrete repair.

10. Amendment to ARC Rules and Regulations

The Board suggested that an amendment be added to the ARC Rules and Regulations stating that approval for an ARC Application is dependant on the homeowner being current in their assessments, which is the same policy as pool passes.

MOTION: (Mike/Amy) Amend the ARC Rules and Regulation that for approval of an ARC Application the homeowner must be current on their HOA Assessments.

Management stated that this amendment should be approved by legal counsel before it can be approved.

AMEND: (Mike/Amy) Subject to approval from legal counsel.

Vote: Motion Passed - Unanimous

11. Repair of Common Driveways in CVS

Management has received a proposal from O'Leary Asphalt, Inc. for the repair work regarding the common driveways. The total cost of this repair is \$25,600.00. This work is a reserve expense.

MOTION: (Robert/Dean) Accept proposal from O'Leary Asphalt, Inc. for the repair work of the common driveways with the understanding that the seal coat applies to all the projects for \$25,600.00 to come out of reserves.

Vote: Motion Passed - Unanimous

Churchill Village South Homeowners Association
Board of Directors Meeting
April 14, 2010

Management will notify homeowners when the repairs on their pipe stem will be done. The Board reminded Management to leave the gate for the Winterspoon Pool unlocked at that time so homeowners can park there.

13. Landscaping

Management will meet with Brian Blake of McFall and Berry tomorrow to discuss the wood chips for the tot lots.

Management also mentioned that they have received correspondence from homeowners concerning issues with the new landscape company. Management will invite them to come to next month's Board Meeting. Management will also ask Brian from McFall and Berry to come to the meeting.

I. ADJOURNMENT

MOTION: (Amy/Robert) Adjourn the Board Meeting at 10:25 p.m.

Vote: Motion Passed - Unanimous