

**Churchill Village-South Homeowners Association**  
**Board of Directors Meeting**  
**March 9, 2011**

The Board of Directors of Churchill Village South-Homeowners Association held a Board of Directors Meeting at the Community Center on Wednesday, March 9, 2011 at 7:00 p.m.

**Board Members Present:**

Mike Trentadue, President  
Robert Fuss, Vice President  
Frank Grimm, Treasurer  
Amy Knowland, Secretary  
Craig Wilson, Director

**Also Present:**

Annie Geralis, Community Manager  
Ruth Ann Allen, Recording Secretary

**Present:**

Jim Ganz, Swim Team Parent Coordinator  
Richard Meyer, Board President of The Villas at Willow Cove

**A. RSV POOLS**

Scott Vincent, RSV Pools, met with the Board of Directors to discuss the upcoming pool season. Mr. Vincent introduced Mike Holt who will be the area supervisor for CVS. The staffing at the pools will be reduced this summer, and the Board reminded Mr. Holt that three (3) or four (4) guards should not be sitting around the table at the entrance to the pool. The Board requested that Mike Holt familiarize himself with the Rules and Regulations at the pool.

The Board also stated that the gate to the Winterspoon Pool parking lot needs to be locked at the end of each day. CVS will charge RSV Pools if someone else has to come lock the gate. All umbrellas need to be brought in every night. The Board also mentioned that there will be no access to the kitchen at the Wanegarden Pool for life guards. Life guards are not allowed to have ear buds in their ears when on duty.

It was noted that the new blue "No Running" notices on the pool deck at the Winterspoon Pool already look worn. Mr. Vincent stated that for safety reasons the white paint to paint the "No Running" notices cannot be used anymore. RSV painted the new notices at the end of last year and will repaint them if needed before the pool opens.

**B. ARCHITECTURAL CONTROL COMMITTEE**

The homeowner at 13437 Walnutwood Lane submitted an "Application for Architectural Change" for installation of a split rail fence with black wire around the back yard.

The Board requested that Management include in the response to the homeowner that the fence is to be the natural wood color.

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**MOTION:** (Frank/Robert) Approve the Application for Architectural Change for the fence at 13427 Walnutwood Lane as presented.

**Vote:** Motion Passed - Unanimous

#### **C. CALL TO ORDER**

The March Board of Directors Meeting was called to order by Mike Trentadue at 7:07 p.m.

#### **D. MINUTES**

1. February 9, 2011 Board of Directors Meeting Minutes

**MOTION:** (Frank/Robert) Accept the February 9, 2011 Board of directors Meeting Minutes as amended.

**Vote:** Motion Passed - Unanimous

#### **E. HEARING**

The Board requested that the homeowner of 20008 Westend Court attend a Hearing for the painting of the town house a bright blue color. An email from the homeowner on March 2, 2011 stated that the home was painted the wrong color, and the homeowner will be repainting the house back to or as close to the original color during the month of April. Management advised the homeowner that should the house not be returned to the original color by April, they will be requested to attend another Hearing for the violation.

**MOTION:** (Frank/Robert) Accept the explanation of the paint color and the proposal to correct the color of the house by the end of April from the homeowner of 20008 Westend Court.

**Vote:** Motion Passed - Unanimous

#### **F. MANAGEMENT REPORT**

1. 14 Waterside Court

Management received an email complaint regarding the condition of the wood trim located on 14 Waterside Court. Management inspected the home and sent correspondence to the homeowner that the rotting wood trim would need to be replaced/repaired within thirty (30) days. Management will re-inspect after the thirty (30) days are up.

2. 19928 Wyman Way

It was noted that the homeowner of 19928 Wyman Way has installed a shed in the backyard that has been painted bright red. Management checked the ACC log and noted that no ACC application had been received from this homeowner. The Board requested

that Management send a letter to the homeowner to complete an ACC application within 15 days; if the ACC application is not received, the homeowner will be requested to come for a Hearing.

### 3. Swim Team

Jim Ganz, Swim Team Parent Coordinator, was present to discuss with the Board the financial status of the swim team and the upcoming swim team season.

Mr. Ganz provided the Board with the accounting report of the 2010 swim season and the projected budget for the 2011 swim season. Mr. Ganz also requested that the Board consider funding the coaching salaries in the amount of \$5,000.00. Mr. Ganz stated that he would attend the September Board Meeting to reconcile back to the Association any financial obligations from the 2011 swim season.

The Board stated that last year the Association took out an Extended Liability Insurance Coverage for the swim team. This charge for this policy was deducted from the amount budgeted for the swim team. The Board would again take out the Extended Liability Insurance Coverage for the swim team for 2011 and this would be deducted from the amount budgeted for the swim team.

Mr. Ganz stated that he has been repairing the lane reel every year so that it has not needed to be replaced. He also mentioned that the starter system for the swim meets will at some point need to be replaced.

Mr. Ganz will also provide the Board the list of the home swim meets when it is available, along with the request for use of the Community Center. The Board mentioned that they were surprised by the use of the Community Center by the swim team during the regular Wednesday and Saturday home meets. It was noted that following the swim season there are always stains on the carpet near the kitchen that cannot be removed. The Board is considering replacing the carpet in the Community Center and if the swim team uses the Community Center during swim meets that the swim team provide some protection for the new carpet. Mr. Ganz agreed that this would be done.

Mr. Ganz stated that the kitchen is used to prepare food for the swim meets and packaged food and canned drinks are often stored in the Community Center outside the kitchen. Management stated that the County requires a permit for serving food at the pool. Mr. Ganz stated that he would look into what is required for a permit. Mr. Ganz also noted that the Community Center is used for the computer set-up for scoring during swim meets.

The Board requested that when Mr. Ganz requests the use of the Community Center for swim meets that he outline all the uses of the Community Center by the swim team, so the Board can make a final decision on the swim team's usage of the Community Center. The Board stated that they may decide to require that the swim team put up a deposit for renting the Community Center in case there is any damage to the facility, so this money would be used to repair any damage.

**MOTION:** (Amy/Frank) Approve the request of \$5,000.00 from the CVS Sundevils Swim Team for the 2011 swim season, minus the \$1,000.00 for the Extended Liability Insurance Coverage.

**Vote:** Motion Passed - 4 ayes/1 abstention (Craig)

4. Request from The Villas at Willow Cove

Richard Meyer, Board President of The Villas at Willow Cove, stated that The Villas are interested in bringing Verizon FIOS into the community. Mr. Meyer understood that The Villas would require an easement from CVS for Verizon to come onto CVS property. The Board requested that Mr. Meyer contact Verizon and have them send an easement agreement to Management so the process can be started. The Board stated that this agreement could also cover the other CVS sub-associations for the installation of Verizon FIOS.

It was also noted that The Villas is planning a community picnic which would involve CVS common areas and the tot lot. The Board requested that The Villas send a letter with the date and time of the picnic, so that it can be included in the minutes.

5. Community Center Administrator

Management sent out the application for the Community Center Administrator position to three (3) residents who had shown interest in the job. One of the applicants decided against applying for the job. The other applicants were interviewed by Board members and Management.

**MOTION:** (Frank/Robert) Offer the position of Community Center Administrator in the form of a contract to Cindy Jansen to start as soon as possible with a salary of \$200.00 per month.

**Vote:** Motion Passed - 4 ayes/1 abstention (Craig)

The Board agreed to provide the Community Center Administrator with a cell phone as part of the contract to be used for the job.

6. Carpet Replacement in the Community Center

Management provided the Board with samples of the carpet tiles for the Community Center. The Board suggested that the new Community Center Administrator be involved with the decision making on the color of the carpet.

The Board suggested that the remodeling of the bathrooms in the Community Center be done before the carpet is replaced. The Board stated that the proposal for the carpet can be approved to hold the price, subject to installation after the bathroom remodel and the decision of the color.

7. Grounds Maintenance/Landscaping

Management has received emails from homeowners concerning downed

tree branches. Management stated that McFall & Berry have been collecting the debris, but the debris have not yet been removed from the community.

8. Snow Removal

The snow removal budget for 2011 is \$53,000.00. The community has paid out \$53,543.70 for the period of January 1, 2011 to March 1, 2011.

9. Storm Water Management

Management received notification from the inspector for the Montgomery County Department of Environmental Protection concerning general maintenance to the storm water management pond on Teakwood Circle. Management requested a proposal from John's Labor Group to perform the general maintenance for this pond. The total cost of the proposal is \$1,486.00 to bring the storm water pond into compliance with Montgomery County.

**MOTION:** (Frank/Amy) Accept the proposal from John's Labor Group of \$1,486.00 to bring the storm water management pond into compliance with Montgomery County.

**Vote:** Motion Passed - 4 ayes/1 abstention (Craig)

10. Damage to Common Area at Intersection of Wanegarden Drive and Wynnfield Drive

Management received correspondence from a homeowner stating that the driver of his vehicle had avoided hitting teenagers and had ended up driving onto the common area, causing damage to the turf area. The homeowner has reported the damage to his auto insurance so that the damage that occurred to the common area will be repaired. Management has asked McFall & Berry to provide a proposal for the needed repairs.

The Board requested that a letter be sent to the homeowner thanking the homeowner for being a good cooperate citizen and reporting this incident to the Association.

11. Replacement of Filter Cartridges for the Pools

Management contacted Millennium Pool Service, LLC to obtain an additional proposal for the replacement pool filter cartridges for both the Wanegarden and Winterspoon Pools. The cost of the proposal was \$2,390.30 which was a savings to the Association of \$3,037.41 from the proposal submitted by RSV Pools. The cartridges have been purchased and placed into the respective pump rooms.

12. Pool Pass Information Packet

Management presented the pool pass information packet to the Board for their review. The Board also requested that Management prepare a flyer to be placed into the

packet with information concerning the CVS community. The Board requested that a statement be added that trash and recycling should not be placed out on the curb for pickup before 5:00 p.m. the evening before the collection day. The Board also requested a few sentences be added that the Association needs the help of residents to keep the community a pleasant to live by following the ARC guidelines.

**MOTION:** (Frank/Robert) Accept the Pool Pass Packet for the 2011 pool season.

**Vote:** Motion Passed - 4 ayes/1 abstention (Craig)

13. RSV Pools Swim Safe Program

Management provided the Board with information on the Swim Safe Program administered by RSV Pools during the swim season. The cost of the bracelets is \$1.00 each.

**MOTION:** (Frank/Amy) Accept the proposal from RSV Pools for the Swim Safe Program to include the purchase of the blue bracelets.

**Vote:** Motion Passed - 4 ayes/1 abstention (Craig)

**G. NEW BUSINESS**

1. Signs on Lamp Post

Robert Fuss mentioned that a lamp post recently replaced by Allegheny Power originally had street signs. Management will contact the County about having the signs replaced on this lamp pole.

2. Correspondence from Homeowner on Larkspur Court

Management received an email from a homeowner on Larkspur Court concerning a damaged underground water pipe that connects the home with a valve on the drive way. Management responded to the homeowner by phone and email that the pipe is the homeowners responsibility to either repair or replace.

3. Variance in Regulations between CVS and Willow Cove Townhouse Community

It was noted by the Board that the regulations in the Willow Cove Townhouse Community allow for water craft to be hung under the back deck. The master HOA does not allow the storage of boats on the property. The sub-association's regulations should not contradict the regulations of the master HOA.

Most homeowners in Willow Cove comply with the storage of boats, but there are several that do not. There is no way to cite these homeowners for not storing a boat correctly, as the master HOA states that no boats are to be stored on the property.

The Board suggested that the ARC Guidelines mimic the guidelines of the Willow Cove Townhouse Community and allow for boats, the size restricted by the size of boats allowed on Lake Seneca, to be stored neatly under decks. Management will draft a policy.

When this policy is accepted, the homeowners that are not in compliance with the storage of boats can be cited for a violation.

4. Clothesline Law

The Board inquired if anything needed to be done with the passing of the clothesline law in Maryland. Management stated that guidelines should be written for the ARC Rules and Regulations. Management will write a draft policy for the use of clotheslines.

Management also stated that the regulations concerning Renewable Energy Devices should also be placed in the ARC Rules and Regulations. Management will also provide the Board with draft policy.

5. Pet Waste Stations

Management stated that several homeowners noted that the bags had not been replaced in a couple of the dog stations. Also, DC Metro Pets noted that several of the cylinders are bent or broken and some of the locks on the boxes for the bags are broken. Management will take pictures of these items. The Board also requested that the dog waste stations be numbered and the location noted for ease of location if there are further problems.

**H. PROJECTS IN CVS FROM RESERVE BUDGET**

The Board discussed the projects that are in consideration for CVS for 2011. Management provided the Board with information on the current financial status of the Association to have these projects done.

The Board requested that Management have the contractor provide a price for installing a reasonable priced, non-glazed tile instead of vinyl for the floors of the bathrooms of the Community Center.

The Board also requested that Management ask Gene Snowberger from O'Leary Asphalt to come to the April Board Meeting to discuss the priority of the asphalt projects in the community and the time frame for which they could be done.

Management also suggested that the painting of the curbs on the sections where O'Leary Asphalt will pave be deferred until after the paving is finished.

1. Tot Lot Proposal for Wyman Way and Waldorf Drive

**MOTION:** (Frank/Robert) Approve up to \$25,000 for the tot lot on Wyman Way, which is accessible from Waldorf Drive.

**Vote:** Motion Passed - 4 ayes/1 abstention (Craig)

2. Street Sweeping Proposal from McFall & Berry for CVS

**MOTION:** (Robert/Frank) Accept the proposal from McFall & Berry for removal of sand

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and debris from the streets in CVS for \$2,780.00.

**Vote:** Motion Passed - 4 ayes/1 abstention (Craig)

3. Rip-Rap Restoration

**MOTION:** (Frank/Robert) Accept the proposal for the rip-rap restoration project for \$2,740.00 to be done as soon as possible.

**Vote:** Motion Passed - 4 ayes/1 abstention (Craig)

4. Curb Painting

**MOTION:** (Frank/Robert) Accept the curb painting proposal from T&C Painting Co. not to exceed \$7,981.00; less the curbs that will be painted after the asphalt work is completed.

**Vote:** Motion Passed - 4 ayes/1 abstention (Craig)

5. Asphalt Proposals

O'Leary Asphalt, Inc. submitted a bid for asphalt mill, repair, overlay, crackfill, sealcoat, and stripe for areas in CVS.

**MOTION:** (Frank/Robert) Accept the proposal from O'Leary Asphalt for Winterspoon Townhouse Section and the recommended option for Lake Park Drive & Circle for \$166,405.00. At the April Board Meeting the Board will meet with Gene Snowberger and revisit the work on the next three (3) parking lots and if they need to be done immediately.

**Vote:** Motion Passed - 4 ayes/1 abstention (Craig)

6. Pool Covers

Millennium Pools provided a bid for new pool covers for the Wanegarden and Winterspoon Main Pools and the baby pools.

**MOTION:** (Frank/Robert) Accept the bid from Millennium Pools for pool covers at the Wanegarden and Winterspoon Pools for \$24,064.00 plus the cost of freight for delivery, with the total not to exceed \$26,000.00

**Vote:** Motion Passed - 4 ayes/1 abstention (Craig)

**I. PROJECTS IN CVS FROM THE OPERATING BUDGET**

1. Wyman Way Landscaping

**MOTION:** (Frank/Robert) Accept the proposal from McFall & Berry for landscaping on Wyman Way to be taken from the Operating Budget.

**Amend:** (Frank/Robert) Include the removal of the pine trees on Wedgeport Lane with the stumps to be evaluated later.

**Vote:** Motion Passed - 4 ayes/1 abstention (Craig)

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Management noted that the removal of the pine trees on Wedgeport Lane was included in the landscaping proposal for Wyman Way.

2. Carpet Replacement for the Community Center

**MOTION:** (Frank/Robert) Approve the proposal for carpet tiles in the Community Center with installation and color to be determined at a later time.

**Vote:** Motion Passed - 4 ayes/1abstention (Craig)

**J. EXECUTIVE SESSION**

**MOTION:** (Frank/Robert) Move into Executive Session at 9:23 p.m.

**Vote:** Motion Passed - Unanimous

**K. ADJOURNMENT**

**MOTION:** (Frank/Robert) Adjourn the Executive Session and regular Board Meeting at 9:50 p.m.

**Vote:** Motion Passed - Unanimous