

**Churchill Village-South Homeowners Association**  
**Board of Directors Meeting**  
**April 11, 2012**

The Board of Directors of Churchill Village-South Homeowners Association held a Board of Directors Meeting at the Community Center on Wednesday, April 11, 2012 at 7:00 p.m.

**Board Members Present:**

Mike Trentadue, President  
Robert Fuss, Vice President  
Jim Ganz, Director  
Craig Wilson, Director

**Also Present:**

Annie Geralis, Community Manager  
Ruth Ann Allen, Recording Secretary

**Board Members Absent:**

Amy Knowland, Secretary

**Homeowners Present:**

Kathie Matthews, 20010 Lake Park Drive  
John David, 19910 Wyman Way  
Mary Brown, 13740 Wanegarden Drive  
Amie Chamberlin, 19969 Wild Cherry Lane  
Ana Satsangi, 19977 Wild Cherry Lane  
Peng Fang, 20139 Laurel Hill Way

**A. ARCHITECTURAL CONTROL COMMITTEE (ACC)**

1. 20139 Laurel Hill Way

Management sent correspondence to the homeowner of 20139 Laurel Hill Way requesting that the homeowner come to the ACC Meeting to clarify the ACC Application for replacement of the siding. The homeowner was not present when the Board discussed this matter, so a decision was tabled to see if the homeowner arrives.

2. 29 Walnutwood Court

The homeowner of 29 Walnutwood Court submitted an ACC Application for replacement of windows.

**MOTION:** (Robert/Jim) Accept the ACC Application from 29 Walnutwood Court for replacement windows.

**Vote:** Motion Passed - Unanimous

3. 13509 Walnutwood Lane

The homeowner of 13509 Walnutwood Lane submitted an ACC Application for dry-laid stone edging, twenty (20) inches tall, on slope beside driveway.

**MOTION:** (Jim/Mike) Accept the ACC Application for 13509 Walnutwood Lane for dry-laid stone edging, twenty (20) inches tall, on slope beside driveway.

**Vote:** Motion Passed - 2 ayes/0/ nays/1 abstention (Robert)

4. 13504 Walnutwood Lane

The homeowner of 13504 Walnutwood Lane submitted an ACC Application for addition of a room to the back of the house and an extension of the side of the house. The ACC Application was previously disapproved as additional signatures were required. The homeowner resubmitted the ACC Application with the additional signatures.

**MOTION:** (Jim/Robert) Accept the ACC Application for 13540 Walnutwood Lane for addition of a room to the back of the house and an extension of the side of the house.

**Vote:** Motion Passed - Unanimous

5. 13901 Wisteria Drive

The homeowner of 13901 Wisteria Drive submitted an ACC Application for a shed at the rear of the property. The Board noted that the signature sheet was not included with the application and the overall height of the shed was not stated.

**MOTION:** (Jim/Robert) Disapprove the ACC Application for 13901 Wisteria Drive for addition of a shed to the rear of the property for an incomplete application, as the sheet with the homeowner signatures within 100' of the property line was not included and the overall height of the shed from the base to the peak was not stated.

**Vote:** Motion Passed - Unanimous

6. 13312 Wedgeport Lane

The homeowner of 13312 Wedgeport Lane submitted an ACC Application for removal of the existing deck and replacement of a ten foot (10') by ten foot (10') deck.

**MOTION:** (Robert/Jim) Accept the ACC Application from 13312 Wedgeport Lane for replacement of the deck.

**Vote:** Motion Passed - 2 ayes/0 nays/1 abstention (Mike)

7. 13600 Wisteria Drive

Management sent the homeowner of 13600 Wisteria Drive correspondence stating that a response must be received within fourteen (14) days for abating the outstanding violation. Management stated that the homeowner has removed the fence except for posts that cannot be seen from the street.

**MOTION:** (Robert/Jim) The violation for 13600 Wisteria Drive as been abated.

Management will send notification to the homeowner that the matter of the violation has been closed.

**Vote:** Motion Passed - Unanimous

8. 13601 Wisteria Drive

Management filed a complaint with the CCOC for disrepair of the fence at 13601 Wisteria Drive. Management reported that the fence has been replaced.

**MOTION:** (Jim/Robert) Have Management notify the homeowner of 13601 Wisteria Drive that the matter of the violation has been closed as a fence was installed. Have Management notify the CCOC that the violation has been corrected.

**Vote:** Motion Passed - Unanimous

9. 19973 Wild Cherry Lane

The homeowner of 19973 Wild Cherry Lane was sent a violation notice for a large black metal trailer parked within the driveway area. Management stated that the trailer has been removed.

10. 13529 Walnutwood Lane

The homeowner of 13529 Walnutwood Lane was cited for a large black metal trailer filled with refuse parked in the driveway area. Management stated that the trailer has been removed.

11. 20024 Wanegarden Court

Upon routine observation inspection, it was noted that a large white trailer is parked in the driveway area of 20024 Wanegarden Court. Management stated that the situation will be monitored and a reinspection will occur on May 8<sup>th</sup>.

12. 20134 Timber Oak Lane

Management sent correspondence to the homeowner of 20134 Timber Oak Lane to attend a Hearing at the April Board meeting for overgrown shrubbery, which is encroaching onto the common area sidewalk. Management stated that the shrubbery has been trimmed back.

13. Revisit the ACC Application of 20139 Laurel Hill Way

The homeowner of 20139 Laurel Hill Way did not appear for the ACC Meeting. The Board agreed to approve the ACC application for siding with the conditions that the siding be vertical and the color matches the existing siding.

**MOTION:** (Jim/Robert) Accept the ACC Application of 20139 Laurel Hill Way with the conditions that the color match the existing siding and the orientation of the siding must be vertical in wood and batt and board.

**Vote:** Motion Passed - Unanimous

**B. CALL TO ORDER**

The April Board of Directors Meeting was called to order by Mike Trentadue at 7:35 p.m.

**C. BOARD RESIGNATION**

It was noted that Frank Grimm is resigning from the Board of Directors. The Board agreed to appoint Craig Wilson as a Board member for as long as needed.

**MOTION:** (Robert/Jim) Appoint Craig Wilson as member of the Board of Directors for as long as needed.

**Vote:** Motion Passed - Unanimous

#### **D. HOMEOWNER OPEN FORUM**

1. John David, 19910 Wyman Way, mentioned his concerns that the landscaping crew does not clean up the common area properly. Mr. David also mentioned that the water drainage problem on Wyman Way has not been solved. The Board suggested that Management set up a meeting with Mr. David and McFall & Berry to walk the area and assess the situation.

2. Kathie Matthews, 20010 Lake Park Drive, stated that landscape issues that she had brought to the Board's attention last year, have still not been addressed. Mr. Matthews mentioned that dead bushes by Lake Park Drive and Lake Park Court have not been removed, the Maple tree that was removed by 20014 Lake Park Drive has not been replaced, there are areas of erosion area behind 20024 and 20032 Lake Park Drive, and areas of grass need to be reseeded as the mowers have cut up the turf. The Board requested that Management set up a meeting with Ms. Matthews and McFall & Berry to evaluate and discuss these issues.

3. Amie Chamberlain, 19969 Wild Cherry Lane, presented the Board with petitions from residents concerning the planting of trees in the common area along the path between Wild Cherry Lane and Wanegarden Drive. Mary Brown, 13740 Wanegarden Drive, stated that she enjoys the openness of that area and the trees will grow very large in such a small area and will also hinder having gardens. Ms. Brown also mentioned that children often play in that area.

The Board thanked the homeowners for bringing their concerns to the Board and informed them that the Board and McFall & Berry will look into this issue.

#### **E. MINUTES**

1. March 14, 2012 Board of Directors Meeting Minutes

**MOTION:** (Robert/Jim) Accept the March 14, 2012 Board of Directors Meeting Minutes as amended.

**Vote:** Motion Passed - Unanimous

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

1. Community Center

Management reported that the Community Center is rented for most weekends through the early part of the Summer and no problems have occurred.

2. Carpet Replacement for the Community Center

Management stated that the carpet tiles will be replaced in the Community Center.

3. Replacement of the Community Center Ceiling Fans

The Board requested that Management obtain proposals for replacement of the ceiling fans at the Community Center. Management received three (3) proposals: Montgomery Lighting Service for \$3,394.00; Wayco, LLC., for \$1,270.00; and Gardener's General Contractor for \$990.00. The Board discussed the proposals and agreed that Montgomery Lighting would install a better quality fan.

**MOTION:** (Robert/Jim) Accept the proposal for replacement of four (4) fans in the Community Center from Montgomery Lighting Service for \$3,394.00 to come from reserves.

**Vote:** Motion Passed - Unanimous

4. ACC Application for 20139 Laurel Hill Way

The homeowner of 20139 Laurel Hill Way arrived to discuss the ACC Application for replacement siding. The homeowner stated that the siding will be a vertical batt and board, but will be a composite material instead of wood. The homeowner also agreed to replace the siding with the original color combination.

**MOTION:** (Jim/Robert) Accept the ACC Application for 20139 as amended with the original color in the composite wood with a vertical batt and board orientation in Toasted Wheat.

**Vote:** Motion Passed

The homeowner also mentioned that five (5) pine trees were planted on the grass hill on Wynnfield Drive and these trees make the area less attractive and will inhibit the view of the lake as they grow larger. The Board stated that they will re-evaluate the planting of the trees on the hill.

5. Email Correspondence from 13309 Woodruff Court

Management received email correspondence from the homeowner of 13309 Woodruff Court stating a large pine tree located in the common area behind the house has grown to an unmanageable height and would pose a safety risk in the event of a severe storm. Management had McFall & Berry look at the tree and provide a proposal for removal of the tree. It was noted that the tree is healthy and that it provides shade to the tot lot in the area. The cost to remove the tree, grind the stump and reseed is \$1,200.00.

The Board agreed to put the decision of the removal of the tree on hold unless Steve Stickley of McFall & Berry concurs with the homeowner that it is a safety issue.

6. Email Correspondence from 13309 Woodruff Court

Management received email Correspondence from 13309 Woodruff Court requesting that a dog station be installed near the intersection of Woodruff Court and Waldorf Drive as it is a popular area for walking dogs. The Board discussed the option of installing a dog station in this area but decided that, at this time, none will be installed. The Board requested that Management send correspondence to the homeowner relaying the Board's decision on this matter.

7. Proposals for Landscape Enhancement of the Community Signs

Management provided the Board with two proposals from McFall & Berry for landscaping enhancement around the two (2) entrance signs leading into the community at the corners of Wisteria/Waldorf and Wynnfield/Waldorf. The total cost of the proposals is \$6,999.75.

**MOTION:** (Robert/Jim) Accept the proposals from McFall & Berry for landscape enhancements at the two (2) entrance signs into the community at a total cost of \$6,999.75.

**Vote:** Motion Passed - 3 ayes/0 nays/1 abstention (Craig)

8. Swim Team Liability Insurance

Management provided the Board with the renewal of the CVS Swim Team liability insurance policy for the 2012 season. The total cost of the policy is \$1,439.00. The Board approved the insurance coverage via email.

**MOTION:** (Robert/Jim) Ratify the approval of the liability insurance policy for the CVS Swim Team for the 2012 season for \$1,439.00.

**Vote:** Motion Passed - 3 ayes/0 nays/1 abstention (Craig)

9. RSV Pools

Management requested that a representative from RSV Pools attend the April Board Meeting to discuss the 2012 pool season, however, no representative from RSV Pools was present. It was noted that RSV Pools has not provided the required pre-season report. Management stated that it could be difficult to have any work done to the pool before the pool season begins at this late date.

10. Swim Team Request

Jim Ganz, Swim Team Parent Coordinator, provided the Board with the budget for the swim team for 2012 and requested \$5,000.00 to help fund the swim team for 2012. The dates of the at home swim teams were not available for the April Board Meeting, but will be provided for the May Board Meeting.

**MOTION:** (Craig/Robert) Authorize the Association to contribute \$5,000.00 to the swim team for 2012 and grant use of the Wanegarden Pool for swim practice and swim meets for the Summer.

**Vote:** Motion Passed - Unanimous

**G. NEW BUSINESS**

1. Reserve Study

Management received correspondence from Miller Dodson Associates regarding an update to the reserve study. Management noted that the last reserve study was done in 2009 and recommended that the updated reserve study be completed in 2013 for the 2014 budget.

2. Donation for MD LAC/CAI

Craig Wilson sent Board members an email requesting a donation to the MD LAC/CAI to help defray the cost of lobbyists for homeowner associations.

**MOTION:** (Robert/Jim) Make a donation of \$1,000.00 to the MD LAC/CAI.

**Vote:** Motion Passed - 3 ayes/0 nays/1 abstention (Craig)

3. Security Patrol Services

Robert Fuss forwarded information to Management and other Board members concerning neighborhood watch programs in communities. Management checked with Montgomery Security Services and they stated that they have neither changed their insurance policy nor changed the way that they do business. Montgomery Patrol Services are licensed by the State of Maryland and follow the rules set by the state. The patrols are carried out by off-duty police officers, but are in the community as observers. If there is a matter that would require police involvement, then the patrol officer will act in the capacity of a police officer.

Management also sent the matter to legal counsel, and legal counsel stated that it was fine to continue with the patrols. The Board also requested that legal counsel review the contract with Montgomery Patrol Services.

4. Teakwood Lane Tot Lot

Management stated that the tot lot located on Teakwood Lane continues to have the plastic boarders vandalized. The boarders have been repaired on several occasions and the spikes were cemented into the ground. However, the vandals are now ripping the plastic boarders themselves. The Board requested that Management contact Playground Specialists and request a proposal for the replacement of the plastic boarders with timber boarders. The cost of the proposal is \$1,972.00. The remaining undamaged boarders will be stored for replacement at other tot lots.

**MOTION:** (Jim/Robert) Accept the proposal from Playground Specialists for replacement of the plastic boarders around the tot lot on Teakwood Lane for timber boarders, the funds to come from reserves.

**Vote:** Motion Passed - Unanimous

Churchill Village-South Homeowners Association  
Board of Directors Meeting  
April 11, 2012

5. 13449 Winterspoon Lane

Management received email correspondence from the homeowner at 13449 Winterspoon Lane regarding a common area drain in the yard that is clogged. Management had John's Labor Group investigate the drain, and it is possible that the drain can be cleaned out, but there is the possibility that a new drain will be required. Management will provide the Board with proposals for this work.

**H. OLD BUSINESS**

1. Paving on Waterside Drive

Management has been in contact with O'Leary Asphalt who stated that the rest of the paving in the community would be done in late June or the first of July. The Board noted that this would be a long time for residents on Waterside Side to wait to have the parking spaces lined and numbered, as they have already experienced a long delay. Management will check with O'Leary Asphalt to see if the work can commence earlier.

2. U-haul Truck issue on Teakwood Circle

Management stated that the area has been fixed on Teakwood Circle from the damage done by the U-Haul truck. Correspondence has been sent to the homeowner who rented the U-Haul truck, but Management has not received any response. A final letter has been sent stating that the homeowner has fifteen (15) days to respond or legal action will begin.

**I. CLOSED MEETING**

The Board moved into Closed Meeting at 9:00 p.m.

**J. RESULTS OF THE CLOSED MEETING**

1. The Board took action on a request for a payment plan.
2. The Board acted to change the Board of Director Officer positions. Robert Fuss will be Treasurer and Jim Ganz will be Vice President.

**K. ADJOURNMENT**

**MOTION:** ((Jim/Robert) Adjourn the regular Board Meeting at 9:10 p.m.

**Vote:** Motion Passed - Unanimous