

**Churchill Village-South Homeowners Association
Board of Directors Meeting
July 10, 2012**

Board Members Present:

Mike Trentadue, President
Jim Ganz, Vice President
Amy Knowland, Secretary
Steve Buc, Director

Also Present:

Annie Geralis, Community Manager
Ruth Ann Allen, Recording Secretary

Board Member Absent:

Robert Fuss, Treasurer
Craig Wilson, Director

Homeowners Present:

Michael Clements, 11 Waterside Court
Mee Lin Chan and Kiong Hock Lee, 20153 Laurel Hill Way
Barb Selbst, 13520 Walnutwood Lane

A. ARCHITECTURAL REVIEW COMMITTEE (ACC)

1. 20153 Laurel Hill Way

The homeowners of 20153 Laurel Hill Way submitted an ACC Application for installation of two (2) skylights on the roof and one (1) skylight on the entry porch roof.

MOTION: (Amy/Jim) Approve the ACC Application for 20153 Laurel Hill Way for installation of skylights.

Vote: Motion Passed - Unanimous

2. 11 Waterside Court

The homeowner at 11 Waterside Court submitted an ACC Application for installation of a new deck. The homeowner was present to discuss the ACC Application with the Board. The Board requested that the homeowner submit a plat map showing the relationship of the deck to the property lines.

MOTION: (Amy/Jim) Conditionally approve the ACC Application for 11 Waterside Court for installation of a new deck upon receipt of the plat map and a copy of the building permit that the deck will be built according to Montgomery County codes.

Vote: Motion Passed - Unanimous

3. 13441 Winterspoon Lane

Management received an ACC Application from 13441 Winterspoon Lane for a basement walk-out, including digging out, cutting entrance, pouring concrete walls and steps, and installing a new door.

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The Board noted that the ACC Application did not provide a plat map that details the location of the walk-out in relationship to the property lines, and that another homeowner's signature was required. The Board also requested that the homeowner provide a copy of the building permit with the ACC Application to provide evidence that the construction conforms with all County regulations. Management will send a letter to the homeowner requesting all this information.

MOTION: (Jim/Amy) Deny the ACC Application for 13441 Winterspoon Lane based on lack of scale plat map with drawing of location, dimensions and distance of the walk-out and steps from the property lines, along with an additional signature of neighbor. If changes are made to change the location of the door, the homeowner must resubmit a new ACC Application with new neighbor signatures.

Vote: Motion Passed - Unanimous

The Board requested that Management include in the letter to the homeowner that the homeowner can attend the next ACC Meeting and discuss their application.

4. 13504 Walnutwood Lane

The homeowner of 13504 Walnutwood Lane submitted a revised ACC Application, as requested by the Board, for addition of a room to the back of the house and an extension to the side of the house.

MOTION: Amy/Jim) Approve the ACC Application for 13504 Walnutwood Lane for addition of a room to the back of the house and an extension to the side of the house.

Vote: Motion Passed - Unanimous

5. 13221 Meander Cove Drive

Management received an ACC Application from Community Support Services for installation of a ramp from the sidewalk to the front door at 13221 Meander Cove Drive. The ACC Application was approved by The Villas at Willow Cove, A Condominium Board of Directors.

MOTION: (Amy/Jim) Approve the installation of a ramp at 13221 Meander Cove Drive as per the ACC Application.

Vote: Motion Passed - Unanimous

6. 5 Lake Park Court

Management received an ACC Application for 5 Lake Park Court for color change of the front door and trim. The ACC Application was approved by the Willow Cove Townhouse Board of Directors.

MOTION: (Jim/Amy) Approve the ACC Application from 5 Lake Park Court to repaint front door and trim as per color on the application.

Vote: Motion Passed - Unanimous

7. 19950 Wild Cherry Lane

The homeowner at 19950 Wild Cherry Lane was sent a violation letter for disrepair of the fence. Management requested that the homeowner attend a Hearing at the July Board Meeting. Management stated that the homeowner was unable to attend the Hearing, and the homeowner requested an extension of sixty (60) days for repair of the fence.

MOTION: (Jim/Amy) Give the homeowner of 19950 Wild Cherry Lane an additional sixty (60) days to have the fence repaired, removed, or provide Management with a contract for the repair of the fence.

Vote: Motion Passed - Unanimous

8. 13444 Walnutwood Lane

The homeowner of 13444 Walnutwood Lane was cited for disrepair of the fence. Management inspected the fence and the fence still remains in disrepair. Management requested that the homeowner attend a Hearing at the July Board Meeting.

The homeowner of 13444 Walnutwood Lane did not attend the Hearing.

MOTION: (Jim/Amy) Initiate CCOC intervention for 13444 Walnutwood Lane to remedy the situation of disrepair of the fence.

Vote: Motion Passed - Unanimous

9. 13509 Teakwood Lane

The homeowner of 13509 Teakwood Lane requested that the Board remove the common area trees which are located behind the house as they damaged the previous fence and the newly installed fence had to be moved several feet within the property line to prevent any damage to the new fence. The Board requested that the homeowner submit a plat map showing the placement of the fence and common area trees. The plat map was submitted by the homeowner but the fence and trees are not shown on the map. The Board requested that Management notify the homeowner to provide a plat map with the fence and trees located on the map.

10. 13513 Walnutwood Lane

Management was advised that the homeowner of 13513 Walnutwood Lane replaced the siding on the house and did not submit an ACC Application for approval. Management sent correspondence to the homeowner requesting a completed ACC Application. Management has not received the ACC Application. The Board deferred any decision on this matter until the ACC Application is received.

11. 13544 Winterspoon Lane

Management received correspondence concerning a shed that was being erected at 13544 Winterspoon Lane. Management sent a cease and desist order to the homeowner

and requested that an ACC Application be completed for installation of the shed. It was noted that the shed has a concrete floor and the walls are anchored to the floor. The new structure appears to be larger than the 10' x 10' x 10' maximum allowed by the architectural rules in CVS and would not be allowed on CVS property.

The Board requested that Management send a copy of the ACC guidelines concerning sheds to the homeowner and request that the homeowner submit an ACC Application with plat map showing that the structure conforms to the ACC guidelines of CVS. The Board also requested that the homeowner provide a copy of the building permit. The homeowner can request a Hearing with the Board.

B. CALL TO ORDER

The July Board of Directors Meeting was called to order by Mike Trentadue at 7:45 p.m.

C. HOMEOWNER OPEN FORUM

1. Barb Selbst, 13520 Walnutwood Lane, has hosted a pool party for the Autism Society at the Winterspoon Pool for the past several years. RSV Pools mentioned to Ms. Selbst that they do not have the authority to approve pool parties for CVS. Ms. Selbst made a request to the Board to hold a pool party for the Autism Society at the Winterspoon Pool on July 13th. Ms. Selbst stated that she usually purchases punch passes to cover the guests at the party. The Board agreed to waive the cost of the punch passes for the pool party. Management will notify RSV Pools of the pool party.

MOTION: (Amy/Jim) Waive the cost of the punch cards for the pool party for the Autism Society on July 13th at the Winterspoon Pool.

Vote: Motion Passed - Unanimous

D. MINUTES

1. June 12, 2012 Board of Directors Meeting Minutes

MOTION: (Jim/Steve) Approve the June 12, 2012 Board of Directors Meeting Minutes as submitted.

Vote: Motion Passed - 3 ayes/0 nays/1 abstention

E. MANAGEMENT REPORT

1. Request for Pool Party on June 14, 2012

Management received a request from a homeowner for a pool party on June 14th from 3:00 p.m. until 7:00 p.m at the Wanegarden Pool for about thirty (30) adults, many of them CVS residents.

The Board agreed to the pool party as long as the attendees follow the pool rules and purchase the appropriate pool passes, if needed. The Board requested that Management put up a sign at the pool stating that there will be a social event on July 14th

from 3:00 p.m. to 7:00 p.m. and the pool may be crowded.

2. Community Center HVAC Unit

Management was advised by Hayden Mechanical Services that the work had been completed on the HVAC unit and it was in working order. During the rental of the Community Center on June 29th, the air conditioning stopped working. The renting party contacted the Community Center Administrator to notify her that the air conditioning was not working and requested that it be repaired immediately. Due to the extreme temperatures in the area, the HVAC contractors could not inspect the unit that night. The HVAC contractors inspected the unit on Monday and replaced the compressor.

The renter advised the Community Center Administrator that they purchased \$500.00 worth of fans and wanted to be reimbursed. The Administrator advised the renter to return the fans the following day. The Community Center was inspected the day after the rental and the place had been left a mess. The deposit has been held to cover the cost of cleaning the Community Center. The Board requested that Management send the renter a copy of the post inspection report and advise the renter that they can come before the Board concerning this issue. The Board agreed to refund the rental fee as the party was inconvenienced due to the loss of air conditioning, but requested that Management check the video from the security cameras to make sure the rental party did not go out onto the pool deck.

MOTION: (Jim/Steve) Refund the renter the rental fee for use of the Community Center on June 29th, but withhold the part of the deposit to cover the cost of cleaning the Community Center following the rental, on the condition that the rental party did not go out onto the pool deck.

Vote: Motion Passed - Unanimous

The Board suggested that Management use smaller HVAC contractors for repairs to the HVAC unit.

3. Community Center Thermostat

The Board requested that Management look into options for locking the thermostat in the Community Center so that it cannot be adjusted during rentals. The Board also requested that part of the check out procedure include inspection of the thermostat.

4. Damage from June 29th Storm

Management stated that there was a large amount of tree damage throughout the community. Four homes were damaged by trees during the storm and Management visited each home to advise homeowners on the process for clean-up and to inform the homeowners that the trees would be removed by McFall and Berry. Management stated that McFall and Berry was in the community very early on Saturday morning following

the storm to remove tree debris which posed a safety hazard and hindered passage on community streets.

The Board agreed that, due to the cost of the clean-up from the storm, the approval of additional plantings in the community be held off. The Board specifically requested that Management let Kathy Matthews know of their decision.

5. Gounds Maintenance Around Pool

It was noted that the area around the fence at the Wanegarden Pool has not been taken care of by McFall and Berry. The Board requested that Management remind McFall and Berry that this area is part of the community that needs maintenance.

6. Pool Incident Report of June 14th

Management received an incident report from the RSV Pools concerning an incident that occurred at the pool on June 14th. The Board reminded Management that the life guards cannot restrict entrance of patrons to the pool, and if there are additional problems, they are to bring the matter to Management and the Board.

7. Draft Audit

Management received a copy of the Draft Audit from Goldklang Group for the years ending December 31, 2010 and 2011.

MOTION: (Steve/Jim) Accept the Draft Audit for the years ending December 31, 2010 and 2011 as presented by Goldklang Group.

Vote: Motion Passed - Unanimous

F. OLD BUSINESS

1. Trees Planted on Common Area Behind 13740 Wanegarden Drive

Management sent letters to five (5) residences near the common area path between Wanegarden Drive and Wild Cherry Lane where trees were planted asking if they had any objections to the newly planted trees. Management has not received any word back from the homeowners.

The Board requested that Management send a letter to the homeowner of 13740 Wanegarden Drive that the matter of the trees planted on the common area will be decided in the Fall.

2. Drainage Issue Behind 19900-19912 Wyman Way

Management sent letters to the homeowners along 19900-19912 Wyman Way asking if they had any drainage issues. Management has not received any correspondence back from those homeowners. Management has checked the area following heavy rains, but no standing water has been noted in that area. Management will continue to monitor this area.

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G. ADJOURNMENT

MOTION: (Amy/Jim) Adjourn the Board of Directors Meeting at 9:00 p.m.

Vote: Motion Passed - Unanimous