

**Churchill Village-South Homeowners Association
Board of Directors Meeting
June 12, 2013**

The Board of Directors of Churchill Village-South Homeowners Association held a Board of Directors Meeting at the CVS Community Center on Wednesday, June 12, 2013 at 7:00 p.m.

Board Members Present:

Steve Buc, Vice President
Robert Fuss, Treasurer/Secretary
Kathie Matthews, Director
Saadi Movassaghi, Director

Also Present:

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

Board Member Absent:

Jim Ganz, President

Homeowners Present:

Richard LaRiviere, --
Gerry and Walter
Theresa Talbot
Brent Turner
Teresa and Michael Lackey,
David Wolfe
Victor Schendeler,
James and Catherine Parent, -----

A. ARCHITECTURAL CONTROL COMMITTEE (ACC)

The ACC Meeting was called to order at 7:05 p.m.

1. 20150 Wynnfield Drive

The homeowner of 20150 Wynnfield Drive submitted an ACC application for installation of a three (3) rail split-rail fence along the rear of the property.

MOTION: (Kathie/Saadi) Approve the split rail fence for 20150 Wynnfield Drive.

Vote: Motion Passed - Unanimous

2. 13505 Walnutwood Lane

An ACC application was submitted by 13505 Walnutwood Lane for replacement of existing windows and sliding doors.

MOTION: (Kathie/Robert) Accept the application for replacement windows and sliding doors for 13505 Walnutwood Lane.

Vote: Motion Passed - Unanimous

3. 20006 Westend Court

The homeowner of 20006 Westend Court submitted an ACC application for installation of ramp to the front door for handicap accessibility. The Board noted that the application did not provide a diagram for the placement of the ramp.

MOTION: (Robert/Kathie) Conditionally approve the ACC Application for a handicap accessible ramp for 20006 Westend Court based on a final layout that does not encroach on the sidewalk.

Vote: Motion Passed - Unanimous

4. 13421 Walnutwood Lane

The homeowner submitted an ACC application for replacing a window, in the bedroom at the back of the house, with a door.

The Board noted that the application only contained two (2) homeowner signatures. After checking the community map, the Board identified several more properties where the homeowners need to sign the application. The Board requested that the homeowner provide a diagram of the new door showing the threshold and/or steps, a picture of the back of the house, and a picture of the door.

MOTION: (Kathie/Robert) Disapprove the ACC application for change of a window to a door until the additional information of additional homeowner signatures, pictures of back of house and the new door, and the diagram of the transition of the door to the ground level are provided.

Vote: Motion Passed - Unanimous

5. 20037 Wanegarden Drive

The homeowner of 20037 Wanegarden Drive submitted an ACC application for replacing of existing patio with flagstone and installing a new pergola to replace the existing gazebo.

MOTION: (Kathie/Robert) Approve the ACC application for 20037 Wanegarden Court.

Vote: Motion Passed - Unanimous

6. Hearing for 20008 Wanegarden Court

Management previously sent a violation notice to _____ : for a vehicle parked on the grassy area next to the garage. A follow up inspection was conducted and the vehicle remains. The homeowner was requested to come appear before the Board for a Hearing.

The homeowner of 20008 Wanegarden Court stated that the vehicle is parked next to the garage as a neighboring homeowner requested that the vehicle not be parked on the street. The Board noted that the ACC rules state that a vehicle cannot be parked on the grass in the community. The Board noted that there appears to be two (2) options to solve this issue: 1) pave the area next to the garage or 2) park on the street, Wanegarden Court, which is a County street and the rules for parking are the County's.

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The ACC meeting concluded at 7:55 p.m.

B. CALL TO ORDER - BOARD OF DIRECTORS MEETING

The June Board of Directors Meeting was called to order by Steve Buc at 7:55 p.m.

C. MINUTES

1. May 8, 2013 Board of Directors Meeting Minutes

MOTION: (Robert/Kathie) Accept the May 8, 2013 Board of Directors Meeting Minutes as edited.

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

2. May 8, 2013 Closed Meeting Minutes

MOTION: (Robert/Kathie) Approve the May 8, 2013 Closed Meeting Minutes as edited.

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

MOTION: (Steve/Kathie) Move Item C4 from the May 8, 2013 Closed Meeting Minutes into the May 8, 2013 regular Board of Directors Meeting Minutes.

Vote: Motion Passed - Unanimous

D. HOMEOWNER OPEN FORUM

1. [REDACTED], 20027 Walnorgarden Court, inquired if Association approval was needed for removal of two (2) trees from her property. The Board stated that a homeowner is permitted to remove trees without approval from the Association; however, the planting of new trees requires approval.

2. [REDACTED], [REDACTED] Lane, stated that he had received a response letter from Charles P. Johnson & Associates, Inc. (CPJ), the civil engineering firm hired by Management, concerning the issue of flooding on Walnutwood Lane. [REDACTED] noted that the report did not address the fact that there was an increase in flooding following the repair and modification to a drainage system in that area. [REDACTED] provided the Board with the original site drawings that showed no indication that the pipe system was part of the original plans. [REDACTED] stated that, about ten (10) years ago, the house at 13449 Winterspoon Lane was expanded; at that time, a two-car garage was added and the driveway was also expanded. The homeowner at that time put in a drainage system, which probably feeds into a French drain. When the homeowner at 13505 Winterspoon Lane recently contacted the Association about flooding in their backyard, the contractor that was hired repaired the drainage system that was there, which was probably installed by a previous homeowner.

Management stated that there was no record that a drainage system had been installed and the engineer hired by the Association did not find the site plans that [REDACTED] presented. Management stated that this information would have been helpful

to the engineer. _____ stated that he supposed that the engineer would also have acquired this information.

_____ also provided the Board with photos of the flooding following a heavy rain. The flooding involves quite a few homes in the area.

Management stated that the Board is scheduled to meet with the engineer from CPJ on Monday, June 17th at 7:00 p.m. at the Community Center concerning the drainage issue and that homeowners are invited to attend this meeting. The Board requested that

_____ (2) copies of the site map to this meeting.

The Board also requested that Management contact the Montgomery County Public Schools concerning the flooding, as their property may also be part of the problem.

E. MANAGEMENT REPORT

1. Drainage Issue at 20000 Wyman Way

Management provided the Board with a proposal from John's Labor Group to stabilize the common area to the side of 20000 Wyman Way at a cost of \$1,950.00

MOTION: (Robert/Kathie) Approve the proposal from John's Labor Group to place a thirty-five (35) foot diversion berm, fill in the erosion and raise the grade, and seed and Curlex all disturbed areas by 20000 Wyman Way at a cost of \$1,950.00.

Vote: Motion Passed - Unanimous

2. Correspondence from 13520 Walnutwood Lane

Management received email correspondence from the homeowner of 13520 Walnutwood Lane noting that during heavy rains the property becomes flooded and has become eroded. Management stated that this property has been added to the list of properties on Walnutwood Lane experiencing flooding.

3. Replacement of Small Retaining Wall

Management noted that on a routine inspection of the common elements, the small retaining wall located on the corner of Meander Cove Drive was noted to be rotting and in need of replacement. Management provided the Board with a proposal from McFall & Berry for removal and replacement of the existing timber retaining wall for \$1,395.00.

MOTION: (Robert/Steve) Approve the proposal from McFall & Berry for removal and replacement of the retaining wall on Meander Cove Drive for \$1,986.00 to come from reserves.

Vote: Motion Passed - Unanimous

4. Correspondence from 19717 Webster Court

Management received correspondence from the homeowner of 19717 Webster Court requesting the new plantings be installed in the circle area located on Webster

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Court. Management provided the Board with a proposal from McFall & Berry for new plantings in the circle of Webster Court at a cost of \$1,395.00.

MOTION: (Robert/Kathie) Accept the proposal from McFall & Berry for planting new plants on the circle of Webster Court for \$1,395.00.

Vote: Motion Passed - Unanimous

5. Correspondence from 13520 Walnutwood Lane

Management received correspondence from the homeowner of 13520 Walnutwood Lane requesting the use of the Winterspoon Pool to host the Annual Autism Society Pool Party on July 5th from 5:00 to 8:00 p.m. The Board has approved this party over the past few years. Management stated that the pool does not close for this party, and the homeowner purchases pool passes for guests that are not homeowners in CVS.

MOTION: (Kathie/Robert) Allow the homeowner of 13520 Walnutwood Lane to have the Annual Autism Society Pool Party on July 5th from 5:00 to 8:00 p.m. at the Winterspoon Pool.

Vote: Motion Passed - Unanimous

6. Correspondence from _____ / Meander Cove Drive

Management received correspondence from the homeowner of _____ Meander Cove Drive requesting the waiver of late fees, in the amount of \$15.84, which have been assessed to the account.

MOTION: (Robert/Kathie) Waive the \$15.84 in late fees for _____ Meander Cove Drive once the debt has been cleared.

Vote: Motion Passed - Unanimous

F. OLD BUSINESS

1. Guard Rails

Management was requested by the Board to have the guard rails over the tunnels in CVS inspected. Management contacted the Department of Transportation and they are looking into the matter. Management is waiting for a reply.

2. Follow-up to Request from _____ / Waterside Drive

At the May Board Meeting, the Board requested to hold off on collection costs for _____ Waterside Drive as the homeowner requested an extension to pay the arrearage until May 2013. Management will check on the status of this account.

G. NEW BUSINESS

1. Drainage Issue Behind Lake Park Drive

Management stated that it was noted, on a recent walk through around Lake Park Drive with McFall & Berry, that the area behind 20022 Lake Park Drive to the common

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area path has become eroded due to drainage issues. Management provided the Board with a proposal from McFall & Berry for repair of this area at a cost of \$1,425.00.

MOTION: (Kathie/Steve) Approve the proposal from McFall & Berry to repair the drainage problem behind 20022 Lake Park Drive down to the lake at a cost of \$1,425.00.

Vote: Motion Passed - Unanimous

H. CLOSED MEETING

MOTION: (Steve/Kathie) Move into Closed Meeting at 9:25 p.m.

Vote: Motion Passed - Unanimous

I. RESULTS OF THE CLOSED MEETING

The Board took action on collection matters, and Management reported on a collection matter and a possible CCOC case against the Association.

J. ADJOURNMENT

MOTION: (Kathie/Robert) Adjourn the Regular Board of Directors Meeting and Closed Meeting at 9:55 p.m.

Vote: Motion Passed - Unanimous