

**MINUTES OF July 21, 2021, 7:00p.m.  
Virtually by Zoom**

**CALL TO ORDER:**

The meeting was called to order at 7:00p.m. by John Pesce, Board President.

**NOTATION OF ATTENDANCE:**

John Pesce, President

Nic D'Ascoli, Vice-President

Andrew Saundry, Secretary

Mark Smith, Treasurer

Erik Herron, At-Large

Others:

Kristin Czarick, CMCA, AMS, WLA GM

Shelia Jenkins-Diaz, Executive Assistant  
to the GM

Dean Spear, Covenants Assistant

Bill Hudak, First Service Residential

**APPROVAL OF MINUTES:**

Andrew Saundry offered a motion to approve the June 16, 2021 minutes.

Mark Smith provided the second.

John Pesce asked for clarification on condominiums referenced as large-unit payers. GM confirmed that there are 6 condominiums, but only 4 that pay in bulk, where the other 2 pay Waters Landing directly. John Pesce asked that a note about investment options are verified with Waters Landing's auditor, The Goldklang Group; as well as a clarification on the notation of Michael Penisi of First Service Financial reviewing investments. GM clarified it was in reference to the chart submitted to the Board by Michael Penisi.

Motion carried with clarifications. (Pesce/Smith/Saundry yay; D'Ascoli/Herron abstain)

**CONTRACTOR REPORT:**

Vlade Jankovic of RSV Pools Inc. was present to review the pools. Several complaints came in the day of the meeting and were forwarded to Vlade, who will review with guards the complaints submitted. Mark Smith had questions on the cleanliness of the bathrooms as recently reported by several residents. Vlade verified that guards should be checking on the bathrooms regularly throughout the day and that he will increase his inspections, particularly of the women's restrooms. Cleaning protocols and inspections to be reviewed with guarding staff. GM confirmed that the lifeguard staff need to report issues and concerns to their supervisor, Vlade, who then reports to the Association. John Pesce had questions regarding insurance. Vlade confirmed that RSV is ultimately responsible, but if there is an issue, that it is likely the Association will named as a co-defendant. Both pools passed Montgomery County inspection the previous week.

**FINANCIAL REPORT:**

Bill Hudak provided the financial report for June 2021. Financials provided electronically and uploaded to FSR Connect. RBC purchased CDs for reserve investments, John Pesce discussed the return potential for these investments. Delinquencies for the single-family & townhomes are down; however large units have increased. It was confirmed that Churchill Senior Living is included in large unit delinquency. Mark Smith had a question about timing of pool expenses.

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GM confirmed that, aside from contract, pool expenses are often not invoiced until later in the season or even in post season.

**GM REPORT:**

GM updated that the tot lots at Rec B, Waterbury Downs North, and LakeCrest have now been replaced. Tree trimming around tot lots will be taking place later this summer.

Committees and sub-committees were discussed with the possibility of a social sub-committee, under Community Engagement. The office will separately be sending out postcard notices to solicit volunteers for establishing Neighborhood Advisory Committee (NAC). GM and Executive Assistant discussed that all committee meetings must be public meetings for residents. Committees should submit minutes and reports to the office and would provide updates to the Board at the monthly Board meeting under Committee Report.

Staff deferred to Liz Korte for a report on the social sub-committee. Liz Korte provided her background and that the main focus of the sub-committee would be to meet other people.

**OLD BUSINESS:**

**NEW BUSINESS:**

Churchill Senior Living Parking Agreement

**ACTION:** Erik Herron offered a motion to suspend the Churchill Senior Living parking agreement pending the ongoing legal dispute.  
Mark Smith offered a second.

Churchill Senior Living parking agreement allows residents to utilize 30 spaces in the side parking lot, adjacent to the community center. Discussion included validity of the agreement, if the Association suspends it, does that validate/in-validate it and the perpetual license. Erik Herron discussed that the agreement is in place until removed. Additional information and relativity to legal dispute will be researched.

Motion does not carry. (D'Ascoli/Saundry/Smith Nay; Herron Yay).

John Pesce discussed the formation of a finance committee.

**ACTION:** Andrew Saundry offered a motion to form a finance committee.  
Erik Herron provided the second.

Andrew Saundry asked the function and purpose of the finance committee. John Pesce discussed that the committee would review the financials and submit questions. Mark Smith asked if there was a burden in the office of questions submitted that a committee was necessary. GM discussed that questions had not been submitted to the office, but residents are encouraged to submit questions to the office to be reviewed by office, First Service and Board. John Pesce discussed that any members of the finance committee would be required to sign the Committee Code of Ethics and Committee Resolution. Executive Assistant discussed that the

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Board needs to determine the necessity. Nic D'Ascoli discussed that the committee would report to the Treasurer, but would defer to the Treasurer if there would be a benefit. GM discussed that the financials could be reviewed on a one month delay so that they could be posted with more time for review. For example, June financials would be reviewed in August, with financials be posted at the end of July. This allows several weeks for Board members and residents to review & submit questions to the Association office. Mark Smith questioned necessity at this time, and concern over non-Board involvement over financial matters. Mark Smith also discussed that separate meetings, throughout the year could possibly be scheduled for the purpose of reviewing financial questions. Nic D'Ascoli discussed the different level of responsibilities of hired professionals, elected Board members and volunteers. Nic D'Ascoli encouraged that residents should submit questions to the office.

Motion does not carry. (D'Ascoli/Saundry/Smith Nay; Herron Yay).

**OPEN FLOOR:**

Open floor opened at 8:25 p.m.

- I. Bruce Schwalm had questions about committees and amending governing documents. Mr. Schwalm also had questions about the Churchill Senior Living parking agreement. Amending of the governing documents will be researched.
- II. Anita Weinstein requested that Churchill Senior Living be added to each agenda under Old Business. Erik Herron discussed that there are limitations to what can be discussed as it is an ongoing legal matter.
- III. Mark Sagarin had questions about legal fee income. Bill Hudak discussed that is reimbursement for legal expenses for collection matters. Mr. Sagarin asked if the Board emails questions to Bill Hudak. Andrew Saundry & Mark Smith discussed that they've emailed questions and received satisfactory answers. The Board is welcome to outreach with any questions regarding financial.
- IV. Kim Schwalm asked about bidding for the pool contract. GM confirmed that the pool contract is bid out, with the typical contract lasting 2-3 years. The contract will be bid over the winter. Ms. Schwalm also questioned the Churchill Senior Living parking agreement.
- V. Liz Korte wanted to thank the Board and asked about training. It was confirmed that the Board has undergone training with several entities, including the CCOC and legal counsel, but additional training is available for those interested.
- VI. Laura Magnuson thanked the transitional Board. She suggested to let people volunteer and then join a committee. Ms. Magnuson had questions about the general association fees. Bill Hudak confirmed that the general association fees cover administrative items, and items that serve the whole community, such as the pools and path system. The general association fee is an expense within a neighborhood, but income for the general association as they are not paid separately. Ms. Magnuson questioned the parking agreement for Churchill Senior Living as well as their use of the shared driveway at the Community Center. Ms. Magnuson had several pool concerns about cleanliness and safety. Pool concerns will be forwarded to Vlade of RSV to review with guarding staff.

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Open floor closed at 9:21 p.m.

**ADJOURNMENT:**

**ACTION:**

Andrew Saundry offered a motion to close the meeting at 9:22 p.m. to move to executive session to discuss legal matters.

Erik Herron provided the second.

Motion carried unanimously. (D'Ascoli/Saundry/Smith/Herron)