



# Waters Landing Association, Inc.

20000 Father Hurley Blvd. • Germantown, MD 20874 • 301-972-3681 • www.waterslanding.org

## MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

October 21, 2020

### Waters Landing Community Center & Zoom Meeting

#### CALL TO ORDER:

The Zoom meeting was called to order at 7:00pm by Jennifer Jones, President.

#### NOTATION OF ATTENDANCE:

Jennifer Jones, President  
Joe Parreco, Vice-President  
Lee Callicutt, Secretary  
Richard "Chet" Walker, Treasurer  
John Pesce, At-Large

#### Others:

Kristin Czarick, CMCA, AMS, WLA GM  
Shelia Jenkins-Diaz, Executive Assistant to the WLA GM  
Bill Hudak, First Service Residential

#### APPROVAL OF MINUTES:

The September 16, 2020 Board of Directors meeting minutes, sent electronically to the Board, were approved by acclimation.

#### OPEN FLOOR:

- I. Mark Sagarin asked to clarify from September what was involved with being a Board member as it was difficult to hear the response. Chet Walker provided a brief review of Board member involvement. In normal years, extensive time is not required. During the medical crisis of COVID-19, the Board has averaged several hours per week. The Board Presidents plays a larger role. There are times that emails are forwarded to the Board for review and response.
- II. Laura Magnuson expressed concerns regarding transparency; and asked again for follow-up on several matters. Jennifer Jones asked Ms. Magnuson to email the outstanding items. Ms. Magnuson asked for a call.
- III. Kim Schwalm asked for receipts for Churchill Senior Living and the conflict of interest with Mr. Parreco as a board member.
- IV. Pat Stoup asked about adding items to the agenda. Monthly meetings are the Board of Directors meeting; but residents can ask to have items added to the Annual meeting agenda. The annual meeting takes place in December, after the 1<sup>st</sup> call in November.
- V. Anita Weinstein asked clarification if Churchill Senior Living is a member of Waters Landing. Churchill Senior Living is a member of Waters Landing, however, Waters Landing is working with legal counsel regarding the supplemental declaration.
- VI. Bruce Schwalm likes the option of Zoom, but did not think that open-floor is allowed enough time and ask that it be reflected that not all residents got to speak.
- VII. Several residents did not feel that 2 minutes per person was adequate, with open floor lasting 20 minutes being too short.

Open floor closed at 7:25pm.

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#### A Not-for-Profit Homeowner Association Serving the Waters Landing Community of Neighborhoods

• Churchill Senior Living • Country Lake • Deep Wood Village • Esprit • The Fields • Gables/Manorwoods • The Gables Apartments • Harbour Place • Highlands • LakeCrest • Lakeforest • Lakeview • Landing Glen • Laurelwood Cove • Logansport • South Shore Harbour • Stonecreek Club • Sunridge/Village • US Homes @ WL • Waterbury Downs North • Waterbury Downs South • Waters Edge • Waters House • Waverly • Woodlands •

**CONTRACTOR REPORT:**

**FINANCIAL REPORT:**

Bill Hudak reviewed the September financials that were submitted to the Board electronically.

There is over a \$1million in operating assets with approximately \$2.8 million in reserves. The path system and tennis courts were large capital improvement projects recently completed. Reserve contributions have been met. Currently, the Association is on track with the snow budget, but still have November & December in this snow removal budget remaining.

John Pesce inquired about interest rates. Bill Hudak clarified that accounts are kept under FDIC insured limits, and currently, interest rates are very low.

Jennifer Jones inquired about delinquencies, which have increased due to COVID. The majority of delinquencies are recognized in the townhome communities.

**GM REPORT:**

The GM updated that the monthly financials are being posted to the Association webpage.

**OLD BUSINESS:**

**NEW BUSINESS:**

Tot Lots – Rec B, LakeCrest, Waterbury Downs North

Proposals were obtained for replacement of tot lot playgrounds at Rec B on Waters Landing Drive, in the LakeCrest neighborhood and the Waterbury Downs North neighborhood.

The areas for the playgrounds limited the options due to safety codes and fall zones.

Pool B had room for 2 options. The first being swings, but with a smaller play structure. The second being a larger play structure with no swings.

The bids were as follows:

Metro Recreation	\$76,038.18
Playground Specialists	\$101,206.54
Playmark	\$80,597

Discussion included the difference between a larger play structure or a smaller play structure but the ability to include swings at Rec B. Swings were previously at Rec B. John Pesce asked that playgrounds are part of the Association’s general liability and GM confirmed. Joe Parreco wanted to confirm playgrounds are built to code. Playgrounds will be. Chet Walker asked about color schemes. The Association utilizes earth tone color schemes throughout the playgrounds. Lee Callicutt asked about surveying the community. A postcard could be sent out. The Board wanted it verified that the playground equipment would be safe and lead-free. GM to verify.

**ACTION:**

John Pesce made a motion to approve the proposal from Metro Recreation for the replacement of the three tot lots, contingent that the equipment is chemical free.

Chet Walker provided the second.

Motion carried with a vote of 3 to 1. (Walker/Parreco/Pesce yay; Callicutt nay)

## 2021 Assessments – no increase

The GM had proposed not increasing assessments for 2021. Jennifer Jones has long supported not increasing assessments. Chet Walker commented that not increasing assessments was due to COVID-19 and related issues. The GM confirmed that there are several upcoming reserve projects but \$350,000 is contributed to reserves annually. Bill Hudak confirmed reserve contributions have been met year to date. The 2021 budget will be mailed to be approved at an upcoming meeting.

### ACTION:

Chet Walker provided a motion to not increase neighborhood assessments for 2021.

Lee Callicutt provided the second.

Motion carried unanimously.

## Board Review

The Board discussed the questions that have come through, largely relating to Churchill Senior Living. The Board discussed that if the Association staff forwards to the Board for review, the Board should respond within 48 to 72 business hours. Business hours are Monday to Friday, 9am to 5pm.

Joe Parreco agreed to hold a community meeting when plans are available. Lee Callicutt asked what the timeline is for plans. Joe Parreco stated that could be 6-18 months.

Jennifer Jones confirmed with the GM that an audit is completed annually. The 2019 audit is in process with The Goldklang Group.

Chet Walker reiterated that all Board members must go through training with the Montgomery County Commission on Common Ownership communities.

Lee Callicutt addressed an issue with timing of an architectural application and approval process.

Chet Walker addressed that First Service Residential bought Zalco Realty, Waters Landing's management contractor. First Service Residential provides financial management services for Waters Landing.

The Board confirmed that there are no ties with Board members, staff, First Service Residential and Churchill Senior Living.

## Notes of Board Closed Session

### **Closed-Session Summary Under the Open Meeting Act (General Provisions Article 3-305(b))** **Waters Landing Board of Directors**

- 1. Time of closed session:** Monday, September 21, 2020 6:30pm  
**Place (location) of closed session:** Water's Landing Association Community Center  
**Purpose of closed session:** To discuss staff compensation that affects one or more specific individuals.
- 2. Record of the vote of each member as to closing the session:**  
**Motion to close meeting made by:** Chet Walker  
**Seconded by:** Lee Callicutt  
**Names of members voting in favor:** Lee Callicutt, Chet Walker and John Pesce  
**Names of members voting opposed:** None  
**Absent:** Joe Parreco

3. **Topic of discussion** – Compensation of Waters Landing General Manager, Executive Assistant and Covenants Assistant

**Persons Present for Discussion** – Jennifer Jones, Lee Callicutt, Chet Walker and John Pesce

**Submitted by: Lee Callicutt, Secretary Waters Landing Association Board of Directors  
November 16, 2020**

**ADJOURNMENT:**

The meeting adjourned at 9:18pm.