



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

January 18, 2017

Waters Landing Community Center

The Board of Directors held the election of officers prior to the January 2017 Board meeting.

The officers are as follows:

Chet Walker	President
John Sheridan	Vice-President
Joe Parreco	Secretary
Jennifer Jones	Treasurer
Jim Egbert	At-Large

CALL TO ORDER:

The meeting was called to order at 7:00pm by Chet Walker, President

NOTATION OF ATTENDANCE:

The following were present from the Board:

Chet Walker
Joe Parreco
John Sheridan
Jennifer Jones

Others:

Kristin Czarick (GM), & Shelia Jenkins (AA) of the association staff; and Bill Hudak of Zalco Realty.

APPROVAL OF MINUTES:

The minutes of the meeting of December 21, 2016 were approved by acclamation.

OPEN FLOOR:

Danny Talmage of the Lake Churchill Foundation was present to update the Board on the Amethyst Stream Bed restoration projection being performed by the Lake Churchill Foundation. Permits were obtained prior to Christmas and work is commencing in January, with a hiatus in work from March 1st through June 15th as work is prohibited during that period due to wildlife and other natural mating or blooming seasons. There will be disruption to various parts of the path at different intervals for work to be completed, but the project currently has an anticipated completion date of July 31, 2017. The Lake Churchill Foundation website will be updated regularly.

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Margarita Clavijo of 35 White Church Court was present to discuss her private property electrical issue. Ms. Clavijo resides in Waterbury Downs North, a community with “grouped” electric meters. It was explained to the resident that each meter, although grouped, is the private property of the unit that it serves. Waters Landing does not own or maintain any private property utility, including electric, for any unit in Waters Landing and does not collect any funds to repair or maintain private property. If the entire meter stack requires repair or replacement, the individual unit owners must work together to facilitate repairs or replacement. Waters Landing recommended that the homeowner follow the instructions of the electric company; as well as to contact Montgomery County or Maryland Public Service Commission for assistance.

CONTRACTOR REPORT:

OPEN FLOOR:

CONTRACTOR REPORT:

FINANCIAL REPORT:

Bill Hudak of Zalco Realty provided a year-end financial report. Documents were submitted electronically.

STAFF REPORT:

GM has requested an updated clarification from Whiteford, Taylor & Preston regarding collections.

OLD BUSINESS:

UNFINISHED BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

The meeting adjourned at 7:55pm.



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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

February 15, 2017

Waters Landing Community Center

CALL TO ORDER:

The meeting was called to order at 7:00pm by Chet Walker, President

NOTATION OF ATTENDANCE:

The following were present from the Board:

Chet Walker

Joe Parreco

Jennifer Jones

Others:

Kristin Czarick (GM), & Shelia Jenkins (EA) of the association staff; and Bill Hudak of Zalco Realty.

APPROVAL OF MINUTES:

The minutes of the meeting of January 18, 2017 were approved by acclamation.

OPEN FLOOR:

CONTRACTOR REPORT:

FINANCIAL REPORT:

Bill Hudak of Zalco Realty provided a year-end financial report. Documents were submitted electronically.

STAFF REPORT:

GM updated the Board of Directors on the WSSC project of relocating the main water meter valve for Rec A closer to the facility as the main meter is currently on Summersong Lane. GM met with WSSC previously and had apprised them to the Amethyst stream bed restoration project. The WSSC project might have proposed problems to the stream bed restoration. After meeting with the GM, WSSC elected to alter the project so as to not disturb the stream bed restoration. GM to clarify with WSSC in regard to easement duration and if the location of the proposed meter valve be moved from Father Hurley Boulevard to closer to the community center.

OLD BUSINESS:

Joe Parreco of Churchill Senior Living was asked about the large dirt mound located on Waters Landing common ground as a result of construction of Churchill Senior Living Phase II. It was requested that the mound be removed by end of April, prior to the pool season, including pre-opening activities.

UNFINISHED BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

The meeting adjourned at 7:25pm.

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MINUTES OF THE MEETING THE BOARD OF DIRECTORS

March 15, 2017

Waters Landing Community Center

CALL TO ORDER:

The meeting was called to order at 7:00pm by Chet Walker, President

NOTATION OF ATTENDANCE:

The following were present from the Board:

Richard "Chet" Walker, President

John Sheridan, Vice-President

Joe Parreco, Secretary

Jennifer Jones, Treasurer

Others:

Kristin Czarick (GM), & Shelia Jenkins (EA) of the association staff; and Bill Hudak of Zalco Realty.

APPROVAL OF MINUTES:

The minutes of the meeting of the meeting of February 15, 2017 were reviewed.

ACTION: Chet Walker provided a motion to accept the proposed minutes of the February 15, 2017 Board of Directors meeting. Joe Parreco provided the second. Motion carried.

OPEN FLOOR:

None offered.

CONTRACTOR REPORT:

None offered.

FINANCIAL REPORT:

Bill Hudak of Zalco Realty provided a financial report. Documents were submitted electronically.

STAFF REPORT:

GM updated Board on the Rec A WSSC main meter valve replacement location. GM will contact WSSC on location and notification for access.

Potomac Edison and Montgomery County Representatives to hold a meeting on March 21 at the Community Center for the Waterbury Downs North residents who require private property meter stack replacement. Waters Landing has no authority over private property utilities.

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OLD BUSINESS:

None offered.

UNFINISHED BUSINESS:

None offered.

NEW BUSINESS:

Due to increased usage at Pool A, RSV Pools, Inc., has proposed installing an additional filter tank in the amount of \$3,360.00 to enhance water cleanliness.

ACTION: Jennifer Jones provided a motion to accept the proposal from RSV Pools Inc. to install an additional filter tank at Pool A. John Sheridan provided the second. Motion carried.

GM informed the Board that the small roll up door at Pool A is having issues with the lock. GM provided a proposal from Frederick Fence in the amount of \$5,885.00 to install dual wrought iron gates, similar to Pool B, to be installed in front of the roll up.

ACTION: John Sheridan provided a motion to accept the proposal from Frederick Fence to install a wrought iron gate at Pool A. Jennifer Jones provided the second. Motion carried.

ADJOURNMENT:

The meeting adjourned at 7:43pm.



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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

April 19, 2017

Waters Landing Community Center

CALL TO ORDER:

The meeting was called to order at 7:11pm by John Sheridan, Vice-President

NOTATION OF ATTENDANCE:

The following were present from the Board:

John Sheridan, Vice-President

Joe Parreco, Secretary

Jennifer Jones, Treasurer

Others:

Kristin Czarick (GM), & Shelia Jenkins (EA) of the association staff; and Bill Hudak of Zalco Realty.

APPROVAL OF MINUTES:

The minutes of the meeting of March 15, 2017 were approved by acclamation.

OPEN FLOOR:

Laura Magnuson of Laurelwood Cove was present to discuss concerns over neighbor parking an RV on their driveway. Discussion over parking on single family driveways occurred. GM to send letter over storage of RV.

CONTRACTOR REPORT:

FINANCIAL REPORT:

Bill Hudak of Zalco Realty provided a financial report. Documents were submitted electronically.

STAFF REPORT:

OLD BUSINESS:

UNFINISHED BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

The meeting adjourned at 8:10pm.

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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

May 17, 2017

Waters Landing Community Center

CALL TO ORDER:

The meeting was called to order at 7:06pm by Chet Walker, President

NOTATION OF ATTENDANCE:

The following were present from the Board:

Richard "Chet" Walker, President

John Sheridan, Vice-President

Joe Parreco, Secretary

Jennifer Jones, Treasurer

Others:

Kristin Czarick (GM), & Shelia Jenkins (EA) of the association staff; and Bill Hudak of Zalco Realty.

Vlade Jankovic of RSV Pools, Inc. was also present.

APPROVAL OF MINUTES:

The minutes of the meeting of April 19, 2017 were approved by acclamation.

OPEN FLOOR:

CONTRACTOR REPORT:

Vlade updated the Board that both pools have passed inspection and are fully staffed. Pool hours during non-school days remains 8am – 9pm at both pools. This time frame includes coverage for swim team practice. The handicap lifts are in need of repairs. Vlade will research the requirement for Waters Landing to maintain the lifts and provide cost to render repairs. GM to email Board, which will reflect in the June 2017 minutes.

FINANCIAL REPORT:

Bill Hudak of Zalco Realty provided a financial report. Documents were submitted electronically. The Board was updated that following the financial report, The Fields, one of the four apartment complexes under Waters Landing's umbrella, was finally current after several months of delinquency. Discussion regarding reserve accounts took place with reserve deposit for concrete work pending processing.

STAFF REPORT:

OLD BUSINESS:

Montgomery County has issued violations to Waters Landing over the grouped meter stacks in Waterbury Downs North & Waterbury Downs South. Montgomery County is seeking for Waters Landing to perform a full audit of the meters with plan for eventual replacement. The electric meters are private property and Waters Landing has no authority over private property utilities. Whiteford, Taylor & Preston cannot represent Waters Landing in this matter due to a conflict of interest with Montgomery County. Whiteford, Taylor & Preston will provide recommendations for attorneys.

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UNFINISHED BUSINESS:

Joe Parreco has a meeting with Montgomery County regarding the dirt mound on June 5, 2017.

NEW BUSINESS:

ADJOURNMENT:

The meeting adjourned at 8:22pm.



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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

June 20, 2017

Waters Landing Community Center

CALL TO ORDER:

The meeting was called to order at 7:00pm by Chet Walker, President

NOTATION OF ATTENDANCE:

The following were present from the Board:

Richard "Chet" Walker, President

John Sheridan, Vice-President

Joe Parreco, Secretary

Jennifer Jones, Treasurer

Others:

Kristin Czarick (GM), & Shelia Jenkins (EA) of the association staff; and Bill Hudak of Zalco Realty.

Vlade Jankovic of RSV Pools, Inc. was also present.

APPROVAL OF MINUTES:

The minutes of the meeting of May 17, 2017 were approved by acclamation.

OPEN FLOOR:

Captain Mark Plazinski, the new commander of the 5th District station in Germantown, was present to introduce himself. Captain Plazinski has been part of the Montgomery County force for 23 years; however, this is his first time in the Upcounty area of Germantown. Captain relayed that one of the most common occurrences of crime continues to be theft from auto.

CONTRACTOR REPORT:

Vlade Jankovic was present from RSV Pools, Inc. to discuss the pool season to date. The handicap lifts at both pools required repairs. Following a vote electronically, the parts were obtained and were able to be installed as the first in-season inspection was performed by Montgomery County. Discussion following several questions included that the lifeguards are trained to use the lift; however the lifts can be self-operated. An individual must be able to get themselves into and out of the chair. Lifeguards will take lifts out every two weeks to test and verify that the equipment remains operational. A resident requested usage of the lift prior to the lift being repaired.

Questions regarding the filtration system and cleaning process of the filter cartridges were posed to Vlade who advised that the cleaning the filters is part of the duties of the lifeguards and that this filtration system is the required type of system for this pool by Montgomery County based on storm water management due to the lake.

Pool furniture was discussed. Lounge chairs are on order but have been delayed by the factory and should be in within the next few weeks. Based on an inaccurate inventory, Vlade and Kristin will perform year-end inventory to ensure proper inventory to include all chairs, tables, umbrellas and umbrella bases.

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The swim safe program is in place at both pools.

Both Pool A & Pool B will be re-keyed following the 2017 pool season.

FINANCIAL REPORT:

Bill Hudak provided a financial report. Financial documents were submitted electronically.

STAFF REPORT:

GM updated on the meter stack issue. Following the Notice of Violation that was issued to Waters Landing, Waters Landing engaged Doug Bregman of Bregman, Berbert, Schwartz and Gilday in the matter with the County regarding the notice of violation for private property electric meters. In discussions with Doug Bregman, there is now a possibility that notices of violation will be issued to individual homeowners but Montgomery County is still seeking HOA involvement. The County currently has scheduled meetings for homeowners on 06/27, 07/05, and 07/06. Doug Bregman is currently researching all land, County and other records to confirm no authority or responsibility was assigned to Waters Landing. GM to discuss with Doug Bregman what is necessary to proceed in having the Notice of Violation revoked.

OLD BUSINESS:

The handicap lifts at both pools required repairs. Cost of total repairs for both handicap lifts was a round \$2,500. An email was sent to the Board requesting a vote. At the time the email was sent, it was believed that a waiver could be granted to not keep lifts at the Waters Landing pools. Jennifer Jones had questions about the waiver, training, and liability. The GM confirmed that the waiver would be for indefinite pending law changes. GM was waiting to hear from RSV regarding training and confirmation from State Farm regarding liability. A vote was called by the Board with a three to one vote in favor of repairing the lifts. Jennifer Jones voted against pending additional information and answers to questions.

Subsequently, through Whiteford, Taylor & Preston, Waters Landing's legal counsel, it was confirmed that per ADA and FHA, Waters Landing must maintain lifts due to hosting home swim meets.

Joe Parreco has meeting scheduled with Montgomery County regarding the dirt pile. Parking and planning is requiring site plans showing the ½ basketball court. The basketball court has been in place for 22+ years but was not included on original site plans. The Board has asked Joe Parreco to consider hauling the dirt off site at his expense.

UNFINISHED BUSINESS:

NEW BUSINESS:

Jennifer Jones brought up discussion regarding the multi-use pad being converted to a skate park. Currently there has been unauthorized amendments to the multi-use pad by area skateboarders. Liability issues to be reviewed.

ADJOURNMENT:

The meeting adjourned at 8:22pm.



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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

July 19, 2017

Waters Landing Community Center

CALL TO ORDER:

The meeting was called to order at 7:00pm by Chet Walker, President

NOTATION OF ATTENDANCE:

The following were present from the Board:

Richard "Chet" Walker, President

John Sheridan, Vice-President

Joe Parreco, Secretary

Jim Egbert, At-Large

Others:

Kristin Czarick (GM), & Shelia Jenkins (EA) of the association staff; and Bill Hudak of Zalco Realty.

Vlade Jankovic of RSV Pools, Inc. was also present.

APPROVAL OF MINUTES:

The June 20, 2017 minutes were submitted electronically. Jennifer Jones objected to the minutes as presented. A copy of her email with comments is attached.

ACTION: John Sheridan provided a motion to accept the June 20, 2017 minutes as drafted. Joe Parreco provide the second. Discussion of the items of concern presented by Jennifer Jones via email was discussed. The June 20, 2017 minutes were approved as proposed.

OPEN FLOOR:

CONTRACTOR REPORT:

Vlade Jankovic of RSV Pools, Inc. was present to update the Board on the pool season. There have been complaints regarding guarding staff at Pool B. There have been staffing changes to help rectify the concerns, including a change in manager at Pool B. Other staffing changes included a new guard at Pool A and three new guards at Pool B. Waters Landing placed mats in the bathrooms at both pools following complaints that the floor was slippery. An incident at Pool B involving a belligerent patron was addressed by Vlade, who was present checking on the pool at the time.

FINANCIAL REPORT:

Bill Hudak provided a financial report. Financial documents were submitted electronically.

STAFF REPORT:

The Board discussed items brought up via email regarding commercial vehicles and the parking policy, private security and trash and rodent issues. Commercial vehicles and other vehicle violations must follow the policy resolution, which requires 15 days written notice prior to towing a vehicle off the property. The Association stickers a vehicle with a tow date 15 days later in order to satisfy this requirement. The Board discussed private security, but maintains as previously that County tax dollars contribute to Montgomery County Police

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Department. Trash, trash cans and rodent issues were discussed, including letter writing, door hangers and signs posted regarding proper trash procedures.

OLD BUSINESS:

Chet Walker and Joe Parreco were able to meet with several of the skateboarders who performed unauthorized conversions to the multi-use pad and utilize it as a skate park. The majority of the skateboarders are not Waters Landing residents. The skaters were allowed two weeks to remove the permanent structures as the pad must remain multi-use without objects that cannot be removed or create obstruction for other resident use. Any destruction, drug use or vandalism would cease any skateboard usage. Following removal, Waters Landing will install signs regarding usage.

UNFINISHED BUSINESS:

The collective meter stacks in Waterbury Downs North and Waterbury Downs South continues. Notices of Violation will be issued to homeowners by DHCA (Department of House and Community Affairs). Montgomery County is seeking Waters Landing facilitate as the "contracting agent" at the direction of Montgomery County to obtain a contractor to render the meter replacements. Doug Bregman, Waters Landing's attorney in this matter, would act as an escrow agent and set up an escrow account for this issue. DHCA would step in to temporarily front money to homeowners who are not in position to pay, but would lien their property for the amount due. Waters Landing would not be involved in the financial component, and the "contracting agent" aspect would terminate immediately following the project and would not be liable for future work. GM confirmed that by Waters Landing's documents, after 15 days written notice this would be in the Association's authority. The Board requested that this be confirmed with Joe Douglass of Whiteford, Taylor & Preston.

NEW BUSINESS:

ADJOURNMENT:

The meeting adjourned at 8:50pm.



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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

August 16, 2017

Waters Landing Community Center

CALL TO ORDER:

The meeting was called to order at 7:00pm by Chet Walker, President

NOTATION OF ATTENDANCE:

The following were present from the Board:

Richard "Chet" Walker, President

Joe Parreco, Secretary

Jennifer Jones, Treasurer

Jim Egbert, At-Large

Others:

Kristin Czarick (GM), & Shelia Jenkins (EA) of the association staff; and Bill Hudak of Zalco Realty.

Vlade Jankovic of RSV Pools, Inc. was also present.

APPROVAL OF MINUTES:

The minutes of July 19, 2017 were approved by acclamation by those present at the July meeting. Jennifer Jones abstained as she was not present at the July meeting.

OPEN FLOOR:

Doug Bregman, of Bregman, Berbert, Schwartz & Gilday, the attorney retained in the legal matter relating to private property electric meters in Waterbury Downs North and Waterbury Downs South, was present to update the Board. After being issued a Notice of Violation by Department of Permitting under Montgomery County, an exhaustive search of documents and historical records revealed Waters Landing to not be the responsible party for maintenance or repair of the privately owned electric meters that are collectively grouped at the end of each block of homes.

Subsequently, Department of Housing & Community Affairs (DHCA) have begun issuing Notices of Violation to homeowners. Several blocks may be proceeding among themselves. Montgomery County is seeking Waters Landing to facilitate in being the "contracting agent" only for blocks where cooperation is not occurring. Doug Bregman would act as escrow agent to hold funds to be paid to the contractor. DHCA will upfront money to units that meet certain criteria, but DHCA will lien the property as the homeowner is ultimately responsible for paying for their portion of meter stack replacement.

Waters Landing sought bids per Montgomery County which were forwarded to Cathy Matthews of the Upcounty Regional Center. Those bids were then issued to homeowners. Blocks of homes are working on establishing "block captains" to facilitate their blocks. Individual unit owners have also obtained bids. Work will have to be coordinated between the selected contractor(s), Potomac Edison, and Montgomery County to ensure that the work is done properly.

Doug Bregman to follow up on getting the Notice of Violation against the Association rescinded. Doug Bregman to also investigate what would be required to prevent this issue from reoccurring in the future.

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Residents from 19809 Larentia Drive were present to discuss concerns in Waterbury Downs South. Concerns included parking issues, commercial vehicles, and trash. Vehicles in violation are stickered to provide the Waters Landing required 15 day written notice per Waters Landing documents. Vehicles are considered stored if they remain in the same spot for more than thirty days. If a vehicle remains in violation after 15 days, then the information is forwarded to the tow contractor.

Trash dumped on private property lots have been reported to code enforcement. Residents and the office have noted the excessive amount of trash dumping on common ground. Signs listing the trash guidelines have periodically been posted throughout the neighborhood, as well as door hangers with the trash guidelines attached have been posted on blocks near areas of dumping. The Association has twice a week trash collection, once a week grounds clean up, as well as once a week recycling, which is a Montgomery County contract. The office is working with Code Enforcement and is seeking their input on how to address the concerns of trash dumping when a violator cannot be identified.

Jennifer Jones has spoken with Cathy Matthews' office regarding grant money to buy trash cans for individual units. She also proposed to the Board a door-to-door campaign to discuss with residents proper trash procedures.

CONTRACTOR REPORT:

Vlade Jankovic of RSV Pools was present to update the Board on the current pool season. Several changes in staffing have taken place which has improved performance at Pool B. The handicap lifts are brought out and tested regularly by guard staff to ensure proper operation. Both pools have had their July inspections and were able to pass without Vlade being present to correct any violations.

GM and Vlade to perform inventory with an emphasis on umbrellas and stands for the 2018 season.

FINANCIAL REPORT:

Bill Hudak provided a financial report. Financial documents were submitted electronically. It was noted that The Fields, an apartment complex within Waters Landing, is four months past due. It has been turned over to legal. The GM has referred to legal to research any other avenues or enforcement to prevent the likelihood of large units becoming delinquent to the Association.

STAFF REPORT:

OLD BUSINESS:

Chet Walker & Joe Parreco were able to meet with the skateboarders that have made unauthorized additions to the multi-use pad. The skaters were given two weeks to clean the area and remove all permanent structures as the pad must remain multi-use for resident use. The skaters should not leave trash at the multi-use pad. There is a trash can already outside the tennis court. Signs to be posted to indicate private property and use at your own risk. GM to send example to Board, though it is not a voting issue.

Joe Parreco updated the Board that the dirt mound located at the rear of Rec A is now with the County for a review process. This process is approximately two months.

UNFINISHED BUSINESS:

NEW BUSINESS:

The Association website was brought up for discussion by Jennifer Jones. Certain information is out of date and residents are having trouble logging in. GM to contact the domain administrator regarding difficulty signing in. The Association website should be re-reviewed for usefulness and ease of use to residents. Jennifer Jones noted that information about area schools was not included on the website. Discussion about information that should be provided as to how it pertains to Waters Landing occurred. The website to be reviewed at a future date, pending some of the other items that are outstanding for the community including the meter stack issue.

Jennifer Jones asked about meeting minutes being posted on the Association website. Residents may request copies of the meeting minutes from the Association office.

Jennifer Jones discussed usage of email by Board members and suggested that the Board should be careful with wording in emails as well as being careful with electronic voting. Jennifer Jones discussed consistency of Association meeting minutes.

Jennifer Jones has requested a dog station and trash can also be placed at the Rec A tot lot.

ADJOURNMENT:

The meeting adjourned at 8:50pm.



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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

September 20, 2017

Waters Landing Community Center

CALL TO ORDER:

The meeting was called to order at 7:00pm by Chet Walker, President

NOTATION OF ATTENDANCE:

The following were present from the Board:

Richard "Chet" Walker, President

John Sheridan, Vice-President

Jennifer Jones, Treasurer

Jim Egbert, At-Large

Others:

Kristin Czarick (GM), & Shelia Jenkins (EA) of the association staff; and Bill Hudak of Zalco Realty.

APPROVAL OF MINUTES:

The minutes of the meeting of August 16, 2017 were approved by acclamation.

OPEN FLOOR:

CONTRACTOR REPORT:

FINANCIAL REPORT:

Bill Hudak provided a financial report. Financial documents were submitted electronically.

STAFF REPORT:

The Association office has reported to Montgomery County the various trash issues in Waterbury Downs South. Trash issues on an individual private property lot have been reported to Code Enforcement. Code Enforcement must follow certain steps in their investigation. Trash dumping on common ground has been reported to Solid Waste Division. There is a minimum of a 60 day process when reporting to Montgomery County. The Association continues to utilize trash guideline signs and door hangers to help educate residents.

Dan McHugh of DHCA, Code Enforcement, has been working with the blocks of homes in Waterbury Downs South and Waterbury Downs North that have been issued violations for their private property electric meters. GM has requested timeline and information on what blocks have signed contracts from Dan McHugh.

The signs for the multi-use pad at Rec A have been ordered from Great American. The proof was sent to the Board by the GM for informational purposes. Jennifer Jones expressed concern over the language of the sign being too stern. Discussion occurred addressing the need for stern language to cover liability.

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Website issues were briefly discussed with further evaluation at a later date. Presently, the Association office is working with RealPing, the domain administrator, to determine the log in and password reset issues.

A dog station was installed at the Rec A tot lot. The dog station can also be utilized for trash. There is also a trash receptacle at the tennis court at Rec A.

OLD BUSINESS:

The dirt mound located at Rec A is currently under a 60-day review with Montgomery County.

Pool inventory was completed by Kristin Czarick, GM & Vlade Jankovic, RSV Pools. GM to contact Tom Callow at Criterion to order furniture immediately after the new year to ensure delivery prior to the 2018 pool season. Items on final inspection report will be verified with RSV Pools, Inc. in order to complete repairs prior to 2018 season.

UNFINISHED BUSINESS:

NEW BUSINESS:

Aeration & Overseeding from Lancaster Landscapes was presented in the amount of \$8,900.

ACTION: Jennifer Jones provided a motion to accept the proposal from Lancaster Landscapes. Jim Egbert provided the second. Motion carried.

Waters Landing removed non-indigenous bamboo from several spots along the path system. Bamboo is an invasive species and Waters Landing is continuing to pursue the removal.

Asphalt work will need to be evaluated for 2018. Areas of concern include the asphalt path system and the remaining townhome parking lots that were not over-layed in 2015.

Discussion regarding getting an updated Reserve Study completed. GM to contact Miller-Dodson early 2018 to complete an updated reserve study.

ADJOURNMENT:

The meeting adjourned at 8:01pm.

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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

October 18, 2017

Waters Landing Community Center

The meeting was called to order at 7:00pm by Chet Walker, President

NOTATION OF ATTENDANCE:

The following were present from the Board:

Richard "Chet" Walker, President

John Sheridan, Vice-President

Jennifer Jones, Treasurer

Joe Parreco, Secretary

Others:

Kristin Czarick (GM), & Shelia Jenkins (EA) of the association staff; and Bill Hudak of Zalco Realty.

APPROVAL OF MINUTES:

Discussion of the proposed minutes of the September 20, 2017 Board of Directors meeting took place based upon an email from Jennifer Jones.

ACTION: John Sheridan made a motion to accept the minutes as drafted but to add Jennifer's email to the minutes. Joe Parreco provided a second. Motion carried.

OPEN FLOOR:

Daniel Talmage of the Lake Churchill Foundation was present to update the Board on the Amethyst stream bed restoration project and the dredge of Lake Churchill. Both projects are nearing completion. Daniel Talmage wanted to acknowledge the cooperation between The Lake Churchill Foundation and Waters Landing throughout these projects. The section of path running adjacent to the Amethyst stream bed will be repaired by the Lake Churchill Foundation, but will be paid for by Waters Landing.

CONTRACTOR REPORT:

FINANCIAL REPORT:

Bill Hudak provided a financial report. Financial documents were submitted electronically. Large units that had previously been delinquent have made payments. Both Adler Apartments and the Fields of Germantown have been advised that if the apartment complex should fall delinquent, that any and all community center rentals that are scheduled will be cancelled immediately. Richard Walker would like a follow up letter stating the same to be sent to both apartment complexes.

STAFF REPORT:

2016 Draft Audit

The 2016 draft audit completed by the Goldklang Group was presented to the Board for review.

Waterbury Downs North & South Electric Meters

The electric meter issue remains ongoing, but DHCA (Department of Housing & Community Affairs) who previously took jurisdiction, has been communicating & working with the individual property owners.

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Multi-Use Pad at Rec A

The multi-use pad sign has been ordered and installed. Additional signage is not needed at this time.

Neighborhood Concerns

Parking issues in Waterbury Downs South, as in any townhome neighborhood, are addressed through the standard operations of the Association office and in accordance to the Parking Policy Resolution 2012-03.

The trash concerns, including dumping on common grounds, in Waterbury Downs South are being investigated through Solid Waste with Montgomery County.

Pools

The inspection reports have been received by the GM. Furniture will be ordered in January to include umbrellas, bases, and chairs based upon the furniture inventory. GM will contact Frederick Fence to render the appropriate repairs to the fence at Pool B per the Montgomery County inspector. GM will work with RSV regarding the repairs required by the Montgomery County inspector including some minor caulk issues. GM to discuss with RSV the deck at Pool B to determine need for repairs and eventual replacement. Batteries for the AED and handicap lifts can be stored at the office if necessary.

Reserve Study

An update to the Reserve Study completed in 2010 will be obtained in 2018.

OLD BUSINESS:

Joe Parreco provided an update on the dirt mound. It is currently under review with Park & Planning. The ½ basketball court at Rec A has now been added to the site plan. The option to have the dirt mound removed all together was also briefly discussed.

UNFINISHED BUSINESS:

NEW BUSINESS:

An engagement letter from The Goldklang Group was presented for the 2017 and 2018 audits in the amount of \$9,500 for 2017 and \$9,600 for 2018. Discussion included the previous audits and process with the Goldklang Group, as well as the fact that the auditor and the GM would work on an updated spread sheet for the budget.

ACTION: Jennifer Jones provided a motion to accept the engagement letter from The Goldklang Group for the 2017 and 2018 audits. Joe Parreco provided the second. Motion carried.

ADJOURNMENT:

The meeting adjourned at 8:34pm.



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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

November 15, 2017

Waters Landing Community Center

The meeting was called to order at 7:15pm by Chet Walker, President

NOTATION OF ATTENDANCE:

The following were present from the Board:

Richard "Chet" Walker, President

Jennifer Jones, Treasurer

Joe Parreco, Secretary

Jim Egbert, At-Large

Others:

Kristin Czarick (GM), & Shelia Jenkins (EA) of the association staff; and Michael Falla, Bill Hudak and Heather Spears of Zalco Realty.

APPROVAL OF MINUTES:

The minutes of the meeting of October 18, 2017 were approved by acclamation.

OPEN FLOOR:

Residents from Waters House condominiums were present with questions pertaining to their condominium association. GM reviewed Waters Landing's role as the umbrella association and referred them to their condominium management company, IKO Real Estate, for any questions pertaining to their condominium or their condominium budget.

A resident from Gables/Manorwoods had questions regarding her \$1.50/month increase, especially pertaining to the GM salary. Chet Walker addressed that the GM did not receive a salary increase the previous year; as well as Jennifer Jones acknowledged that the salary is still lower than many in the area.

CONTRACTOR REPORT:

FINANCIAL REPORT:

Michael Falla, CFO, Zalco Realty, Inc. and Bill Hudak introduced Heather Spears as Waters Landing's new financial manager at Zalco Realty, Inc. Bill Hudak provided a financial report. Financial documents were submitted electronically.

STAFF REPORT:

The Association office continues to work with the County's Solid Waste Department and EPA regarding the trash concerns in Waterbury Downs South. Waters Landing continues with the door hanger process to educate residents on proper disposal.

The Waterbury Downs North & South electric meter issue with Montgomery County continues to move forward slowly with Montgomery County and residents. One block may be close to the 50% deposit required by the contractor that that block selected.

The office staff will reach out to webpage domain holder again regarding the password issues that some residents have reported. The webpage will be reviewed after the new year. Jennifer Jones brought up the idea

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of a Facebook page. That item to be added to the January agenda. Liability and administration to be discussed.

OLD BUSINESS:

Joe Parreco updated that the dirt mound is being reviewed by Montgomery County Department of Permitting Services. A time frame was not provided.

UNFINISHED BUSINESS:

NEW BUSINESS:

The 2018 proposed budget was presented for review by the Board. Increases were to accommodate needs of an aging community and increasing reserve contribution in the General Association for path system work, tot lots, tennis courts, etc. at the rec centers.

ACTION: Jennifer Jones provided a motion to accept the 2018 budget as proposed. Joe Parreco provided the second. Motion carried.

ADJOURNMENT:

The meeting adjourned at 7:51pm.



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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

December 20, 2017

Waters Landing Community Center

The meeting was called to order at 7:15pm by Chet Walker, President

NOTATION OF ATTENDANCE:

The following were present from the Board:

Richard "Chet" Walker, President

John Sheridan, Vice-President

Jennifer Jones, Treasurer

Joe Parreco, Secretary

Others:

Kristin Czarick (GM), & Shelia Jenkins (EA) of the association staff.

Bill Hudak and Heather Spears of Zalco Realty.

APPROVAL OF MINUTES:

The minutes of the meeting of November 15, 2017 were approved by acclamation.

OPEN FLOOR:

A resident from Gables/Manorwoods had questions regarding the electronic newsletter.

A new resident from LakeCrest was present with some budget questions and questions about parking lot repairs.

CONTRACTOR REPORT:

FINANCIAL REPORT:

Heather Spears provided a financial report. Financial documents were submitted electronically. Homeowner assessment coupons are in process. They are processed in batches, therefore homeowners will continue to receive them.

STAFF REPORT:

GM updated the Board regarding the on-going trash and recycling concerns in WBS. Waters Landing is working with the Division of Solid Waste. Hugo Morales of Solid Waste informed the GM that several other HOAs in the area have filed similar complaints regarding recycling issues, including not notifying if items are not being properly recycled. Waters Landing is on the list for Solid Waste's evaluation for door-to-door campaign for educating residents. Follow up in the new year to determine status.

GM updated the Board that there is not much new information regarding the WB electric meter issues. Follow-up in the new year to determine status and to request that DHCA keep DPS informed. A resident from WBS was present and informed the Board that her block may potentially be at the required 50% deposit for their selected contractor to begin work.

OLD BUSINESS:

Joe Parreco provided an update regarding the dirt mound. Currently it is with the department of permitting services and remains with them for review.

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UNFINISHED BUSINESS:

NEW BUSINESS:

Following the approval of the proposed 2018 budget, each year the assessment ceiling is increased and the excess assessment resolution involving any prior year surplus or negative assessments is adopted as allowed by the documents.

2018 Assessment Ceiling:

ACTION: John Sheridan offered the motion to the proposed a 5% increase to the assessment ceiling. Jennifer Jones provided the second. Motion carried.

Excess Assessment Resolution:

ACTION: Jennifer Jones offered the motion to apply all or part of the 2017 excess assessment income, if any, to the 2018 assessments and that such final amount shall be at the Board's discretion. John Sheridan provided the second. Motion carried.

ADJOURNMENT:

The meeting adjourned at 7:34pm.