



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 17, 2018

Waters Landing Community Center

The Board of Directors held the election of officers prior to the January 2018 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 7:02pm by Chet Walker, President

NOTATION OF ATTENDANCE:

Richard "Chet" Walker, President

John Sheridan, Vice-President

Joe Parreco, Secretary

Others:

Kristin Czarick (GM), of the Association staff.

APPROVAL OF MINUTES:

The minutes of the meeting of December 20, 2017 were approved by acclamation.

OPEN FLOOR:

CONTRACTOR REPORT:

FINANCIAL REPORT:

Financial report to be given at the February 2018 Board of Directors meeting.

STAFF REPORT:

The GM updated the Board on various issues including the ongoing trash issue in Waterbury Downs South. The issue continues to be with Solid Waste Division with Montgomery County to address recycling issues, which are a Montgomery County contract.

The website will continue to be evaluated based on needs of the community; as well as other avenues of reaching out to residents including the recent program of door hangers.

GM to meet with Cathy Matthews regarding options to improve resident relations with the County.

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2018 Project Overview

The GM updated the Board that several items will be evaluated for 2018 capital improvement projects including work to the recreational asphalt path system.

The remaining parking lots that did not receive overlays will be evaluated for additional patching or overlays over the next one to three years.

The tot lot playground at Rec B should be evaluated for replacement in 2018 or 2019.

The tennis courts and multi-use pads at both Rec Centers should be evaluated for repair or replacement within the next one to three years.

The Board discussed agenda item policy. Items to be added to the agenda will include actionable items or on-going items when there is an update. Other items of discussion can be addressed during staff report.

UNFINISHED BUSINESS:

There is no status change involving the dirt mound. Joe Parreco will update the Board upon any changes.

NEW BUSINESS:

ADJOURNMENT:

The meeting adjourned at 8:04pm.



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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

February 21, 2018

Waters Landing Community Center

Cancelled due to lack of quorum.

CALL TO ORDER:

NOTATION OF ATTENDANCE:

APPROVAL OF MINUTES:

OPEN FLOOR:

CONTRACTOR REPORT:

FINANCIAL REPORT:

GM REPORT:

OLD BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

March 21, 2018

Waters Landing Community Center

Cancelled due to weather.

CALL TO ORDER:

NOTATION OF ATTENDANCE:

APPROVAL OF MINUTES:

OPEN FLOOR:

CONTRACTOR REPORT:

FINANCIAL REPORT:

GM REPORT:

OLD BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

April 18, 2018

Waters Landing Community Center

CALL TO ORDER:

The meeting was called to order at 7:01pm by Chet Walker, President

NOTATION OF ATTENDANCE:

Lee Callicutt of 20540 Lowfield Drive was appointed to the Board of Directors as the At-Large member after Jim Egbert resigned due to moving from the area.

Chet Walker, President,
Joe Parreco, Secretary
Lee Callicutt, At-Large

Others:

Kristin Czarick (GM), of the Association staff
Heather Spears, Zalco Realty, Inc.

APPROVAL OF MINUTES:

The minutes of the meeting of January 17, 2018 were approved by acclamation.

OPEN FLOOR:

Nic D'Ascoli of 14460 Long Channel Circle was present to discuss several landscaping concerns regarding leaf removal and turf issues. GM inquired of the resident had called regarding leaf removal at the time, though the resident indicated they had not. GM updated that the leaf removal is performed the complete week before Thanksgiving and the complete week before Christmas. GM also requested that if there are concerns regarding leaf removal to give the office a call at the time. The resident had noted aeration and overseeding that took place in the Fall and was advised that aeration and overseeding is an item that continues to be evaluated each year.

CONTRACTOR REPORT:

FINANCIAL REPORT:

Heather Spears provided a financial report. Financial documents were submitted electronically.

GM REPORT:

The GM updated the Board that based upon GM inspections, several meter stacks in Waterbury Downs South have now been replaced by the homeowners. GM to verify with Doug Bregman the violation status of the remedied meters.

GM also discussed the meeting schedule for the remainder of the year. All meetings will remain the third Wednesday of the month with three exceptions. The July meeting would be cancelled due to several home swim meets. Both the November and December meetings will move up one week to accommodate the holidays.

GM working on scope of work and bids for asphalt path system work, likely to be presented at the June 2018 Board meeting.

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OLD BUSINESS:

Joe Parreco provided an update on the dirt mound. Final plans to Montgomery County. Waters Landing's ½ basketball court has now been added to the site plan.

NEW BUSINESS:

J&J Inc., Waters Landing's current trash contractor, submitted a renegotiation to the current contract based on Montgomery County's increase in minimum wage and sick and safe leave law.

The new contract would follow:

2018 \$5.60 pupm – this would be an increase from the current rate

2019 1% increase

2020 1% increase

2021 2% increase

2022 2% increase

2023 – 2027 .5% increase

The Board discussed the proposed increases, the changes in minimum wage and the sick and safe leave laws in Montgomery County. The Board requested the GM clarify several details with J&J Inc. GM to contact John Cavell of J&J Inc. to discuss.

ADJOURNMENT:

The meeting adjourned at 8:31pm.



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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

May 16, 2018

Waters Landing Community Center

CALL TO ORDER:

The meeting was called to order at 7:02pm by Chet Walker, President.

NOTATION OF ATTENDANCE:

Chet Walker, President

John Sheridan, Vice-President

Joe Parreco, Secretary

Jennifer Jones, Treasurer

Lee Callicutt, At-Large

Others:

Kristin Czarick, GM of the Association staff

Heather Spears, Zalco Realty, Inc.

Vlade Jankovic, RSV Pools, Inc.

APPROVAL OF MINUTES:

The minutes of the April 18, 2018 meeting were approved by acclamation.

OPEN FLOOR:

CONTRACTOR REPORT:

Vlade Jankovic of RSV Pools, Inc. was present to update the Board. Opening weekend is May 26th. Both pools have passed inspection and are staffed. Floors in both bath houses have been repainted as required by Montgomery County as well as fence work at Pool B has been completed. Additional fence work or changes to fence style may be required following this season. Handicap chairs have been verified for operation and umbrellas, umbrella bases, and lounge chairs ordered by the Association should be delivered within the next few weeks.

FINANCIAL REPORT:

Heather Spears provided a financial report. Financial documents were submitted electronically.

GM REPORT:

Kristin Czarick, GM, updated the Board on the trash issues in Waterbury Downs South. Private property trash concerns are reported to Montgomery County Code Enforcement while dumping on common grounds goes to Montgomery County Solid Waste Division. The GM has spoken with Joe O'Donnell with Solid Waste and discussed Waters Landing's protocol regarding common ground dumping, including mailings, door hangers and signs. Solid Waste does have an outreach program, which Waters Landing is on that list. The outreach program currently includes approximately 40,000 units.

The webpage is still under review while the Association staff continues to utilize and work on communication with residents that have had positive feedback including signs and door hangers.

The GM updated the Board on the hiring of a new full-time Covenants Assistant to aide the GM in inspections and overall covenants enforcement.

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An update on towing was also provided. Waters Landing's current contractor, CCS, along with several other towing companies no longer provide violation towing due to the predatory towing law. Homeowner's Associations can be held liable for any tows performed on their property. The Association staff to research towing companies that would work within Waters Landing's documents for towing; as well as reach out to Montgomery County Police department as the GM has previously signed the appropriate paperwork to grant authority for MCPD to be on Waters Landing common ground.

OLD BUSINESS:

Joe Parreco confirmed that the dirt mound was still with Montgomery County permitting.

Joe Parreco also mentioned a possible assault on a Churchill Senior Living resident at the Rec A tennis courts. Matt Parreco contacted the police but was informed he could not file a report as he was not the victim. Kristin Czarick, GM, reached out to Marcus Dixon, Community Services officer with the Germantown Police Department, to notify him of the possible altercation.

The J&J Inc. trash contractor was reviewed following the April meeting and GM communication with John Cavell at J&J Inc. J&J Inc. provided an updated contract as follows.

- 2018 \$5.60 pupm – this would be an increase from the current rate
- 2019 1% increase
- 2020 1% increase
- 2021 2% increase
- 2022 2% increase

This contract would continue to include bulk. New contracts for J&J would begin at \$5.90 pupm, without bulk. If bulk were to be included, it would be an additional \$0.50 pupm. The contract calls for possible fuel surcharges dependent upon fuel prices. The Board discussed the rates and overall service. The Board discussed that the contract should include a statement that there will be further increases, excepting a fuel surcharge and if a fuel surcharge should be imposed that the fuel surcharge should also be removed should fuel prices drop again.

ACTION: Joe Parreco made a motion to accept the updated J&J Inc. trash contract with included addendums regarding no additional rate increase and the fuel surcharge price adjustment. Lee Callicutt provided the second. Motion carried.

NEW BUSINESS:

ADJOURNMENT:

The meeting adjourned at 8:12pm.



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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

June 20, 2018

Waters Landing Community Center

CALL TO ORDER:

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

NOTATION OF ATTENDANCE:

John Sheridan, Vice-President

Joe Parreco, Secretary

Jennifer Jones, Treasurer

Lee Callicutt, At-Large

Others:

Kristin Czarick, GM of the Association staff

Heather Spears, Zalco Realty, Inc.

Vlade Jankovic, RSV Pools, Inc.

APPROVAL OF MINUTES:

The minutes of the May 16, 2018 meeting were approved by acclamation.

OPEN FLOOR:

Brian Nesbitt of Waterbury Downs South/19809 Larentia Drive was present to discuss concerns regarding his neighbor at 19807 Larentia Drive, including trash and debris build-up on their private property. The GM confirmed that the Association office has reported this unit several times to Montgomery County. When a complaint is made regarding trash, a new complaint is filed. Questions were brought up as to the County process with repeat offenders. Waters Landing to research with Montgomery County as to regards to repeat offenders.

Questions from the Board regarding Facebook or social media were brought up. The GM discussed that the issue had previously been brought to legal, who advised against an Association run social media as there is a corporate email that would provide a proper channel for complaints to be filed.

Suzanne Wiggins of 20500 Gables/Manorwoods/Alderleaf Terrace was present to discuss volunteer activities with Churchill Senior Living. Churchill Senior Living is an apartment complex with separate management. Joe Parreco invited Suzanne to contact Churchill Senior Living directly to discuss volunteer activities.

Open floor was re-opened at the end of the meeting for Brian Nesbitt. Questions about towing. Waters Landing's tow company, CCS, had notified the Association that it would no longer tow due to the restrictive nature of Montgomery County's predatory towing law. Many tow companies are no longer providing the type of towing that is required. The Association is investigating new tow companies.

The GM also updated the new procedure that will be utilized through regular inspections. In order to expedite the process, Waters Landing utilizes Montgomery County agencies. When a letter is sent to a homeowner, it will address that if the violation is not corrected, it will be turned over to the appropriate County agency.

Potential meetings with Montgomery County representatives present regarding trash and rodent issues in Waterbury Downs South was also discussed.

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CONTRACTOR REPORT:

Vlade Jankovic was present to discuss the pool season, which is going well. Both pools were still awaiting the first in-season inspection. Furniture, including lounge chairs, umbrella bases and umbrellas have been delivered to both pools. The handicap chair lift is being checked weekly for proper use. The GM confirmed that there had been one resident inquire regarding the presence of handicap chair lifts at each pool. The GM and Vlade will perform an inspection of each pool post season to address any issues, such as the ceiling above the guard desk at pool B.

FINANCIAL REPORT:

Heather Spears provided a financial report. Financial reports were submitted electronically. The delinquency of the large apartment unit of the Fields was discussed. There is a potential new contact at the Fields, but legal action should be pursued.

GM REPORT:

GM updated that there had been two shootings in Waterbury Downs South and that the GM reached out to the community services officer regarding both shootings. Both shootings were being investigated by MCPD.

Brian Nesbitt updated that there had been arrests made in reference to the shootings.

The GM updated the Board that the new Covenants Assistant has started to assist the GM with inspections and architectural compliance and other violation issues.

The Waterbury Downs North/South meter replacement was discussed as several blocks of homes have proceeded with and completed meter replacement among themselves.

OLD BUSINESS:

Joe Parreco updated on the dirt mound, which is still awaiting approval with Montgomery County.

NEW BUSINESS:**ADJOURNMENT:**

The meeting adjourned at 8:09pm.



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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

August 15, 2018

Waters Landing Community Center

CALL TO ORDER:

The meeting was called to order at 7:07pm by Chet Walker, President.

NOTATION OF ATTENDANCE:

Richard "Chet" Walker, President
Joe Parreco, Secretary
Jennifer Jones, Treasurer
Kristin Czarick, CMCA General Manager

APPROVAL OF MINUTES:

The minutes of the June 20, 2018 were approved by acclamation.

OPEN FLOOR:

A resident was present from Logansport/Sunbright Lane with questions about architectural control. Chet Walker advised the resident to contact the office with questions or to report a unit for inspection.

Brian Nesbitt of Waterbury Downs South/19809 Larentia Drive was present to inform the Association that 19807 Larentia Drive was now vacant and appeared to have been winterize.

Anita Kimberling of Waverly condominiums was present to discuss trees in the stream bed located at Waters Landing Drive and Neerwinder Street. As the stream bed runs between two storm water management facilities, Waters Landing has always worked with Montgomery County storm water management to assure that all work is completed in compliance with storm water management; and historically Waters Landing could not perform work without contact Montgomery County prior. GM is currently working with Montgomery County and Waters Landing's storm water management contractor regarding the area.

Philip Estes of Maryland-National Capital Park & Planning Commission (M-NCPPC) was present to provide information on the change to Churchill Town Sector Zoning. The 50-year sunset date expires in 2018 and as there is no longer town sector zoning, Montgomery County is currently evaluating zoning options. The intention is to not alter the current requirements. One parcel of undeveloped land is currently in Churchill Town Sector, which is a parcel of land located at Waters Landing Drive & Father Hurley Boulevard currently still owned by the Episcopal Diocese. The parcel is currently approved as a Church. The next step would be a community wide meeting to inform residents.

Open-floor was re-opened for Laura Magnuson who arrived late to discuss the path system, RVs and pool hours. Ms. Magnuson was informed that the path system is currently under review for repairs, and that the RVs in her neighborhood are in process. Ms. Magnuson had questions about an occurrence of the pool closing during posted open hours for swim lessons. GM to address with the pool supervisor but asked that any questions or concerns should be brought to the Association office so that they may be addressed.

CONTRACTOR REPORT:

Vlade Jankovic provided a brief report that pools were running well and both pools were awaiting final inspections for the 2018 season. GM and Vlade to review items post season that would be required for the 2019 season.

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FINANCIAL REPORT:

Heather Spears of Zalco Realty, Inc. provided a financial report. Financial reports were submitted electronically.

GM REPORT:

The GM updated the Board that the sink hole on Father Hurley Boulevard, which resulted from a collapsed pipe, is being repaired by Montgomery County.

GM working on new webpage companies to assist with the webpage.

GM updated on Waterbury Downs South that the Association continues to pursue letters, door hangers, and signs for trash concerns as well as working with the various Montgomery County entities such as code enforcement, solid waste, and landlord/tenant for violations.

OLD BUSINESS:

Joe Parreco updated the Board that the dirt mound is still under review and awaiting approval with Montgomery County.

NEW BUSINESS:

ADJOURNMENT:

The meeting adjourned at 8:05pm.



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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

September 19, 2018

Waters Landing Community Center

CALL TO ORDER:

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

NOTATION OF ATTENDANCE:

Richard "Chet" Walker, President

John Sheridan, Vice-President

Joe Parreco, Secretary

Lee Callicutt, At-Large

Others:

Kristin Czarick, CMCA, GM of the Association staff

Heather Spears, Zalco Realty, Inc.

APPROVAL OF MINUTES:

The minutes of the August 15, 2018 were approved by acclamation.

OPEN FLOOR:

Anita Kimberling of Waverly Condominiums/Deerwater Drive was present to again discuss the trees in the stream bed located off of Waters Landing Drive, between Neerwinder Street & Deerwater Drive. The GM updated that our storm water management contractor, John's Labor Group, would be out with their tree contractor the next day for pruning, limbing and any possible removal. Three trees came down in the derecho in March of 2018, one causing property damage.

Miao Yang of Waterbury Downs South/Demetrias Way was present to discuss his individual assessment issues. He was directed to work with the General Manager, Zalco and Whiteford, Taylor & Preston.

CONTRACTOR REPORT:

FINANCIAL REPORT:

Heather Spears of Zalco Realty, Inc. provided a financial report. Financial reports were submitted electronically.

GM REPORT:

The path system scope of work is still under way. The tennis courts at both rec centers are to be evaluated.

The office is researching web companies. GM addressed that the office is currently working on a project of The NewsAshore reference guide that will be delivered as the office has recognized that the hand-delivered notices have initiated more communication from residents than other formats. The office is to research homeowner association Facebook pages and if they are Association run or volunteer run.

GM to work on the 2019 budget, which will be included in the Annual Meeting 1st call mailing in early November.

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OLD BUSINESS:

Joe Parreco provided an update regarding the dirt mound and that he met with the County for a pre-construction meeting.

NEW BUSINESS:

ADJOURNMENT:

The meeting adjourned at 7:47pm.



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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

October 17, 2018

Waters Landing Community Center

CALL TO ORDER:

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

NOTATION OF ATTENDANCE:

Richard "Chet" Walker, President

John Sheridan, Vice-President

Jennifer Jones, Treasurer

Joe Parreco, Secretary

Lee Callicutt, At-Large

APPROVAL OF MINUTES:

The minutes of the September 19, 2018 were approved by acclamation.

OPEN FLOOR:

Resident from LakeCrest was present to express concerns regarding the parking lot. Parking lots are being evaluated after path system work is completed.

Laura Magnuson was present to express concerns regarding the dirt mound and the potential accessibility of parking for home swim meets. Joe Parreco to investigate the option to amend so that there would be accessibility of parking. Questions regarding the total parking capacity were asked. A letter of support from swim team was requested to supplement the request for a flat field.

New residents from Country Lake were present with several questions regarding process for architectural changes. They also had questions regarding their private property lead walk.

A resident was present with questions regarding budget presentation.

CONTRACTOR REPORT:

FINANCIAL REPORT:

GM REPORT:

OLD BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

The meeting adjourned at 8:00pm.



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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

November 14, 2018

Waters Landing Community Center

CALL TO ORDER:

The meeting was called to order at 7:04pm by Chet Walker, President.

NOTATION OF ATTENDANCE:

Richard "Chet" Walker, President

John Sheridan, Vice-President

Jennifer Jones, Treasurer

Joe Parreco, Secretary

Others:

Kristin Czarick, CMCA, GM of the Association staff

Heather Spears, First Service Residential

APPROVAL OF MINUTES:

ACTION: John Sheridan made a motion to accept the October 17, 2018 minutes as drafted. Joe Parreco provided a second. Motion carried.

OPEN FLOOR:

Resident was present with questions regarding the budget pertaining to pools and tennis courts. The Board and GM explained that certain pool items are operating expenses but that the tennis courts are a reserve item, and not listed out as a separate line item.

A resident had questions regarding pool usage as it pertains to the pool management contract.

New Country Lake residents were in attendance with follow up questions regarding architectural change and process, as well as a few questions regarding snow removal process. The residents were advised that they were welcome to contact the office in person or by phone with questions.

A resident from Waters Edge was present with questions regarding the annual meeting, the community map online, leaf removal, snow removal and fire hydrants. The resident was advised fire hydrants are under the jurisdiction of WSSC.

A resident from The Village Lake was present with questions regarding the budget. The Board and GM discussed reserve expenses and equity balances.

CONTRACTOR REPORT:

FINANCIAL REPORT:

Heather Spears of First Service Residential provided a financial report. Financial reports were submitted electronically.

GM REPORT:

The GM updated the Board that the office staff is researching web page options with other contractors including GoDaddy. Visual designs will be provided to the Board for Board input.

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GM updated the Board that over the winter bids will be finalized for path system work and tennis court work so work may begin when weather breaks in Spring 2019.

OLD BUSINESS:

Joe Parreco provided an update that the dirt mound will be levelled pending dry weather. The levelling will include filling in of the depression towards the bank of the multi-use rec pad to allow for sheet flow run off. The access point will be widened to allow swim team access.

NEW BUSINESS:

The 2019 proposed budget was presented for review by the Board. Increases were to accommodate additional office staffing and other general administrative items.

ACTION: Jennifer Jones provided a motion to accept the 2019 budget as proposed. Joe Parreco provided the second. Motion carried.

ADJOURNMENT:

The meeting adjourned at 8:16pm.



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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

December 12, 2018

Waters Landing Community Center

CALL TO ORDER:

The meeting was called to order at 7:08pm by Chet Walker, President.

NOTATION OF ATTENDANCE:

Richard "Chet" Walker, President

John Sheridan, Vice-President

Jennifer Jones, Treasurer

Joe Parreco, Secretary

Lee Callicutt, At-Large

Others:

Kristin Czarick, CMCA, GM of the Association staff

Heather Spears, First Service Residential

APPROVAL OF MINUTES:

The minutes of the November 14, 2018 Board of Directors meeting were approved by acclimation.

OPEN FLOOR:

Several residents were present from Waters Edge regarding concerns with landscaping, especially in reference to leaf removal. Discussion about possibly adding a third leaf removal took place. Residents also talked about other residents driving on the turf.

A resident was present to discuss concerns regarding availability of the community center for a rental that took place during the summer.

CONTRACTOR REPORT:

FINANCIAL REPORT:

Heather Spears of First Service Residential provided a financial report. Financial reports were submitted electronically.

GM REPORT:

OLD BUSINESS:

Joe Parreco provided an updated that the dirt mound has been levelled. Johns Labor Group to provide hydro-seeding after running the rock-hound over the dirt to remove rocks & branches.

NEW BUSINESS:

Following the approval of the proposed 2019 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.

2019 Assessment Ceiling:

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

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Excess Assessment Resolution:

ACTION: Jennifer Jones offered the motion to apply all or part of the 2018 excess assessment income, if any, to the 2019 assessments and that such final amount shall be at the Board's discretion. John Sheridan provided the second. Motion carried.

The GM informed the Board that the hot water heater for Rec A required replacement. The hot water was previously replaced in 1994.

The Board reviewed the following proposals:

O'Connor Plumbing \$11,984 hot water heater
\$1,404 re-circulator pump

Ambassador Services \$12,154 hot water heater
\$2,239 re-circulator pump

Discussion regarding type of heater and warranty took place.

ACTION: John Sheridan provided a motion to accept the proposal from Ambassador Services for a new hot water heater and re-circulator pump. Joe Parreco provided the second. Motion carried.

ADJOURNMENT:

The meeting adjourned at 8:11pm.