



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 15, 2020

Waters Landing Community Center

The Board of Directors held the election of officers prior to the January 2020 Board meeting.

The officers are as follows:

Chet Walker	President
Joe Parreco	Vice-President
Lee Callicutt	Secretary
Jennifer Jones	Treasurer
John Sheridan	At-Large

CALL TO ORDER:

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

NOTATION OF ATTENDANCE:

Richard "Chet" Walker, President

Joe Parreco, Vice-President

John Sheridan At-Large

Others:

Kristin Czarick, CMCA, AMS (GM), of the Association staff

APPROVAL OF MINUTES:

The minutes of the meeting of November 13, 2019 were approved by acclamation.

The minutes of the meeting of December 11, 2019 were approved by acclamation.

OPEN FLOOR:

- I. Mike & Christy Jordan of Anndyke Way were present to discuss several items.
 - a. A commercial vehicle that is parking in a driveway in their neighborhood. The GM confirmed that the Covenants Assistant will send a letter to the property with a copy sent to the Jordans. It was asked they notify the Association if the problem persist as the commercial vehicle isn't always present during regular inspection hours.
 - b. The Jordan's also asked about the Pool B tot lot and path system. The path system will have an overlay this summer when it is hot and drier as the tree canopy keeps the path damp through much of the Fall, Winter and Spring. The Pool B tot lot will be replaced following the path system work in the summer.
- II. The Sagarins were present to discuss the updates on the webpage. They also expressed thanks for repainting of the parking space markers in their neighborhood. This was completed in all townhome communities.

CONTRACTOR REPORT:

FINANCIAL REPORT:

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GM REPORT:

- I. The GM updated the Board that the office staff is currently dealing with several issues with the United States Post Office. Historically, the Germantown Post Office took care of all repairs and issues pertaining to cluster mail boxes except the concrete pads. Recently, the Germantown Post Office has stopped replacing boxes, unless it's obvious that the box fell over from deterioration. GM verified with legal, and it is at the discretion of the local post office. The staff has inventoried cluster mailboxes and sent over to the Post Office any that have deteriorated to put the Post Office on notice. If a cluster box comes down to a resident hitting it, etc., then the Association will be responsible for reimbursing the Post Office the cost of the box.
- II. The Association webpage continues to grow and add additions. Over the next several months, there will be additional information and the electronic newsletter, *The NewsAshore*, will resume. Not many residents have resigned up for the new webpage. The migration to the new webpage was not able to maintain the email database or previous editions.

OLD BUSINESS:

NEW BUSINESS:

ADJOURNMENT:

The meeting adjourned at 7:24pm.



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MINUTES OF THE ZOOM MEETING OF THE BOARD OF DIRECTORS

June 17, 2020

Waters Landing Community Center

CALL TO ORDER:

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

NOTATION OF ATTENDANCE:

Richard "Chet" Walker, President

Joe Parreco, Vice-President

Jennifer Jones, Treasurer

Lee Callicutt, Secretary

Others:

Kristin Czarick, CMCA, AMS (GM), of the Association staff

Bill Hudak of First Service Residential

Vlade Jankovic, RSV Pools, Inc.

APPROVAL OF MINUTES:

The May 20, 2020 Board of Directors meeting was cancelled due to COVID-19.

OPEN FLOOR:

- I. Several residents, including Laura Magnuson, Anita Weinstein, Beth Cunningham, and Jennifer Stonesifer, were present with questions and concerns relating to the pools and answers regarding the pools. There were concerns over the fencing replacement at pool B delaying opening. It was discussed that the fencing replacement was the best avenue based on several years of fencing issues with the Montgomery County inspector. Pool A fencing replacement is complete. Pool B is anticipated to open following the fencing replacement; however, the date is unknown as of the meeting. Fencing has been delayed due to permitting issues as related to the pandemic. The opening of the pools was discussed with the pool management company, the Board of Directors and legal counsel. The Board discussed with residents that the Board was still working with the pool management company and legal to ensure that Waters Landing was following the proper protocols and that when the pool opened, it would be done safely & in compliance as not all guidelines has been announced or confirmed, including swimming type (lap swimming versus open swimming).
- II. The Sagarins commented that they were aware of several pools that were not opening this year and the need for safety as pools rely heavily on teenagers to run the facility. They also inquired about the path system project. This would be covered under the GM report.

Open floor closed at 7:28pm.

CONTRACTOR REPORT:

Vlade Jankovic of RSV Pools, Inc. provided a pool update. Pool A will open June 29 for lap swimming. RSV Pools, Inc. is still waiting on full requirements to open. Additional time is required to ensure all safety protocols and mandates are met. Each day the pool will close briefly to allow the additional cleaning required due to the pandemic. Furniture will not be provided by the Association for the 2020 season due to the pandemic.

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FINANCIAL REPORT:

Financial reports were submitted electronically from the new system from First Service Residential.

A financial report will be provided in July.

GM REPORT:

The GM updated that there was a pre-construction meeting with O'Leary Asphalt, who would be completing the path system and tennis court repairs. Work is scheduled to commence after the 4th of July. O'Leary specifically scheduled the path system to be done in July so that it would be hot and dry enough with the extensive tree canopy that covers the majority of the Waters Landing interior path system. The path system will have an overlay and the tennis courts and multi-use pads will also have an overlay. A request for pickleball lines was made to the Association office. Discussion with O'Leary deemed that pickleball lines can also be painted in conjunction with tennis court lines.

OLD BUSINESS:**NEW BUSINESS:****ADJOURNMENT:**

The meeting adjourned at 7:50pm.



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MINUTES OF THE ZOOM MEETING OF THE BOARD OF DIRECTORS July 15, 2020

CALL TO ORDER:

The Zoom meeting was called to order at 7:03pm by Jennifer Jones, President.

The Board of Directors appointed John Pesce to the vacant at-large position.

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 (GM), of the Association staff
Bill Hudak of First Service Residential
Vlade Jankovic, RSV Pools, Inc.

APPROVAL OF MINUTES:

The June 17, 2020 Board of Directors meeting minutes were approved by acclamation with one abstention by John Pesce, who was not a member of the Board in June.

OPEN FLOOR:

Prior to Open Floor, Jennifer Jones reviewed the Zoom protocol established by the Board of Directors so that all participants were aware. Zoom protocol is available on the Association website.

Several items were discussed during open floor.

- I. Residents were appreciative of the zoom meeting option with the ongoing pandemic.
- II. Residents expressed thank you for the pools being open.
- III. Laura Magnuson expressed that she felt she had not been getting answers; but felt that there was some improvement recently.
- IV. Bruce Schwalm asked about recording the meeting. The Board has been advised by legal that meetings should not be recorded.
- V. Mark Sagarin was appreciative and complimentary of the path repaving project near Country Lake and asked how the rest of the project was going. Mr. Sagarin understood that this would be covered under the General Manager's update.
- VI. Maria Traver asked about adding crosswalks on Waters Landing Drive. The Board advise that Waters Landing Drive is a Montgomery County owned & maintained road. Ms. Traver was encouraged to contact Montgomery County at 311 and make the request for additional crosswalks.
- VII. There were additional questions about recording the meeting and information available prior to the Board meeting. Agendas will be posted the week prior to the meeting.

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- VIII. Questions about changing the Board size were also asked. Jennifer Jones explained that the Board discussed a change in size, but a larger Board has resulted in quorum issues in the past. Changes in the size of the Board typically occur during the annual meeting process. Kim Schwalm asked that this be added to the August agenda to discuss.
- IX. Questions at the end of the meeting regarding extension of the pool season. This will have to be reviewed in August.
- X. Questions also arose about the undeveloped corner lot and the final phase of Churchill Senior Living. There were questions regarding density changes; however, the Association was not aware of any changes. The undeveloped lot is owned by the Episcopal Diocese of Washington and is not part of Waters Landing. Chet Walker discussed that the Association cannot take a position as we cannot confirm 100% support of all of the 3,000+ units in Waters Landing.

CONTRACTOR REPORT:

Vlade Jankovic of RSV Pools, Inc. provide a report on the pool season to date. Both pools are now open with "open swim." Pool A initially opened with lap swimming only, but now has moved to open swim. The majority of residents who are attending the pools are complying with the rules and regulations as required during the COVID-19 pandemic. Neither pool has run into overcrowding; but it is suggested that capacity be kept at 30 patrons to ensure proper safety protocols, including social distancing. Jennifer Jones added that she has witnessed most patrons cooperating; however, there have been a few children not wearing face masks when not in the pool. Jennifer Jones asked about the cleaning protocol. Vlade Jankovic explained that during the periods of shut down, all high touch surfaces are cleaned. This includes guard chairs, railings and bathrooms. A detergent to disinfect for COVID-19 is utilized.

A resident asked about how guards are protected when dealing with uncooperative residents. Vlade explained the standard operating procedure includes the manager on duty speaking to the patron in question. If the issue persists, the area supervisor is contacted, who will go to the pool to address the patron.

FINANCIAL REPORT:

Bill Hudak of First Service Residential, Waters Landing's financial contractor, provided a financial report. Bill Hudak reviewed cash verse reserve amounts with \$959,000 in cash and \$2.8 million in reserve. The path system project will be coming out of reserves this year. Portions of reserves are invested and cannot be withdrawn easily based on their investment type. This constitutes approximately a quarter of reserves.

Delinquencies are up comparatively to last year of the same time, a result of the ongoing pandemic. One large unit remains delinquent since December and will be turned over to legal counsel for collections process.

Recently a new line item was established to cover COVID-19 expenses, such as mailings, taping off playgrounds, signage, cleaning supplies and other items required relating to COVID-19 expenses.

Bill Hudak briefly explained some of the software changes that are part of First Service Residential's proprietary software.

Bill Hudak also briefly explained that the amounts in cash and reserves are part of the consolidated report and are spread out among neighborhoods as all neighborhoods have individual budgets.

GM UPDATE:

The GM provided an update that three tot lots will be bid for replacement. This includes the tot lot at Pool B, one in Waterbury Downs North and one in LakeCrest, with a focus on ages 3-5. Contractors will have to determine what can fit in the areas that comply with more stringent Montgomery County playground codes.

The entire interior path system is currently in the process of being overlaid. So far, the project is going well. O'Leary Asphalt has brought in extra crews and may potentially finish the project the following week, slightly ahead of schedule. This is weather dependent.

The tennis courts at both rec centers are also undergoing overlays, as well as the multi-use courts. The tennis courts will require 30-45 days for the new asphalt to cure prior to the application of the tennis court surface. Both tennis court lines and pickle ball lines will be painted on the two tennis courts at Rec A and at the tennis court at Rec B. Updates will be posted to the webpage.

OLD BUSINESS:

None offered.

NEW BUSINESS:

None offered.

ADJOURNMENT:

Jennifer Jones took a minute to thank Chet Walker for his tenure as President, providing leadership and knowledge of Waters Landing.

The meeting adjourned at 8:27pm.



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MINUTES OF THE ZOOM MEETING OF THE BOARD OF DIRECTORS August 19, 2020

CALL TO ORDER:

The Zoom meeting was called to order at 7:04pm 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
Vlade Jankovic, RSV Pools, Inc.

APPROVAL OF MINUTES:

The July 15, 2020 Board of Directors meeting minutes were approved by acclamation.

OPEN FLOOR:

Prior to open floor, Jennifer Jones provided some of her background as she recently became Board President. She has a PhD in public policy and community engagement.

Open floor covered several topics.

- I. General discussion regarding committee development took place, including the ideas for a pool committee and a tot lot committee.
- II. Discussion occurred about the next phase of development of Churchill Senior Living, which would be Phase III. Residents had questions about density zoning changes. Discussion about notice took place with residents requesting that the Association be a conduit for information. The Board discussed that we had notice in 2018 with the sunset date of Churchill Town Sector approaching and that the Association did not receive notice about density zoning changes. The office has reached out to Park and Planning and updated contact information. Mr. Parreco addressed the need for affordable senior housing in this area of Montgomery County. Mr. Parreco confirmed that there are no detailed drawings yet; however, will share drawings with residents once available and will hold a community meeting. Mr. Parreco also confirmed that he will establish an email for residents to contact with questions pertaining to Phase III. Questions regarding Mr. Parreco as a Board member being a conflict of interest arose. Mr. Parreco is a unit owner and therefore allowed to serve on the Board, but recuses himself from any issues relating to Churchill Senior Living. The Waters Landing Board reiterated that it encourages Mr. Parreco in holding a community meeting and communicating with the community. Discussion also took place that Montgomery County has an obligation to notify and convey information.

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III. Kim Schwalm requested the Board be increased from 5 to 7 members. Chet Walker recommended that the staff size be increased. Discussion regarding calling a special meeting to increase the Board size took place, including the need to establish quorum and the annual meeting is coming up where Board members are elected. It was discussed that rarely do residents submit candidate qualification statements to run for the Board. Board members would need to attend in-person meetings once it is safe to do so. The Board also needs to consider the community as a whole and the best interests to serve the whole community. Two Board members are up for election with the annual meeting process in November and December.

Open floor closed at 8:32pm.

CONTRACTOR REPORT:

Vlade Jankovic of RSV Pools, Inc. provided an update on the pools. Both pools running generally well, with no issues of overcrowding. The diving board had been closed during lap swimming, but is open now, unless there are swimmers in the well. There might be staffing for pool usage in September, but RSV needs to verify. Vlade Jankovic reiterated that by extending the season, the Association must be aware of extending risks related to COVID-19 this year.

FINANCIAL REPORT:

Bill Hudak of First Service Residential provided a financial report. Waters Landing has met and made all reserve contributions this year, and generally expenses are on track.

Landscaping is slightly above budget due to the prep for the path system work. Trash is slightly high with the increased trash during the pandemic.

Delinquencies are increasing, likely due to COVID-19.

GM REPORT:

The GM provided an update that path system overlay is complete. Lancaster Landscapes will be coming in and backfilling & seeding along the path over the next few weeks.

The tennis court surfacing is currently underway. This is a multi-step process. Following surfacing, new lines for tennis and pickle ball will be painted.

All projects are weather dependent.

Tot lot replacements at Rec B, Waterbury Downs North and LakeCrest are in the assessment and bidding process.

WSSC will finally be completing the permanent asphalt repairs at Rec following the main meter valve relocation from Summersong Lane to the community center on Father Hurley Blvd. This will affect access and parking at Pool A for several days.

OLD BUSINESS:

NEW BUSINESS:

Swim team has requested that the funds allocated for the coaches be contributed to other swim team needs, such as equipment. GM supports this request. GM and Association staff will work with swim team on this matter.

ACTION: Chet Walker made a motion to apply swim team coach fund to swim team equipment.

John Pesce provided the second.

Motion carried unanimously.

ADJOURNMENT:

Jennifer Jones thanked the residents who stayed through the meeting but also asked that everyone reflect on the discussions of the evening and that some of the commentary in the chat was inappropriate and ask that we all work together.

The meeting adjourned at 8:49pm.



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MINUTES OF THE ZOOM MEETING OF THE BOARD OF DIRECTORS September 16, 2020, 7pm

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
Vlade Jankovic, RSV Pools, Inc.

APPROVAL OF MINUTES:

The August 19, 2020 Board of Directors meeting minutes, sent electronically to the Board, were approved by acclimation.

OPEN FLOOR:

Jennifer Jones reviewed zoom protocols and that open floor would be limited to 20 minutes with approximately 2 minutes per speaker. Answers may be deferred to be answered in later reports.

There were questions pertaining to the financial interest of Churchill Senior Living.

It was asked what is involved with being a Board member.

Questions were also asked regarding the August work session and the August item involving swim team funds.

A resident had concerns over trash in their neighborhood, Waterbury Downs South. They were asked to contact the Association office and to submit pictures by email.

CONTRACTOR REPORT:

Vlade Jankovic of RSV Pools, Inc. provided a brief update on pool usage during the September.

One weekend had been open so far in September and usage was light.

Two more weekends will be open in September.

FINANCIAL REPORT:

Bill Hudak reviewed the August financials that were submitted to the Board electronically. Transfers to reserves are in process to reimburse operating accounts for capital expenses, including the path system and tennis courts. Interest rates are down on reserve accounts. Delinquencies have increased due to COVID-19. First Service Residential and Whiteford, Taylor & Preston will review uncollectible assessments.

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GM REPORT:

GM updated that the path system and tennis courts are complete. Backfilling of topsoil & seed along areas of the path system is also complete.

OLD BUSINESS:

Jennifer Jones issued the following statement in response to any benefits or interest in Churchill Senior Living.

Association Management, which includes the Board of Directors and Association staff, work for the best interest of the community and no member of the Board or staff have any interest, financial, personal or otherwise, in Churchill Senior Living, except Mr. Parreco. Mr. Parreco is a unit owner, and therefore allowed to serve on the Board of Directors and Mr. Parreco recuses himself from issues pertaining to Churchill Senior Living.

Jennifer Jones also addressed that the Board has been forwarded multiple emails and reviews them.

Items voted on at the August work session have been null and voided and will be reviewed again tonight. Meetings will not be held in future without prior notice.

Pools

Expenses for the pools were reviewed. Residents may make an appointment to review contracts.

Standard monthly contract for both pools is \$23,692. Waters Landing agreed to a reduced maintenance contract for May & June at \$17,487 per month. Waters Landing therefore did recognize a credit since we already were in the reduced maintenance agreement. The cost for the weekends \$4,300 per weekend, ultimately equaling the total normal contract. Weekdays would have cost the Association additional money.

Previous discussion about a pool committee took place in August. Chet Walker reviewed that a pool committee would provide input, but cannot vote.

ACTION: Chet Walker provided a motion for no pool committee for the 2020 season.

Lee Callicutt provided the second.

John Pesce inquired that swim team does have volunteers that work with the Association staff on scheduling during each season.

Motion carried unanimously to not have a pool committee for 2020.

Tot Lots

Tot lot bidding is in process for Rec B, LakeCrest and Waterbury Downs North. Tot lots are limited by area size and Montgomery County codes. Older ages will be considered, including a playground for 2 to 10 years old, but younger children are not going to be excluded. Playgrounds do not want to encourage loitering.

ACTION: Chet Walker provided a motion for no tot lot committee for the tot lots already in process.

Joe Parreco provided the second.

John Pesce asked if residents had a way of providing input. Residents are welcome to contact the Association office to provide feedback, by phone or by email.

Motion carried unanimously for no tot lot committee for those in process.

Special Meeting to change Board size

A brief review of the annual meeting process was discussed. Every Fall a mailing goes out for the 1st and 2nd call. The mailing for the 1st call includes a call for candidates, the Candidate Qualification Statement, proxy for quorum count, and information on number of positions open. Each year 1 – 2 Board member positions are up for election. The mailing for the 2nd call includes the proxy form, a ballot, the candidate qualification statement for any persons interested in running for the Board. Changes in number of Board positions has been done through the Annual meeting process. Even if a special meeting is held, the change in size would not go into effect until the Annual meeting process.

With larger board size in the past, there were issues with meeting quorum requirements.

ACTION: Chet Walker provided a motion to not hold a special meeting to increase Board size.

Joe Parreco provided the second.

Motion carried.

Jones/Callicutt/Walker/Parreco voted yay.

Pesce voted nay.

Notifications

The Association did not receive notification for any Montgomery County meetings for density changes. Previous notice was sent in 2018, through the electronic NewsAshore regarding the sunset date and changes to Churchill Town Sector zoning. Association staff have confirmed registration for mailings and will provide notice through the NewsAshore when future notice is received.

Additional discussion regarding open floor questions.

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.

Chet Walker addressed that Churchill Senior Living is not provided any services except the pool, which is in reciprocity for use of Churchill Senior Living parking lot during swim team events.

Chet Walker addressed that Churchill Senior Living is current; but individual accounting information is not provided, as any individual unit owner's information would not be provided.

Jennifer Jones stated that Joe Parreco has assisted the Association in saving money through contract negotiations.

Waters Landing is neither for, nor against, Churchill Senior Living Phase III.

It was briefly discussed that the residents elect the Board members, but the Board votes on contractors and contracts.

Chet Walker asked for the Association staff to verify architectural control over large units with legal.

Jennifer Jones asked that descriptions could be included in the annual meeting mailer this year.

Chet Walker wanted to thank the General Manager and staff for getting the large capital improvement projects of the path system renovation and tennis court renovation completed.

The GM confirmed that the August discussion and vote regarding utilizing swim team coaches' funds for swim team equipment was reflected in the August minutes.

NEW BUSINESS:

ADJOURNMENT:

The meeting adjourned at 8:15pm.



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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 1st 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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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.



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

November 18, 2020

Waters Landing Community Center & Zoom Meeting

CALL TO ORDER:

The Zoom meeting was called to order at 7:06pm 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
Dean Spear, WLA Covenants Assistant
Bill Hudak, First Service Residential

OPEN FLOOR:

Prior to open floor, Jennifer Jones reviewed the open floor protocol and that signs should not be held up. Residents are asked to forward specific maintenance requests to the office.

- I. Pat Stoup requested that Board meetings are recorded.
- II. Mark Sagarin expressed concern that volume is difficult to hear the Board members. He thanked the Association for the path system repairs and the restriping. He had questions about steps that may require railings.
- III. Several residents had questions pertaining to the budget; specifically, the increase for the GM.
- IV. Steve of Waters Edge had questions about sidewalk and asphalt issues and common ground erosion.
- V. Daniel Talmage asked about parking lot repairs for Harbour Place not reflected in the budget. Parking lot repairs are reserve expense.
- VI. Bruce & Kim Schwalm asked questions regarding the executive session conducted by the Board in reviewing employee compensation; and frequency of increases for the executive assistant and covenants assistant.
- VII. A Village resident had questions about stair railings and budget questions.
- VIII. Ashley of Waters Edge requested the path between Seabreeze Ct & Placid Lake Terrace be evaluated for paving; about adding additional lighting and expressed parking concerns.

Residents were asked to email questions not reviewed during open floor.

Open floor closed at 7:32pm.

CONTRACTOR REPORT:

FINANCIAL REPORT:

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

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 •

O'Leary Asphalt has been paid for the reserve project including the asphalt path system, tennis courts and multi-use courts.

Several investments have rolled over; but due to timing are not yet reflected.

Expenses are on budget or down.

Delinquencies are up; likely due to COVID-19 related issues.

GM REPORT:

The Board approved tot lots are in process, but delivery and installation could take a minimum of 8-12 weeks due to COVID-19.

OLD BUSINESS:

Joe Parreco had no update on Churchill Senior Living (CSL) Phase III.

NEW BUSINESS:

- I. Loren Danielson of RBC Wealth was present to discuss large investments that have been called up by the government. Waters Landing documents limit the type of investments the Association can make. He reviewed several investment options, though interest rates are exceptionally low currently. FDIC insured certificates were discussed; however, their performance is tied to the performance of the stock market. Step investments were reviewed; but can be called up prior to full maturity. RBC banks are insured up to \$2.5 million. This is to be a future agenda item. John Pesce inquired about inflation. Inflation is low; however not in deflation.

- II. Reserve Study Update

The Board reviewed a proposal from Miller-Dodson for a Level II reserve study update. Miller-Dodson completed the last reserve study in 2010. If the Association utilized a different company, it would require a complete study, not an update. Cost \$6,971

Chet Walker provided a brief review regarding reserve studies. Reserve studies assess common ground amenities for lifespan and replacement costs.

Joe Parreco inquired if the reserve study is utilized in the budgeting process. The reserves study is utilized for budgeting purposes and for review during the annual auditing process.

ACTION:

Chet Walker made a motion to accept the Miller-Dodson Level II reserves study update.

Lee Callicutt provided a second.

Motion carried unanimously. (Callicutt/Parreco/Pesce/Walker)

- III. 2021 Budget

The Board reviewed the 2021 budget following approval of no increase on assessments for 2021 at the October 2020 meeting.

The Board reviewed the 2021 budget and which headings constitute the recreational component and general administrative.

The Board addressed the increase for the GM; discussing history of increases, the credentials that the GM has received and maintained. The GM has been at the same salary for 3 years and the salary for 2021 will be in place for 3 years.

Jennifer Jones reviewed the minutes for the executive session regarding employee compensation.

Jennifer Jones reviewed the previous General Manager took time in lieu of increases and reviewed industry standard salaries by CAI, Community Associations Institute, the professional organization for associations and managers.

The executive assistant and covenants receive yearly increases.

Lee Callicutt addressed that the increase is a wage adjustment to be comparable for job experience, size of community, credentials and performance.

Chet Walker briefly discussed the costs if the Association engaged a property management company and that it could possibly not include on-site staff and office.

Jennifer Jones provided a brief review of the structure of Waters Landing, a large-scale community. Waters Landing is the umbrella for over 3,000 units, but directly manages 1,579 units, including single family & townhome communities.

ACTION:

Chet Walker made a motion to accept the proposed 2021 budget.

John Pesce provided a second.

Motion carried unanimously. (Callicutt/Parreco/Pesce/Walker)

Jennifer Jones provided some closing thoughts about gratitude and treating one another with kindness as we approach Thanksgiving; and wished everyone a happy Thanksgiving.

ADJOURNMENT:

The meeting adjourned at 8:53pm.



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MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

December 16, 2020

Virtually by Zoom

CALL TO ORDER:

The Zoom meeting was called to order at 7:05 p.m. by Lee Callicutt, Secretary

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 GM

Bill Hudak, First Service Residential

Mark Fine, CCOC as Zoom Facilitator

Tiffany Releford, Whiteford, Taylor & Preston

Jason Ordene, Whiteford, Taylor & Preston

APPROVAL OF MINUTES:

Chet Walker offered a motion to approve the November 18, 2020 Board of Directors meeting minutes as presented. John Pesce provided a second. Motion carried. (Callicutt/Parreco/Pesce/Walker)

CONTRACTOR REPORT:

FINANCIAL REPORT:

Bill Hudak provided the November 2020 financial report, submitted electronically. Bill Hudak reviewed current operating expenses and explained accounts are spread across multiple banks to maintain balances that remain under FDIC limits. Interest income is higher than budgeted; however, current interest rates are very low. There have been transfers from reserves due capital expenses.

GM REPORT:

OLD BUSINESS:

The Board reviewed several questions that have filtered through the Association office.

- I. Churchill Senior Living
 - a. Waters Landing has been advised of a claim forthcoming with regard to disclosure, therefore Waters Landing needs to consult Whiteford, Taylor & Preston before releasing information.
- II. Annual Meeting
 - a. The Annual meeting was scheduled for December 16, 2020. Following the recommendations of the Commission on Common Ownership Communities (CCOC) and legal counsel, Whiteford, Taylor & Preston, the election portion of the Annual meeting was postponed. The annual meeting is scheduled for January 20, 2021.

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- b. Shortly after the 1st call for the Annual meeting, notice was mailed to the community. The MD regulations and CCOC COVID-19 requirements were changed. Waters Landing did not meet the CCOC COVID-19 requirements. The purpose of postponing the election portion of the Annual meeting was to research other options to hold the elections safely and legally.
 - c. The HOA act 11B-113.2 refers to “electronic transmission” and the reason Zoom could not work is you cannot verify the identity of someone who has dialed into a Zoom call, as well as may not be able to verify the identity of someone shown on a video. Additionally, a hand vote cannot be reproduced directly in paper form by an automated process, voting by raising a hand on Zoom does not meet the definition of “electronic transmission” as set forth in the HOA Act. The Association is working with Vote HOA Now to provide electronic voting.
 - d. Residents had asked about Board candidates making videos. At every annual meeting, Board candidates have the opportunity to speak to those present. Alternate options can be considered for future annual meetings.
- III. By-Law Amendments
- a. There are several steps required to amend the By-Laws, including different percentage requirements to amend the governing documents, depending upon the portion of the documents to be amended.
- IV. Communication
- a. The Association can be contacted by phone at 301-972-3681 or through the Association email, wla@waterslanding.org. The Google Group was created by residents to interact with one another, but is not the official platform of the Association. Residents are encouraged to sign up at the Association website for the News Ashore and other Association communications and with the Google Group to communicate with other residents within the community.

NEW BUSINESS:

Following the approval of the proposed 2021 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.

EXCESS ASSESSMENT RESOLUTION

ACTION: Chet Waller offered the motion to apply all or part of the 2020 excess assessment income, if any, to the 2021 assessments and that such final amount shall be at the Board’s discretion. John Pesce provided the second. Motion carried unanimously. (Callicutt/Parreco/Pesce/Walker)

2021 ASSESSMENT CEILING

ACTION: Chet Walker offered the motion to the proposed a 5% increase to the assessment ceiling. John Pesce provided the second. Motion carried unanimously. (Callicutt/Parreco/Pesce/Walker)

BOARD SIZE

In anticipation of the annual meeting and at resident request, the Board reviewed Board size to add to the annual meeting ballot.

ACTION: John Pesce offered a motion to increase the Board size from 5 to 7 members. Chet Walker provided the second.

The Board discussed that if there is continued participation, then increasing the Board size is a good idea. Lee Callicutt reviewed that there are 604 single family, 975 townhomes and 904 condominiums. Chet Walker addressed that there have been struggles to get residents involved in the past. John Pesce asked to confirm

that a call for candidates goes to all residents. GM confirmed that it does. Joe Parreco asked if there could be auxiliary Board members. Tiffany Releford confirmed that the Waters Landing documents do not allow for auxiliary Board members. Jennifer Jones acknowledged that there was a previous Board member who could not make meetings and stepped down.

Motion carried unanimously. (Callicutt/Parreco/Pesce/Walker)

ANNUAL MEETING VOTING

The Association is contracting with Vote HOA Now to facilitate electronic voting and Action Management Inc. to facilitate paper voting.

ACTION: Jennifer Jones offered a motion to allow up to \$15,000 for both entities to facilitate the Annual Meeting voting process, and that the final amount may be amended.

John Pesce provided the second.

Motion carried unanimously. (Callicutt/Parreco/Pesce/Walker)

OPEN FLOOR:

2 minutes per household

- I. Anita Weinstein asked about Churchill Senior Living Phase II payments, delinquency, and stated that Mr. Parreco should be recusing himself of any votes pertaining to disclosure.
- II. Kim Schwalm expressed similar questions as Anita Weinstein in reference to Churchill Senior Living.
- III. Mark Sagarin asked if the other attendees could identify themselves. They were Shelia Jenkins-Diaz, Executive Assistant to the GM, Mark Fine, CCOC as Zoom Facilitator, Tiffany Releford, Whiteford, Taylor & Preston and Jason Ordene, Whiteford, Taylor & Preston. Mr. Sagarin also asked Bill Hudak for additional information on the capital improvement numbers that were discussed. The capital improvement projects included pool fencing, tennis courts and path systems. Bill Hudak explained that the consolidated financials incorporate all neighborhoods, including the reserves for individual neighborhoods.
- IV. Trish Jenkins expressed concern over response from the Board and asked about upcoming capital improvement projects.
- V. Laura Magnuson expressed concerns over Churchill Senior Living and payment status; along with a request for the Board to pursue collecting the past due assessments.
- VI. Bruce Schwalm expressed concern over the limit of 2 minutes per household. Mr. Schwalm also asked how privacy will be handled for the Annual Meeting. Vote HOA Now will provide additional information.

ADJOURNMENT:

ACTION: Lee Callicutt offered a motion to adjourn at 8:34 p.m.

John Pesce provided the second.

Motion carried unanimously. (Callicutt/Parreco/Pesce/Walker)