

WATERS LANDING ASSOCIATION

Minutes from the Board of Directors Meeting

Wednesday, August 13, 2025

In Attendance – Board of Directors

- Gavin Green, President
- Anna Varnavas, Treasurer
- Mark Sagarin, Assistant Treasurer
- Karen Kizer, Secretary
- Jordan Straub, Member-at-Large
- Andy Williford, Member-at-Large

Regrets – Board of Directors

- Lee Callicutt, Vice President

In Attendance – Management Team

- Don Perper, General Manager
- Brandon Jenkins, Resident Coordinator
- Vlade Jankovic, Supervisor with RSV Pools

I. Call to Order & Verification of Quorum

The Board of Directors of the Waters Landing Association convened a meeting on Wednesday, August 13, 2025. The meeting was convened via Zoom technology. With a quorum of the Board of Directors verified, the meeting was called to order at 6:34 p.m.

II. Review and Approval of Agenda

DECISION: The Board of Directors approved the August 13, 2025, Meeting agenda as amended.

III. Review and Approval of Meeting Minutes

MOTION: Mr. Williford moved to approve the July 2025 Board of Directors Meeting minutes as presented. Mr. Sagarin seconded. The motion carried unanimously.

IV. RSV Pool Updates

Vlade Jankovic, Supervisor with RSV Pools, reported the following information:

- A. Two weeks remained for the 2025 pool season. Sufficient lifeguard coverage was in place, and no staffing shortages were anticipated.
- B. The lighting system improvements show significant brightness and color quality upgrades over the previous fixtures. Concerns were noted regarding the vendor's response to the intermittent lighting outages that require maintenance and attention.
- C. A structural assessment of the pool deck revealed multiple uneven sections requiring patchwork repairs and potential underground drainage issues.
- D. Equipment challenges were noted, including umbrella clip failures requiring follow-up for resolution.

V. Officer Committee Reports

- A. Electric Vehicle (EV) Charging Committee: John Pesci reported the following information:
1. The committee met on Tuesday, August 5th at 7:00 p.m.
 2. Two townhouse owners (one each at Harbor Place and Waters Edge) requested sidewalk installations.
 3. The user guide was compiled. The EV Charging Committee will vote in time for the next Board Meeting about whether to recommend approval of the guide.
 4. Mr. Pesci and Mr. Perper confirmed that the updated draft EV document had not been posted to the Waters Landing website.
- B. Architectural & Environmental Review Committee (AERC): Mr. Pesci reported the following information:
1. The AERC met on Monday, August 4th at 7:00 p.m. with all members present.
 2. The committee reviewed 11 applications – seven of which were revisited from the July 2025 AERC meeting. None of the votes were changed as a result of the review. Of the four new applications that were received, three were from Highlands owners and involved the removal of dead or dying trees. The fourth was from a Lake Forest owner involving the replacement of a four-foot fence with a six-foot fence.
 3. The AERC is down from five members to three but maintained their efficiency through consistent meeting attendance and application processing.
- C. Guidelines Review Committee (GRC): Mr. Green reported the GRC will no longer meet, as they had already provided recommendations.
- D. Community Engagement Committee (CEC): Mr. Williford reported the following information:
1. An August 2025 school supply drive was upcoming, and a September 2025 yard sale would be held with a small business component.
 2. The CEC faced event coordination challenges due to insufficient volunteer participation and complex scheduling logistics. Enhanced support is needed for committee effectiveness.
 3. Clarification is needed for the Board liaisons' responsibilities.

MOTION: Mr. Green moved to disseminate a comprehensive Call for Volunteers to serve on the EV, AERC, and CEC committees. The postcards will feature QR codes, and will be printed no later than Thursday, August 21st for mailing the following day. Ms. Varnavas seconded. The motion carried unanimously.

VI. Management Report

The management team reported the following information:

- A. Financial Statement Review: The June 2025 financial statement was posted to Resident Connect with the narrative. It was anticipated that the July 2025 statement would be available on or about Wednesday, August 20th.
ACTION: Mr. Perper will respond to questions raised by Ms. Varnavas and copy the entire Board.
- B. Operations Updates:
1. Community Room Deck Investigation: Becht Engineering provided a report of their deck review. They indicated the deck is in “Fair” condition and did not recommend any necessary actions. However, a few matters such as maintenance of the anchor bolts and ensuring the integrity of the joints will be handled in-house. The engineer estimated a two-to-three-year remaining lifespan – a timeline that could align with the community center renovation planning. The Board of Directors discussed the best timing for repairs, and whether to take immediate pre-season action versus employing a strategic delay for planning. A cost-benefit analysis would be beneficial for balancing the cost of immediate repairs against comprehensive renovation planning.
ACTION: Mr. Perper will determine when the community center deck was last replaced or repaired, and which components were changed.
 2. Rekeying Common Area: The community center – including Pool A – was rekeyed. Pool B will be completely rekeyed early during the week of August 18th.

3. Reserve Study: Becht Engineering provided the first draft of the reserve study. Management reviewed the document and noted some preliminary changes to be made prior to distributing the draft to the Board. Some of the corrections included relabeling the assets; the exclusion of single-family homes from the asphalt and concrete calculations; and clarifying the margin of full reserve funding.

ACTION: The Board will be sent the revised draft no later than Tuesday, August 19th.

4. Basketball Court Repaving and Multi-Use Courts: Management reported the contractor was unresponsive concerning the basketball and multi-use courts repaving project.

ACTION: Management will follow up with the unresponsive vendor and identify alternative vendors for the project.

5. 2026 Draft Budget: Management completed the first draft of the 2026 operating budget which was presented to the Board Treasurer and Assistant Treasurer for review and comment. They provided comments which will help to produce a second draft budget by Monday, August 18th.

ACTION: Management will provide recommended dates to hold an Open Work Session with the Board of Directors for reviewing the draft 2026 budget; the Board's approval of the draft budget; mailing of the approved draft budget to the ownership for a 30-day review and comment period; and the Board voting on a final version of the budget in November 2025.

C. Pool Pass System:

1. The system has continued to work successfully.

ACTION: Management will review the pool usage statistics and present them to the Board with recommendations. Depending on the results, the Board may be asked to consider different pool hours for the 2026 season.

2. The pool management contract will be put out to bid for the 2026 season. RSV (the current vendor) will be asked to participate in the bidding process.

D. Common Areas Report: The most recent common area inspections focused on the condition of signage. Work orders were set up to replace, clean, or repair some of the signs.

VII. New Business

- A. Event Coordinator: A community member, Ms. Jenkins-Diaz, proposed the establishment of an Event Coordinator for Waters Landing. The owner was in attendance during the August 2025 Board Meeting and presented an overview of her proposal which would include a Food Truck Fridays Program and a Community Open House.

MOTION: Ms. Varnavas moved to establish an Event Coordinator for Waters Landing. Mr. Sagarin seconded. However, the motion failed by a vote of two in favor, four opposed, and zero abstained.

MOTION: Ms. Varnavas moved to establish an Ad Hoc Committee to support the Food Truck Fridays Program and Community Open House. The motion failed with a vote of three in favor, three opposed, and zero abstained.

ACTION: The suggestions will be revisited during the next Board Meeting.

B. Financial Accounts:

MOTION: Ms. Varnavas moved to authorize the General Manager to direct FirstService Residential (FSR) to close the two Metropolitan checking accounts and establish a process to have direct deposits into an XML money market account. Mr. Sagarin seconded. The motion carried unanimously.

(At this juncture, the meeting was temporarily recessed for 10 minutes before being resumed.)

VIII. Old/Unfinished Business

- A. Pool Bathroom Renovations: The project was nearing the end of the planning phase so that it could be sent out to bid to a general contractor who would then send the project out to bid to subcontractors on or about Thursday, August 28th.

ACTION: Management will coordinate with Lambis Rank to schedule a page-turn date for the pool bathroom renovations before August 28, 2025. Once the proposals are in hand, management will update the Board with that information, along with a recommendation for a contractor to perform an asbestos investigation.

- B. Retaining Walls: The final drawings and bidders' package documents were provided to the Board of Directors for review. A pre-bid meeting will take place on Thursday, August 14, 2025 which will allow all the bidders to walk the site; familiarize themselves with the scope of work; and ask clarifying questions. All bids are due to Becht Engineering by the close of business on Tuesday, August 26, 2025 for a Board review and, ultimately, a contractor selection. Additionally, a firm will visit the property to take soil samples around the retaining wall area. Soil composition, drainage, and load-bearing capacity are all important factors that go into choosing the correct materials and construction methods.
- C. Waters Landing Drive and Safety Patrol: Ms. Kizer presented updates on improvements to Waters Landing Drive and safety issues in the community. A comprehensive assessment was conducted with Montgomery County's coordination to look at traffic flow, parking restrictions, and pedestrian safety on Waters Landing Drive. The recommendation was to contact multiple county departments for speed humps, parking enforcement, crossing improvements, and traffic management. Ms. Kizer attended the National Night Out and spoke with MCPD and was given further instructions on who to contact for the requested updates. Following multiple shooting incidents in the wider community Montgomery County Police recommended the development of a Neighborhood Watch Program to aid the enhancement of safety in the community. They also suggested hiring a Safety Patrol company. Market response was overwhelming after eight companies responded within hours to an initial inquiry demonstrating strong service availability. The Board discussed various safety and security ideas. A suggestion was raised to integrate the camera system with the Montgomery County database for incident response and evidence sharing capabilities.
- MOTION:** Ms. Kizer moved to investigate options for security companies then set up a presentation to the Board to discuss the services and answer questions. Mr. Sagarin seconded. The motion passed unanimously.
- ACTION:** The topic of "Neighborhood Watch" will be added to the September 2025 Board Meeting agenda.

IX. Confirm Action Items from Current Meeting

Please see the items marked **"ACTION"** and **"DECISION"** within these minutes.

X. Open Forum

Questions and comments were raised by members of the Waters Landing community (with any action items noted in **bold**):

- Seeking clarity about whether the GRC Committee remained in existence.
- Speaking in favor of implementing an Open House for the Waters Landing community.

XI. Adjournment

DECISION: Because a quorum was lost with the departure of three Board members from the meeting, Mr. Green announced that the August 13, 2025 Board of Directors Meeting was adjourned at 9:42 p.m.