

**WATERS LANDING ASSOCIATION**  
DRAFT Minutes from the Board of Directors Meeting  
Thursday, February 19, 2026

**In Attendance – Board of Directors**

- Gavin Green, President
- Lee Callicutt, Vice President
- Jordan Straub, Secretary
- Anna Varnavas, Treasurer
- Mark Sagarin, Assistant Treasurer
- Kay Lamanna, Member-at-Large
- Andy Williford, Member-at-Large

**In Attendance – Management Team**

- Don Perper, General Manager
- Luisa Chavez, Assistant General Manager
- Brandon Jenkins, Resident Coordinator

**I. Call to Order & Verification of Quorum**

The Board of Directors of the Waters Landing Association convened a meeting on Thursday, February 19, 2026. The meeting was convened as a hybrid with some participants in person, and others connected online via Zoom conferencing. With a quorum of the Board of Directors verified, the meeting was called to order at 6:05 p.m.

**II. Review and Approval of Agenda**

**DECISION:** The Board of Directors approved the February 19, 2026 Meeting agenda as amended with the addition of Committee Expense and Community Event Request, Voter Registration Drive, and AERC Guidelines to New Business.

**III. Review and Approval of Meeting Minutes**

**DECISION:** The Board of Directors agreed that the level of detail in future sets of meeting minutes should remain as it has been, and to revert back to labeling them as “Minutes”.

**MOTION:** Mr. Green moved to approve the January 15, 2026 Board of Directors Meeting minutes as presented. Mr. Sagarin seconded. The motion carried unanimously.

**IV. Officer Committee Reports**

A. EV Charging Committee: It was reported that the EV Charging Committee did not meet quorum during their recently scheduled meeting. Therefore, no formal committee meeting occurred.

B. Architectural & Environmental Review Committee (AERC):

1. John Pesce reported the AERC met on Monday, February 2<sup>nd</sup> and reviewed four applications. One Waterbury Downs townhouse application involved a simple window replacement. Three Harbour Place townhouse applications were received, and individually included a roof replacement, EV charging station installation, and a small shed (approximately 6’x7’x4’) on the side of the home. Neighbors objected to the shed application, with an appeal likely. The Board acknowledged receiving notice regarding an appeal.

(Ms. Chavez entered the meeting at this juncture.)

C. Community Engagement Committee (CEC): Ms. Lamanna reported the following information:

1. Calendars were reported as available for \$5 through the end of February 2026, after which they would be on a first-come, first-served basis. Previously ordered calendars were held aside for prior purchasers, and some deliveries had already occurred.

2. The Board revisited prior concerns about bingo as a paid/betting activity and discussed that a free event format with non-cash prizes could be acceptable. Craft night was discussed as another potential activity, with the expectation that the committee would submit proposals outlining details, costs, and logistics.
3. A request was made for access to the prior year's committee budget. The Board explained that, while the Association budget included money set aside for committee activities, detailed, committee-level budgeting and recordkeeping had been inconsistent – particularly regarding receipts needed for tax purposes. Improved tracking procedures were being implemented, including designating a pseudo-Committee Treasurer to maintain spending records.
4. The CEC encouraged Board members to attend committee meetings to answer questions, as the limited time allocated during Board Meetings does not allow the committee to engage in detailed discussions.

D. Guidelines Review Committee: This committee is on hiatus until deemed necessary by the Board of Directors.

## V. Management Report

The management team reported the following information:

- A. Financial Statement Review: The December 2025 financial statement was posted to Resident Connect for review. A modification will be made to reflect additional income related to Community Room rentals. Management reported decreased accounts receivable (delinquencies) due to efforts by Management, the Treasurer and the Assistant Treasurer to establish payment plans, monitor compliance, and reduce legal costs by avoiding unnecessary escalation. **ACTION:** Management will confirm the amount of the modified rental income.
- B. Operations Updates:
  1. Swimming Pool Bathroom Renovation: The pool bathroom renovation had reached a stage where plumbing and infrastructural work were visible, with concrete pouring anticipated within approximately seven to 10 days once the inspections and approvals were completed. The project remained on track for substantial completion on or about Friday, April 24, 2026, with punch list items and inspections to follow.
  2. Retaining Wall Project: The Contract Documents were ready for signature. A pre-construction meeting and project schedule would follow contract execution. Work was expected to begin once the weather permits (50 degrees or better).
  3. Tot Lot Enhancements: Metro Recreation confirmed receipt of the deposit and will coordinate delivery and assembly with management. The work was expected to proceed once the snow and ice had been cleared.
  4. Basketball Court Enhancement: The contract from O'Leary Asphalt and Paving is ready for Board signature. Work was expected to begin once the weather permits (50 degrees or better).
  5. Association Contracts: All eligible contracts were available on Resident Connect. As new contracts are ratified, they will also be uploaded to Connect.
  6. Group Emails for Committees: Committee email accounts for the AERC, CEC, and EV Committees were available for use. Those experiencing technical challenges should reach out to Ms. Chavez.
  7. Emails, Telephone Calls, and Office Hours: In an effort to provide better service and more accessibility for residents, the management office was now open from 9:00 a.m. to 5:00 p.m., Monday through Friday. The policy is to respond to voicemails and emails within one business day of receipt. Calls are rolled over to the after-hours line after 5:00 p.m. or on weekends.
  8. Wynnfield Crosswalks: Management is working with Mr. Williford to coordinate communication with the community about the two future crosswalks on Wynnfield – one each located at Logansport and Harbour Place. The project will be completed in April 2026, and there will be a community meeting prior to that work being done. **ACTION:** Updates will be provided as the work progresses.

9. Common Area Report: The latest common area report was included in the Board package, with the majority turned into work orders.

## VI. New Business

A. Appointment of Committee Volunteers:

**MOTION:** Mr. Green moved to appoint David Crooks to the EV Committee. Mr. Callicutt seconded. The motion carried unanimously.

**MOTION:** Ms. Varnavas moved to reauthorize the Pool Committee for the coming year. Ms. Lamanna seconded. The motion carried unanimously.

**MOTION:** Ms. Varnavas moved to appoint Amy Phillips to the Pool Committee. Mr. Callicutt seconded. The motion carried unanimously.

**MOTION:** Ms. Green moved to appoint Cody Berges to the AERC. Ms. Varnavas seconded. The motion carried by a vote of five in favor, two opposed (Mr. Callicutt and Mr. Williford), and one abstained.

**MOTION:** Mr. Callicutt moved to appoint Karen Kizer to the CEC. Mr. Williford seconded. The motion carried unanimously.

**ACTION:** Management will notify the appointed committee members; connect Amy Phillips with Mr. Sagarin; and review the committee charter requirements regarding minimum membership and quorum.

B. Draft Annual Meeting Procedure Resolution: The Board discussed the development of a procedural resolution to formalize Annual Meeting administration as prompted by issues raised during the most recent Annual Meeting regarding motions, voting, and quorum calculations. The Board emphasized that the Annual Meeting is a meeting of the membership rather than a Board Meeting and discussed remaining consistent with the governing documents and applicable laws. The Board also expressed interest in providing a draft copy to the membership for comment prior to adoption.

**ACTION:** Board members will review the draft resolution and submit comments for incorporation prior to forwarding the document to legal counsel for review.

C. Newsletter and Other Association Communications: The Board discussed the structure and administration of the Association's newsletter, *NewsAshore*, following a request from the CEC regarding participation in the publication. Board members reviewed how the newsletter had historically been managed, and the importance of maintaining Board oversight of official communications distributed to the community.

**MOTION:** Ms. Lamanna moved to allow the CEC to contribute a designated section within the *NewsAshore* newsletter, with all submitted content subject to Board review prior to distribution. Mr. Callicutt seconded. The motion carried unanimously.

**DECISION:** The Board agreed that *NewsAshore* will be distributed on a bi-weekly schedule, with publication occurring every other Wednesday.

**ACTION:** Management will coordinate the updated newsletter publication schedule and communicate submission deadlines for committee contributions and reaching out to other committees to see if they would like to contribute.

D. Voter Registration Drive: The Board discussed strategies for increasing voter participation within the community. Several initiatives were raised, including establishing a registration station within the office where owners could sign up for electronic voting through Resident Connect; expanding communication through social media channels; and encouraging owners to update contact information when interacting with the office. The Board also discussed the potential benefits of grassroots outreach efforts, as well as community engagement initiatives that could help increase participation in future elections.

**ACTION:** The Board of Directors agreed to continue exploring strategies to increase voter registration and participation during future Work Sessions.

E. AERC Guidelines: Ms. Varnavas reported the matter was likely ready for discussion during the next work session.

**ACTION:** The Board of Directors agreed to further review the matter during a future Work Session

- F. Committee Expense and Community Event Request: Board members discussed a draft document outlining proposed procedures for committee expense requests and financial oversight. While Board members agreed that the document provided a useful starting framework, several recommended revisions to improve clarity and ensure a consistent application across all committees.

**DECISION/ACTION:** The Board agreed that the draft document will be revised by Mr. Green and brought back for further discussion during a future Work Session before formal adoption.

**VII. Old/Unfinished Business**

No matters of Old/Unfinished Business were raised.

**VIII. Confirm Action Items from Current Meeting**

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

**IX. Open Forum**

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

- Expressing concern about the recent appointment of a new member to the AERC, and questioning whether the appointment could affect impartiality in future decisions.
- Suggesting that the Association consider installing outdoor fitness equipment near the playground area adjacent to Pool A.

**ACTION:** The Board may consider the suggestion during future discussions.

- Reporting various matters on behalf of the CEC.
- Thanking management and the Board for their diligent work.
- Suggesting that the Association provide clearer descriptions of committee responsibilities when recruiting volunteers to help attract residents with relevant skills and interests; and suggesting that the newsletter feature one committee per edition.
- Raising ongoing concerns regarding vehicles failing to stop at a STOP sign near Long Channel Drive above the dam, creating potential pedestrian safety hazards.

**ACTION:** Management will review the issue and determine whether the roadway falls under county jurisdiction.

- Offering to engage more in the work of the community, and suggesting the use of proxies for voting.
- Requesting a formal Board response regarding the Logansport NAC.

**ACTION:** Management will review the options for the NAC’s parking situation.

**X. Announcements**

**DECISION:** The Board of Directors agreed by consensus to hold their next meeting on Thursday, March 19, 2026 at 6:00 p.m. The meeting will be held as a hybrid.

Prior to the executive session, Mr. Callicutt informed that at the adjournment of the meeting, he will be resigning from his position of Vice President and as a Director of the Board as him and his family will be moving out of the community after moving into the community 34 years ago. Mr. Callicutt has many years of service to the community while serving as a committee member and as a Director in different terms throughout his time here at Waters Landing. We, the Board appreciate his service to the community and wish him best in his future endeavors.

**XI. Executive Session**

No Executive Session conducted.

**XII. Adjournment**

**MOTION:** Mr. Green moved to adjourn the February 19, 2026 Board of Directors Meeting at 9:20 p.m. Mr. Williford seconded. The motion carried unanimously.

This concludes the summary of items discussed during the meeting. Notify the Board of Directors and/or Management immediately if these minutes contain any errors or omissions of any pertinent information. Unless noted otherwise, the information contained in these minutes will be assumed to be correct.