

**WATERS LANDING ASSOCIATION**  
Minutes from the Board of Directors Meeting  
Wednesday, February 12, 2025

**In Attendance – Board of Directors**

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

**In Attendance – Management Team**

- Trent Harrison, President of FirstService Residential (FSR)
- Donald 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 Wednesday, February 12, 2025. The meeting was convened via Zoom technology. With a quorum of the Board of Directors verified, the meeting was called to order at 6:33 p.m. A quorum of the Board was confirmed, followed by an introduction of the management team.

**II. Review and Approval of Agenda**

**DECISION:** The Board of Directors approved the February 12, 2025 Meeting agenda as presented.

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

**MOTION:** Mr. Green moved to approve the January 15, 2025 Board of Directors Meeting minutes as presented. Mr. Callicutt seconded. The motion carried unanimously.

**IV. Officer Committee Reports**

- A. Electric Vehicle (EV) Charging Committee: John Pesci reported a quorum was not achieved for the previously scheduled EV Charging Committee meeting. Therefore, a committee meeting was not held since the January 2025 Board Meeting.
- B. Architectural & Environmental Review Committee (AERC): John Pesci reported the following information:
  1. Two AERC applications were received in the interim of the January 15, 2025 and February 12, 2025 Board Meetings. One was for a single-family home in the Lake Forest neighborhood for the installation of a four-foot picket fence, and the second was in the Waterbury Downs South neighborhood for a front porch extension. Both applications were approved.
  2. **ACTION:** The committee will work with the management office and Board Vice President Lee Callicutt to plan for future inspections.
- C. Guidelines Review Committee: Susanne Wiggins reported the committee is working to identify a path forward, and hopes to have more substantive feedback to present during the next Board of Directors Meeting.

D. Community Engagement Committee (CEC): Mr. Watson reported the following information:

1. The bingo event scheduled for February 11<sup>th</sup> was canceled due to inclement weather. The last planned bingo event for the winter will be held on February 25<sup>th</sup>.
2. A Talent Show will be held at the BlackRock Center for the Arts on March 21, 2025 at 7:00 p.m. Four members of the Waters Landing community have signed up to share their talents with a goal of having 15 residents participate in the talent portion. However, the CEC would like a minimum of seven talent presentations to move forward with the event. A sign-up for the talent show can be found in *News Ashore*, on the Association's Facebook page, and on the listserv. Residents will be given until the first week of March 2025 to sign up. Board members are encouraged to attend for the issuance of a "Board Favorite" prize. "Audience Choice" awards will be given with a prize of a \$150 gift card for first place, a \$100 gift card for second place, and a \$50 gift card for third place.

**ACTION:** A signed copy of the BlackRock contract will be submitted to the management office, and the deposit of \$60 will be made using the P-card.

**MOTION:** Ms. Varnavas moved to approve an expense of \$300 for the purchase of three gift cards to be given as prizes during the talent show. Mr. Sagarin seconded. The motion carried unanimously.

3. A date must be selected to hold an Open House based on the pool pass distribution. The CEC would like support from the office and Board for sharing community information; Board attendance for a Meet & Greet; and securing county representatives to attend the open house. Additionally, Mr. Perper sent out contacts for a shredding truck to visit Waters Landing.

**ACTION:** The CEC will look into options for a shredding truck to visit the property.

V. **Management Report**

Mr. Perper reported the following information with input from Ms. Chavez and Mr. Jenkins:

A. Financial Statement Review:

1. The 2024 year-end financial statement was uploaded to Resident Connect for the Board to review. Anyone with questions should email Mr. Perper for assistance. Mr. Perper will then conduct an in-depth review of the statement with Board Treasurer Varnavas and Board Assistant Treasurer Sagarin.

**ACTION:** Mr. Perper will determine why Board members have not been receiving the financials when they are uploaded to Resident Connect. Mr. Perper will send a hard copy of the latest statement to Mr. Callicutt as requested.

2. The January 2025 financial statement will be available on or about February 20, 2025.

B. Operations Updates:

1. Retaining Wall and Deck Infrastructure: Becht Engineering was recently on-site to examine the deck substructure. Their recommendations for remediation will be submitted before the end of February 2025. The retaining wall will be reviewed separately. Updates will be forwarded to the Board as they are received.

**ACTION:** A Work Session will be planned to discuss the recommendations and next steps.

2. Website Updates: Management reviewed multiple website platforms and obtained pricing of more user-friendly, secure, and efficient Waters Landing website.

**ACTION:** Ms. Chavez will schedule a meeting with Mr. Williford to review the options and narrow them down to the most favorable choices. The goal is to provide a detailed recommendation to the Board of Directors in time for their March 2025 meeting.

3. Logansport NAC Update – Additional Parking Space: Brothers Paving provided a scope of work to cut a portion of the center island to create 19 additional parking spaces. The scope of work has already been reviewed by Brian Collins of KCI Technologies (a referral from Mr. Williford) at no cost. Mr. Collins does not believe there would be any pushback from Montgomery County, and recommended securing a proposal from Brothers Paving – an action that was taken as referenced above.

**ACTION:** The information will be sent to the Logansport NAC for review and feedback.

4. Harbour Place NAC Update: Management met with Brothers Paving and Ms. Lynch to review the NAC's suggested list of projects. The requested curb cuts and concrete landing would allow for a crosswalk to be installed at the corner of Waters Point Lane across Wynnfield Drive. The cost of such work would be a neighborhood reserve expense. Also, the Harbour Place mailboxes are difficult to access, and a suggestion was raised to turn the mailboxes around.

**ACTION:** A proposal is anticipated from Brothers Paving, and will be provided to the Harbour Place NAC for consideration.

- C. Reminders: Ms. Kizer reminded Mr. Perper to schedule potential dates for holding Open Work Sessions; upload the list of Open Action Items to the One Drive; schedule a date for Ben Andres to meet with the Board; and the need to circulate the Waters Landing Drive survey.

**ACTIONS:** (1) Mr. Perper agreed to follow up on the first few reminders. (2) Mr. Green and Ms. Kizer will collaborate on drafting a Waters Landing Drive survey for circulation by mail.

## VI. New Business

- A. Pool Pass System:

**MOTION:** Mr. Green moved to approve the pool pass system from Access Granted at a cost of \$2,000. Ms. Varnavas seconded. The motion carried by a vote of five in favor, two opposed (Ms. Kizer and Mr. Williford), and zero abstained. The approval does not include wifi coverage.

**ACTION:** The management office will follow up regarding the details of the system, and will ensure the matter is a standing topic for upcoming Board Meetings leading up to the pool season.

- B. Pool Committee:

**MOTION:** Ms. Green moved to appoint a Pool Committee; for Ms. Kizer to finalize the committee's charter; and to send out a call for volunteers to appoint three to five resident-members, one member each from the Swim Team and the Community Engagement Committee, and three additional community members. Mr. Sagarin seconded. The motion carried unanimously.

- C. Pool Bathroom Renovation: Lambis Rank is in the process of preparing an architectural estimate, Rough Order of Magnitude (ROM) construction cost estimate, ADA survey report, and a mechanical survey report. Once they are received, the documents will be forwarded to the Board for review. Management met with Lambis Rank on Monday, February 10<sup>th</sup> to review the information available to date. There was not enough time before the February 12<sup>th</sup> Board Meeting to make a decision. Mr. Perper reported he is developing a budget for a small, like-for-like replacement as a short-term solution.

**ACTION:** A Zoom Work Session will be scheduled with the intention of coming to a resolution about how to approach the renovation. Also, a Special Meeting will be scheduled to approve the project.

## VII. Old/Unfinished Business

- A. Churchill Senior Living (CSL) Request to Access WSSC Easement:

**MOTION:** Ms. Varnavas moved to approve the easement requested by Churchill Senior Living (CSL) for sewer access. Mr. Callicutt seconded. Following a Board discussion, and before a vote could be taken on the first motion, Ms. Kizer moved to defer the matter until the necessary information is obtained from WSSC and possibly a land use attorney. A second was not raised on the second motion before additional discussion ensued, including feedback from Joe and Matt Parreco from CSL. An all-in favor vote was then conducted on the first motion, and the motion failed by a vote of zero in favor, seven opposed, and zero abstained. Therefore, the takeaway was to defer the matter until the necessary information has been obtained.

- B. 2025 Call for Committee Volunteers: A call for volunteers was issued to fill vacancies within the AERC, EV, Guidelines, and Community Engagement Committees. As of February 4, 2025, five responses had been received. All of the applications received by the deadline of February 7, 2025 were uploaded to the Board's One Drive under "Candidate Applications – 2025 Call for Volunteer Committees". The Board of Directors discussed potential next steps.

**MOTION:** Mr. Green moved to appoint Nneka Okeke to the Community Engagement Committee. Mr. Callicutt seconded. The motion carried unanimously.

**MOTION:** Mr. Green moved to appoint Cliff Bernstein to the Electric Vehicle Charging Committee. Ms. Kizer seconded. Following a Board discussion, and before a vote could be taken on the motion, Mr. Callicutt moved to defer a decision concerning the appointment of Cliff Bernstein to the Electric Vehicle Charging Committee until an official qualifications statement has been submitted by Mr. Bernstein. Ms. Varnavas seconded. The motion to defer carried by a vote of six in favor, one opposed (Mr. Green), and zero abstained.

**DECISION:** The Board of Directors agreed by majority consensus to defer any appointments to the Guidelines Review Committee and the AERC.

**ACTION:** Management will reach out to the owner who requested an appointment to both the Guidelines Review Committee and the AERC to clarify their intention.

C. Codes of Conduct and Ethics:

**MOTION:** Mr. Green moved to approve the Codes of Conduct and Ethics as included in the February 2025 Board packet. Mr. Callicutt seconded. Following a Board discussion, an all-in-favor vote was not conducted. Rather, Ms. Varnavas moved to have Board members sign the Codes of Conduct and Ethics. Mr. Sagarin seconded. Following further discussion, an all-in-favor vote was not conducted. Ms. Kizer will submit to the Board another version of the Codes of Conduct and Ethics prior to the March Board meeting for review.

**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**):

- Thanking the management team for ensuring the walking paths were plowed.
- Thanking management for addressing issues with individuals dumping their landscape refuse onto the common grounds and walking paths of Waters Landing.
- Reporting the poor condition of the grassy areas and those underneath the trees, and suggesting the installation of barriers to prevent people from parking on the grass.
- Commenting on the importance of securing detailed information about the proposed Churchill Senior Living easement.
- Opposing the Board allowing a business community member to speak during the Board Business portion of the meeting while requiring owners to remain silent until the Open Forum at the end.
- Commenting that WSSC would not have approved an untenable sewer connection system for Phase 2 that would cause dire consequences.
- Suggesting that the Association hire an engineer to understand how the sewer pipes work before approving the CSL easement.
- Requesting that the analysis submitted to the Board along with the emails from WSSC and their engineer be incorporated into the Board Meeting minutes.
- Suggesting that Ms. Chavez or a member of the office read the feedback raised via the Chat feature to ensure everyone hears those comments and questions.

**X. Date of Next Board Meeting**

**DECISION:** The next Board of Directors Meeting will be held in person on Wednesday, March 12, 2025 at 6:30 p.m.

**XI. Adjournment**

**MOTION:** Ms. Kizer moved to adjourn the February 12, 2025 Board of Directors Meeting at 8:57 p.m. Mr. Williford seconded. The motion carried unanimously.