

WATERS LANDING ASSOCIATION
DRAFT Minutes from the Board of Directors Meeting
Wednesday, April 9, 2025

In Attendance – Board of Directors

- Gavin Green, President
- Karen Kizer, Secretary
- Mark Sagarin, Assistant Treasurer
- Jordan Straub, Member-at-Large
- Andy Williford, Member-at-Large (attended second half of meeting)

Regrets – Board of Directors

- Lee Callicutt, Vice President
- Anna Varnavas, Treasurer
- Andy Williford, Member-at-Large

In Attendance – Management Team and Guest Presenter

- Don Perper, General Manager
- Luisa Chavez, Assistant 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, April 9, 2025. The meeting was convened via Zoom technology. With a quorum of the Board of Directors verified, the meeting was called to order at 6:46 p.m.

II. Review and Approval of Agenda

DECISION: The Board of Directors approved the April 9, 2025 Meeting agenda as presented.

III. Review and Approval of Meeting Minutes

MOTION: Mr. Sagarin moved to approve the March 12, 2025 Board of Directors Meeting minutes as presented. Mr. Straub seconded. The motion carried unanimously.

IV. Pre-Pool Season Maintenance

- A. Pool Lights and Pool B Lifeguard Stand Concrete Pad: Vlade Jankovic with RSV Pools provided information concerning electrical wiring for the pool lights; Pool B lifeguard stand concrete pad; and the electronic pool pass system and any associated training. The County inspections would occur at the end of April at the earliest. Mr. Jankovic then answered questions regarding those and other pool-related maintenance.

MOTION: Mr. Green moved to approve the cost of \$1250 for the lifeguard stand concrete pad. Mr. Sagarin seconded. The motion carried unanimously.

- B. Pool Rules:

MOTION: Mr. Straub moved to approve the Waters Landing Association's 2025 community swimming pool rules and regulations as presented. Mr. Sagarin seconded. The motion carried unanimously.

- C. Swim Team Coach Payment:

ACTION: Mr. Jankovic will check with other community associations about their handling of Swim Team coach payments, and will report his findings to management and the Board of Directors.

V. Officer Committee Reports

- A. Architectural & Environmental Review Committee (AERC): Mr. Green read the email received from John Pesci concerning the AERC. Nine applications were submitted for EV charging – five of which were deemed incomplete and returned to the office. One application for a five-foot fence was approved. Two applications – one each for a patio and a trash can slab – were approved. An application for a screened deck porch was approved, contingent upon the submission of a color sample.
- B. Electric Vehicle (EV) Charging Committee: Peter Rotella reported the following information:
1. The EV Charging Committee met on April 1st. The committee reviewed the results of the EV survey which showed Phase 2 of the EV charging project (pay-per-use community charging) is not considered a priority for the community. However, interest was shown by those who already have electric vehicles. Therefore, the EV Committee may recommend deferring the matter and reconsidering after a period of time.
 2. Mr. Rotella recently reached out to vendors on Thumbtack about the cement work needed at Waters Landing. Two of the three companies he spoke with stated the work is outside the scope, or do not prefer to handle projects involving electric vehicle chargers. Another member of the EV Charging Committee has a vendor he will contact. Anyone hired would be required to sign an indemnification agreement for the protection of the Waters Landing Association.
- ACTIONS:** (1) The charter and other documents related to the Electric Vehicle Charging Committee will be posted to the Association's website. (2) The committee will provide Don Perper with the names and addresses of those who would like to utilize on-site EV charging. (3) The committee and office will follow up with Brothers Paving about the concrete work associated with the EV charging stations.
- C. Guidelines Review Committee (GRC): Mr. Green expressed frustration concerning the lack of progress by the GRC. **MOTION:** Ms. Kizer moved to reevaluate the charter for the Guidelines Review Committee during an upcoming Work Session to include measurable metrics. Mr. Sagarin seconded. The motion carried unanimously.
- D. Community Engagement Committee (CEC): Mr. Watson reported the following information:
1. The Talent Show had 8 performers. There were 61 tickets sold for a total of \$325. There was a recommendation to charge \$5/ticket next year.
 2. Ms. Kizer raised concern that the CEC was not involved in efforts concerning a welcome packet for new residents, and the Board was unaware of those efforts. She therefore urged the Board to review the new resident orientation packet, and indicated the CEC has revisions they would like to make.
 3. Annual Yard Sale is scheduled for 4/26 from 8am – 1pm. No rain date has been scheduled.
 4. Pickleball Clinic #1 is scheduled for 5/6 from 6pm-7pm at the tennis court at Pool A.
 5. Food truck Fridays will begin in June.
- ACTION:** The management office will coordinate with the Board of Directors and the CEC on how to handle new resident orientation going forward. The current welcome packet will be provided to both groups for review.

VI. Management Report

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

- A. Financial Statement Review: The financial statement for the period ending February 28, 2025 was posted to Resident Connect.
- B. Operations Updates:
1. Retaining Walls and Deck Infrastructure: Management held a conversation with the President of Becht Engineering about the drawings anticipated for the retaining walls and deck infrastructure project. He indicated Becht had to address a few emergency projects, and that the drawings would therefore be provided by Friday, April 11th.
 2. Asphalt Work: The asphalt work will begin in May 2025. Concrete work in specific spots will begin on Thursday, April 10th in Waterbury North and The Villages. Notice was provided to the residents of those communities.
 3. AERC Inspections:
ACTION: An email blast will be sent concerning the upcoming AERC inspections. The matter will also be referenced in *News Ashore* and posted on the Association's website.

C. Pool Pass System:

ACTIONS: The pool tablets will be locked so that they can only be used for pool passes. Since the Board approved the updated pool rules, the pool system will be finalized; and a final test will be conducted to ensure everything is functioning as desired. Letters announcing the new pool pass system will be mailed to the community by the end of April 2025. A bulk order of passes will be placed to ensure an adequate supply is available on-site.

D. Common Areas Report: The latest Common Areas Report was provided to the Board of Directors, and covered areas such as the tennis courts, skatepark area, tot lots, Community Center, and pool facilities.

ACTIONS: (1) At the suggestion of Ms. Kizer, a second sign will be posted on the back gate of the empty skateboard court. (2) Management will look into prices for picnic tables and benches.

E. 2025 Pool Bathroom Enhancements: Mr. Perper updated the Board on the work being done to enhance the pool bathrooms; and reported that the existing pool furniture requiring repair was picked up by Criterion on Wednesday, April 9th.

F. Pool Bathroom Renovations: Management conducted a walkthrough with POM Studios in late March 2025. During the week of March 31, 2025, a surveyor visited the property in conjunction with developing the as-builts. An update will be presented during a Board Work Session.

VII. New Business

A. Concrete Curb and Gutter Replacement:

MOTION: Mr. Green moved to approve a contract with Brothers Paving in the amount of \$90,920 to perform curb, gutter, and sidewalk repairs within the townhouse communities. Ms. Kizer seconded. The motion carried unanimously. It was clarified that the Community Center was not included in the approved contract, as it will be covered during the retaining wall renovation.

B. Harbour Place Concrete Enhancements:

MOTION: Ms. Kizer moved to approve a contract with Brothers Paving in the amount of \$22,355 to install two curb cutouts, a speed bump, new concrete ADA ramps, pad for access to cluster mailbox, and a sidewalk that will connect to a new crosswalk to be installed by Montgomery County. Mr. Williford seconded. The motion carried unanimously.

ACTION: Management will coordinate with Montgomery County on the installation of the crosswalk.

C. Swim Team Contract and Financials: Please see Section IV.C of these minutes.

VIII. Old/Unfinished Business

A. Logansport NAC: Logansport has an active NAC. There have been discussions about the potential addition of parking spaces. Brothers Paving provided pricing. The Logansport NAC put out a vote concerning the matter, and responses were only received from 12% of their owners. They recently held a meeting to discuss the matter, and a follow-up meeting will be held on Sunday, April 13th at 4:00 p.m. to have a further discussion about parking and other matters. Notifications about the upcoming meeting were disseminated throughout the neighborhood via door hangers.

B. Appointment of Committee Volunteers:

MOTION: Mr. Green moved to postpone the appointment of members to the Pool Committee. Mr. Sagarin seconded. The motion carried unanimously.

ACTION: Those who volunteered for the Pool Committee will be notified of the Board's decision to postpone the matter. (2) The Pool Committee charter will remain on the Association's website. However, management will include a note indicating that appointments to the committee have been postponed.

MOTION: Ms. Kizer moved to appoint Barbara Birdman to the CEC; Juan Morales to the CEC; Matthew Graff to the AERC; Reza Haghighi to the AERC and Nala Loufflai to the AERC. Mr. Sagarin seconded. The motion carried unanimously.

C. Code of Conduct and Ethics:

ACTION: The Board of Directors will review the Code of Conduct and Ethics that was most recently sent to their inboxes.

D. Website: Ms. Chavez provided a comparison report for website service providers, including GoDaddy and three other companies. Ms. Chavez recommended moving forward with FRONTSTEPS, and holding a Work Session to discuss the desired features for the new website.

ACTION: The Board of Directors agreed with management's recommendation by majority consensus to schedule a Work Session to discuss the desired features for the new website.

IX. Confirm Action Items from Current Meeting

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

X. Open Forum

No questions or comments were raised during Open Forum.

XI. Date of Next Board Meeting

DECISION: The next Board of Directors Meeting will be held on Thursday, May 15, 2025 at 6:30 p.m.

XII. Adjournment

MOTION: Ms. Kizer moved to adjourn the April 9, 2025 Board of Directors Meeting at 9:47 p.m. Mr. Williford seconded. The motion carried unanimously.