

# **WATERS LANDING ASSOCIATION**

## **Minutes from the Board of Directors Meeting**

### **Wednesday, June 11, 2025**

#### **In Attendance – Board of Directors**

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

#### **In Attendance – Management Team and Guest Presenter**

- Melissa O'Hara, Mid-Atlantic Senior Vice President of Lifestyle with FirstService Residential (FSR)
- 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, June 11, 2025. The meeting was convened via Zoom technology. With a quorum of the Board of Directors verified, the meeting was called to order at 7:01 p.m.

#### **II. Working Session**

**ACTION:** The Board of Directors will hold a Working Session on Wednesday, June 25, 2025 to discuss the updated list of projects anticipated for the Association.

**ACTION:** Mr. Green will finalize the list of projects and send it to the Board ahead of the Working Session.

#### **III. Review and Approval of Agenda**

**DECISION:** The Board of Directors approved the June 11, 2025 Meeting agenda as presented.

#### **IV. Review and Approval of Meeting Minutes**

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

#### **V. RSV Pool Updates**

Vlade Jankovic, Supervisor with RSV Pools, reported operations have gone favorably since the pool opened for the 2025 season. The supervisors are working to ensure things go smoothly, and additional lifeguards will soon be starting. Mr. Green stated some residents have indicated the bathrooms need to be cleaner. A question was asked about the light frames. They cannot be replaced until the pools are replastered.

**ACTION:** Mr. Jankovic will ensure the crew keeps the bathrooms clean.

#### **VI. Officer Committee Reports**

A. Electric Vehicle (EV) Charging Committee: Mr. Green reported the committee sent pictures of the two electric vehicle prototypes. Ms. Kizer recalled an action item was raised during the May 2025 Board Meeting regarding interest in the EV chargers. However, it was her understanding that the letter had not yet been circulated.

**ACTIONS:** (1) The EV Charging Committee will provide an entire packet to the management office in time for the next Board Meeting. The packet will ultimately be provided to owners of all home types concerning the EV charging guidelines. (2) Mr. Straub will review the existing packet to recommend any updates.

- B. Architectural & Environmental Review Committee (AERC): A report was not presented.
- C. Guidelines Review Committee (GRC): Susanne Wiggins reported the GRC met in early June 2025. There is a possibility that the committee will have information in advance of the July 2025 Board Meeting. The Board will review the information upon receipt and offer feedback.  
**ACTION:** Ms. Wiggins will provide details before the next Board Meeting regarding the GRC's recommendations.
- D. Community Engagement Committee (CEC): J.R. Watson reported the following information:
1. Water aerobics classes will begin in July 2025, and will occur every other week in July and August 2025.  
**ACTION:** The management office will post the dates of the aerobics classes on the calendar.
  2. Food Truck Fridays began on Friday, June 6<sup>th</sup>. The trucks will be stationed in the Association's various neighborhoods, and a truck offering sweet treats will be present during most visits. The CEC requested the purchase of 30 pre-printed yard signs at a cost of \$450 to announce the food truck visits, and would like the food truck flyer posted on the Home page of the Waters Landing website. Mr. Watson also suggested the use of formal bulletin boards in all of the communities.  
**MOTION:** Mr. Green moved to approve the cost of purchasing 15 pre-printed yard signs. Mr. Straub seconded. The motion carried by a vote of six in favor, one opposed (Mr. Callicutt), and zero abstained.  
**MOTION:** Mr. Green moved to approve the cost of printing and shipping event postcards for the CEC once per quarter through the end of 2025. Mr. Callicutt seconded. The motion carried unanimously.  
**ACTION:** The management office will post the Food Truck Friday flyer on the Waters Landing Home page.
  3. The CEC requested gift cards as giveaways for participating in CEC food truck marketing efforts, providing a donation to the water aerobics teacher, and for participating in the food truck survey drawing.  
**MOTION:** Ms. Kizer moved to purchase three \$100 gift cards only for donations to the water aerobics instructor. Mr. Williford seconded. The motion carried by a vote of four in favor, three opposed (Mr. Callicutt, Ms. Varnavas, and Mr. Straub), and zero abstained.

## VII. Management Report

The management team reported the following information:

- A. Financial Statement Review:
1. The management team answered Board members' questions regarding the financial statement for the period ending April 30, 2025; closeout of the 2024 financials; and 2024 expenses paid in 2025. Ms. O'Hara raised the possibility of setting up a monthly financial call with the Board President, Board Treasurer, on-site management team, and the members of any relevant committee.  
**ACTION:** Management will research the payroll charges from June 2024 and September 2024 paid in 202, and will report the findings to the Board of Directors.
- B. Operations Updates:
1. Deck Infrastructure: To facilitate examination of the deck support structure, shrubs were removed from the pool areas on Monday, June 9<sup>th</sup>. Power washing was also completed. Becht Engineering will visit the site to assess any necessary deck repairs.
  2. Asphalt and Paving: This work is in its final stages. The final work at Waters Edge will be completed as of Thursday, June 12<sup>th</sup>. Mr. Sagarin thanked the management team for having the asphalt work done.
  3. AERC Inspections: Architectural inspections were 100% completed at Waterbury Downs South.
  4. Rekeying Common Area: Management awaits verification of the vendor's insurance before the common areas can be rekeyed. Once the insurance information is received, the deposit will be made and the work will be done.
  5. Swim Team Contract: The swim team signed the final draft of their contract with Waters Landing.  
**ACTIONS:** (1) The final signed contract will be uploaded to Resident Connect. (2) Payment of the approved donation will be issued to the swim team.

6. Reserve Study: Becht Engineering was onsite on Wednesday, June 11<sup>th</sup> to conduct an assessment associated with the reserve study.  
**ACTION:** Ms. Chavez will follow up with Becht regarding the anticipated timeline for receiving the reserve study report.
7. Sunridge – Formation of NAC: Management had not heard from Sunridge regarding the upcoming meeting.  
**ACTION:** Management will follow up with Sunridge regarding the formation of their NAC.
8. Basketball Court – Repaving and Possible Expansion: Management is working to obtain a proposal for increasing the size of the existing basketball court to regulation size.  
**ACTION:** The proposal will be forwarded to the Board of Directors upon receipt.

At this juncture, Board members raised questions and concerns about contractors failing to adhere to project deadlines; refreshing of the pool bathrooms; and pool operation times.

- C. Pool Pass System: As of Friday, June 6, 2025, 753 pool passes had been processed; 16 were declined; and 14 had been placed on hold. Management furnished the Board with statistics concerning how many members and guests are checked in per day.  
**ACTIONS:** Management will provide the Board with a report of usage for each pool. (2) Management will share the Association's overall pool usage data with RSV.
- D. Common Areas Report: For the past month, focus was placed on assessing common area signs to note their condition. Work orders were entered into Resident Connect to indicate what needed to be ordered.  
**ACTION:** Management will reach out to ETC to confirm the cost for Becht to obtain bids for common area signage replacement.

#### VIII. New Business

- A. Retaining Walls: Becht Engineering provided the drawings for the concrete and wood retaining walls outside the community center. Management proposed having the drawings to move forward with the bidding stage. The revised drawings were based on comments and comments made by Jordan Straub.  
**MOTION:** Ms. Kizer moved for Becht Engineering to send the Pool A project out to bid (the concrete retaining wall, stairs, and wooden retaining wall); and the retaining wall for Pool B – all per Becht's design. Mr. Straub seconded. The motion carried unanimously.  
**ACTION:** Management will clarify what had already been agreed upon with Becht Engineering.
- B. AERC Guideline Survey: A survey was still being produced regarding the AERC guidelines. Once the survey is circulated, the results will be presented by the GRC during the July 2025 Board Meeting with the goal of the Board voting on the survey in August 2025.  
**ACTION:** Mr. Green will send out an email to gather people to assist with the survey process.

#### IX. Old/Unfinished Business

- A. 2025 Pool Bathroom Renovation: Ms. Chavez reported a schedule was provided to the Board of Directors regarding the pool bathroom renovation project. Information was anticipated from Lambis Rank, with the Board asked to then provide feedback within one week. A total of \$298,000 had been paid to Lambis Rank to date. The Board is waiting for POM to provide drawings at the end of the week.
- B. Logansport NAC – Working Session: A Working Session was scheduled for Wednesday, June 25<sup>th</sup> to meet with the Logansport community on a path forward for their parking situation. It will be changed to a date hopefully in the future.
- C. Waters Landing Drive Survey: A new representative was appointed from the County to investigate Waters Landing Drive, and is expected to reach out to Mr. Green by Monday, June 16<sup>th</sup>.

#### X. Confirm Action Items from Current Meeting

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

## **XI. Open Forum**

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

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- Asking whether FirstService Residential (FSR) has a third-party plug-in for the pool pass system, and whether the privacy policy regarding use of the system can be posted for owners to review. Mr. Green replied in the affirmative, while Ms. Chavez stated the policy can be sent directly to the inquiring owner.  
**ACTIONS:** Management will provide the privacy policies for Resident Connect and the Open Access pool pass system. (2) Management will speak with representatives of Open Access to determine whether the requirements can be adjusted for inputting personal information.
- Inquiring whether the Association's governing documents have been updated to indicate that the Association is moving to a digital system. Board of Directors stated that the Board votes to move items to a secure website (i.e. – pool passes).
- Reporting the AERC's minutes had not been posted.  
**ACTION:** The website will be checked to ensure all anticipated minutes are posted.
- Inquiring about the Board's commitment to advertise community hearings on proposed changes to the guidelines.  
**ACTION:** Any meetings held by the Board of Directors will be publicized to the community.
- Asking whether the \$298,000 referenced concerning the pool bathroom renovation project had already been paid; whether the payments were approved by the Board before being made; and whether the Association can receive a breakdown of the \$298,000 payment.

## **XII. Date of Next Board Meeting**

**DECISION:** The next Board of Directors Meeting will be held on Wednesday, July 9, 2025 at 6:30 p.m. The meeting will be held by video.

## **XIII. Adjournment**

**MOTION:** Mr. Green moved to adjourn the June 11, 2025 Board of Directors Meeting at 9:58 p.m. Ms. Kizer seconded. The motion carried unanimously.