WATERS LANDING ASSOCIATION

Minutes from the Board of Directors Meeting
Thursday, July 16, 2026

In Attendance – Board of Directors

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

In Attendance – Management

- Ben Deering, General Manager
- Luisa Chavez, Assistant General Manager

I. Call to Order & Verification of Quorum

The Board of Directors of the Waters Landing Association convened a meeting on Thursday, July 16, 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 6:07 p.m.

II. Review and Approval of Agenda

DECISION: The Board of Directors approved the July 16, 2026 meeting agenda as amended.

III. Review and Approval of Meeting Minutes

MOTION: Mr. Williford moved to approve the June 18, 2026 Board of Directors Meeting minutes as presented. Mr. Sagarin seconded. The motion carried unanimously.

IV. Open Forum

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

- Inquiring whether moving the Open Forum to the beginning of the meeting meant there would no longer be a second Open Forum at the end of the meeting.
- Noting that the meeting's agenda had been distributed only shortly before the July 16th Board Meeting.

V. Officer Committee Reports

A. EV Charging Committee: Because the committee had not met since the previous Board Meeting, a report was not presented.

B. Architectural & Environmental Review Committee (AERC):

1. An AERC report was submitted approximately one hour before the Board Meeting. The AERC had reviewed four applications since the prior month. Three of the applications were approved, while one application was tabled for the submission of additional information.
2. John Pesce elected to step down as Chair of the AERC, but wished to remain involved as a committee member. The AERC will conduct an organizational process during its upcoming meeting following.

C. Community Engagement Committee (CEC): Karen Kizer reported the following information as highlights from the full committee report:

1. The CEC would like to extend the Fiber Arts Program for three months at no cost to the Association. The Board agreed to consider the matter during New Business.
2. The CEC has been working with management to plan for the upcoming renovation celebration. Ms. Kizer summarized the plans, and stated that the committee planned to provide tables for the office staff and Board

members. The event also presented an opportunity to promote open Board positions. **ACTION:** The Community Engagement Committee representative will send Board members a request seeking short positive statements concerning why they ran for the Board, what they value about Board service, and potential accomplishments associated with their service.

3. A 2027 survey had been prepared, and would be posted again to solicit input for a theme regarding the 2028 Waters Landing Calendars.
4. The CEC recommended another proposed program involving dance instruction on Saturdays through the end of 2026. The activity would not result in an additional Association expense because it would fall within the committee's learning-series programming. The Board agreed to consider the matter during New Business.
5. A discussion occurred regarding the dissemination of information regarding speed hump voting. **ACTION:** The Board and management will provide the CEC with direction regarding distribution of speed hump voting information – particularly whether volunteers should limit their involvement to neutral delivery of materials rather than engaging in door-to-door advocacy or substantive conversations about how residents should vote.

D. Pool Committee: Amy Phillips reported the following information:

1. The Pool Committee held two meetings since the previous Board Meeting – one each on Wednesday, June 24th and Thursday, July 9th. A committee report was submitted in the Board packet.
2. Ms. Phillips highlighted the committee's recommendation to extend the pool season because of the delayed opening earlier in the year. The committee proposed operating the pools from 3:00 p.m. to 8:00 p.m. on weekdays, and from 9:00 a.m. to 8:00 p.m. on weekends during the month of September. The Board agreed to discuss the matter during New Business.
3. The Pool Committee has been coordinating with the Community Engagement Committee on the grand opening celebration.
4. The committee identified several operational concerns that were relayed to management for follow-up with the pool company. The concerns involved lounge chairs being moved at Pool A; the cleanliness and appearance of the pool and pool restrooms; and the pool closing procedures. Management reported that Miracle Maids was scheduled to clean twice per week – generally on Tuesdays and Fridays after pool operating hours – arriving at 8:30 p.m. or 9:00 p.m. High Sierra's personnel were also expected to perform routine upkeep, including wiping the counters and ensuring that toiletries and other supplies are replenished. Management stated that concerns were being communicated as they arose, and that reports were being received regularly. **ACTION:** Management will obtain clarification from High Sierra regarding the 9:00 p.m. pool closing time. Also, the Pool Committee may work with management on temporary, easily removable pool décor during the current season. Permanent décor, murals, or other significant design elements will remain subject to further consideration and Board approval. The committee will submit proposed temporary décor ideas to management for review. Any proposed removable decal will first be tested in an inconspicuous area to confirm that removal will not damage the renovated surfaces.
5. The committee discussed a mural proposal submitted for possible installation at Pool A. A decision had not yet been made concerning the matter.
6. The swim team was expected to receive a new trophy case and record board. Because those elements would become part of the pool area's permanent appearance, the committee preferred to defer major décor recommendations until the following year so that the components could be considered collectively rather than individually.
7. The lifeguards have been instructed not to engage residents in extended discussions about operational complaints. Concerns were to move through High Sierra's management structure before being communicated to the on-site Waters Landing management team. High Sierra's priority is maintaining the required lifeguard coverage, including staffing the check-in position and guard chairs. **ACTION:** Management will pursue the use of a clear operational checklist for lifeguards to understand the daily maintenance and facility responsibilities expected at the Waters Landing pools.

VI. Management Report

Mr. Deering reported the following information:

A. Financials:

1. The June 2026 financial statements would be available by the 25th of the month, and would be posted to the Resident Connect portal. However, Ms. Varnavas reported she and Mr. Sagarin met during the week of July 6th

and reviewed the May 2026 financials. As part of their review, they developed a spreadsheet comparing the Association's position across several major financial categories over multiple years. The spreadsheet will continue to be refined and reviewed in the future.

2. Mr. Deering clarified that the FirstService Residential (FSR) Accounting Representative to Waters Landing would begin meeting with the Waters Landing Board on a quarterly basis beginning in August 2026 (rather than in July 2026 as previously reported).
3. The Board discussed telephone and communications expenses. The Association intentionally incurred several additional communications-related costs during the year, including Wi-Fi improvements and new email addresses for use by committees.
4. Mr. Green noted that management had been working with the Association's legal team to better understand and control legal expenses – particularly costs associated with collections. Despite fluctuations among individual accounts, the consensus was that the Association remained in an acceptable overall financial position.

B. Operations Updates:

1. Key turnover associated with the pool bathroom renovations had occurred. Management then had the Association's locksmith rekey the locks so they would operate under the master key system implemented by the Association approximately one year earlier. As a result, all applicable locks were incorporated into the Association's master key system.
2. Management had dealt with several emergency plumbing calls involving the renovated pool bathrooms which were summarized by Mr. Deering. Discussion ensued regarding potential for additional plumbing issues, as well as concerns that the lifeguards were increasingly being expected to perform duties unrelated to their primary responsibility of supervising swimmers. **ACTION:** Management will work with the appropriate project professionals to evaluate the recurring clogging and drainage issues in the renovated pool bathrooms, including whether the drain configuration is appropriate; and whether any condition may be attributable to the renovations.

3. CCOC Registration and Payment: The Association's annual CCOC registration and the related payment had been completed.

4. Annual Fire Extinguisher: The Association's annual fire safety inspection was completed. The property passed inspection, with only one fire extinguisher requiring replacement.
   ACTION: Management will continue coordinating with Keller regarding the fire extinguishers associated with Pool A, and will ensure that the appropriate units are reinstalled in their proper locations.

5. Projects in Progress or Scheduled: Mr. Deering reviewed a list of projects that were still in progress or had been scheduled for completion.
   ACTION: Board members will review the active pool renovation punch list and identify any design concerns or additional deficiencies for management before the final project walkthrough occurs.
   ACTION: Management will reschedule the Recreation Center B fencing project and notify the community once the new work dates are established.
   ACTION: Management will obtain proposals for basketball court enhancements, including lighting, security cameras, and a paved pedestrian pathway. The proposals will be provided to the Board for review.
   ACTION: Management will present the results of the T&J townhome trash assessment – together with recommendations for improving trash collection, resident compliance, and litter control – during the August 2026 Board Working Session.

6. Association Compliance:
   ACTION: Management will continue following up with the State of Maryland regarding the approximately $7,000 unemployment account notice until the Association receives written confirmation that the amount has been waived, and that the account has been properly closed.
   ACTION: High Sierra – with oversight by Waters Landing's management oversight – will complete the annual HAZMAT permitting requirements for the Association's pools.

C. Operations Calendar: The latest version of the Operations Calendar was included in the Board packet. Management will continue developing the operations calendar so that recurring operational deadlines and significant contract renewal periods can be monitored in advance.

D. Common Area Report: Ms. Chavez summarized the latest Common Area Report.
ACTION: Management will follow up on the Resident Connect work orders for the pet waste stations and coordinate with the appropriate contractors to repair identified deficiencies, including missing labels, damaged receptacles, and missing lids.
ACTION: Management will convey the Board's best wishes and appreciation to Joey, the handyperson for his assistance, particularly his work during the July 4th weekend emergencies.
ACTION: Management will ensure that the pool renovation follow-up process accounts for the recent water-intrusion and electrical issues – including the overhead door electrical components and the pool telephone – so that recurring design or installation vulnerabilities can be identified and addressed.

VII. New Business

A. Extension of 2026 Pool Season:
MOTION: Mr. Green moved to approve extending the 2026 operating season for Pool B for up to three weeks, contingent upon management determining the final cost and confirming lifeguard availability. Ms. Lamanna seconded. The motion carried unanimously.
ACTION: Management will obtain High Sierra's final cost and staffing information for extending Pool B's operations for up to three weeks. Management will also analyze High Sierra's pool hour report and determine whether delayed opening, reduced operations, or other circumstances have created unused contracted hours or credits that could offset the cost of extending the 2026 pool season.

B. Swim Team – Request for Additional Movie Night:
MOTION: Mr. Green moved to approve a swim team movie night to be held on Saturday, August 22nd at Pool A. Ms. Lamanna seconded. The motion carried unanimously.

C. Swim Team Reimbursement Request:
MOTION: Mr. Green moved that the Association investigate reimbursing the swim team for their missing items. Mr. Sagarin seconded. The motion failed by a vote of two in favor, four opposed, and zero abstained.
ACTION: Management and the swim team will first pursue contractor responsibility and available insurance options. The Board may reconsider direct Association reimbursement if those avenues are exhausted.

D. Lifeguard Chair Replacements:
MOTION: Mr. Green moved to replace one lifeguard chair each at Pool A and Pool B at an estimated cost of $5,600 per chair, plus tax. Ms. Varnavas seconded. The motion failed by a vote of one in favor, five opposed, and zero abstained.
ACTION: Management will obtain complete information regarding the proposed lifeguard chair replacements, including photographs or specifications of the proposed model; whether installation requires removal and replacement of concrete footings; the expected installation timing; any potential change-order costs; and an assessment of the remaining chairs.

E. TH Neighborhood Sidewalk Repairs:
DECISION/ACTION: The Board reached consensus for management to proceed with a comprehensive assessment and scope of work for the sidewalks in Waterbury Downs South rather than limiting the review to the handful of individual locations previously reported by residents. The review was tentatively scheduled for Tuesday, July 21st. Management will return to the Board with the resulting scope of work and cost information during the August 2026 Board Meeting.

F. CEC Events:
MOTION: Mr. Green moved to approve extending the Fiber Arts activities held on Mondays at the Community Center for three additional months, with no increase in cost to the Association. Mr. Williford seconded. The motion carried unanimously.

MOTION: Mr. Green moved to approve a dance program on Saturday mornings for three months. Ms. Lamanna seconded. The motion carried unanimously.

ACTION: Karen Kizer will work with Ms. Chavez to identify dates and times that provide the greatest possible scheduling consistency for the dance program and minimize conflicts with Community Center rentals and other Association activities. The CEC will include outreach to the senior center when promoting the dance program in an effort to broaden participation.

G. CEC – Community Demographic Information and Event Planning:
DECISION: Following a discussion, the Board took no action to authorize a new resident demographic survey or census. The Community Engagement Committee may first investigate publicly available, general demographic information and determine whether it is useful for event planning.

H. POM Contract Addendum:
MOTION: Mr. Green moved to approve the second POM contract addendum, extending the agreement as presented. Mr. Sagarin seconded. The motion carried unanimously.

I. Lancaster Contract Addendum:
MOTION: Mr. Green moved to approve the Lancaster contract addendum, increasing the scope of services by the amount specified in the addendum. Mr. Williford seconded. The motion carried unanimously.

J. Insurance Renewal:
MOTION: Mr. Green moved to renew the Association's current insurance coverage with Philadelphia for one year. Ms. Varnavas seconded. The motion carried unanimously.

K. New Owner Orientation:
DECISION: This matter was tabled until the next Board of Directors Meeting due to technical difficulties.

VIII. Old/Unfinished Business

A. Reserve Study Revisions:
ACTION: Management will review the prior reserve study engagement documents and confirm the level and scope of the study previously commissioned. This will allow the Board to determine what physical inspection and component-level analysis should have been included. Management will also work with the reserve analyst to verify Waters Landing's current reserve funding status, and to determine whether the Association's present reserve contribution is adequate for its projected future needs. The information will be obtained before the Board finalizes the Association's 2027 budget.

MOTION: Mr. Green moved to engage with Becht Engineering to perform a Level 3 reserve study update at a cost of $1,650, together with the two additional options consisting of a concrete evaluation of the sidewalks in the townhome neighborhoods at a cost of $2,500 and neighborhood breakouts at a cost of $2,000. Ms. Varnavas seconded. The motion carried unanimously.

B. U.S. Homes Retaining Wall:
DECISION/ACTION: The Board did not authorize the full engineering scope for addressing the U.S. Homes retaining wall. Instead, management will first obtain updated condition information; and will continue investigating ownership of the U.S. Homes retaining wall and the adjoining land, including obtaining additional surveyor assistance, if necessary; and if the cost falls within management's authorized spending limit. Management will separate the immediate safety issue from the ultimate replacement and cost allocation issue. Management may have modest temporary safety needs addressed while determining ownership.

C. Pool Renovation Punch List: The Board did not treat proposed aesthetic changes such as repainting the circular bench as automatically approved punch list corrections. Rather, their discussion established that changes involving Board-approved design choices or additional expense required further Board consideration rather than being handled in the same manner as obvious construction defects. Additionally, the Board did not reach a final resolution regarding push/pull labels for the renovated bathroom doors. Rather, the issue remained part of the broader punch list review because it involved a balance between preserving the approved minimalist design and protecting the doors from repeated improper use. The Board also did not authorize an additional Association expenditure for a trash can lid, relocation, deflector, or other remedy. Instead, management was expected first to determine whether the problem could be corrected through the renovation punch list process. The Board agreed that members should

have an additional opportunity to review the renovated pool facilities before final project acceptance so that significant design-related concerns can be identified prior to the final walkthrough.
ACTION: Management will include the hand dryer and waste receptacle configuration in the ongoing punch list discussions; and will determine whether the project team will correct the items as a design or construction issue without additional cost, or whether any proposed remedy would be treated as an Association-requested change.

ACTION: Management will continue distinguishing between punch list corrections included within the original renovation scope, and items the project team considers additional work. Items involving disputed design responsibility or additional cost will be brought back for Board consideration rather than automatically authorized. Items of note included rust or staining, loose or leaking fixtures, inconsistent fixture finishes where applicable, and mismatched lighting color or output.

ACTION: Management will arrange an additional opportunity for Board members to inspect the renovated pool facilities and identify supplemental punch list items before final project acceptance. Board members who are available will participate, and management may also invite the Pool Committee.

DECISION: The Board agreed that the renovated pool facilities should receive an additional Board-level review before final acceptance. Board members may inspect individually or through a coordinated walkthrough, provided that their concerns are documented and compiled for the project team.

ACTION: Management will establish the process for the Board's supplemental pool renovation review, and will ensure identified concerns are documented and incorporated into the project-completion process before final sign-off.

IX. Confirm Action Items from Current Meeting

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

X. Announcement

DECISION: The Board of Directors agreed to hold their next Working Session on Thursday, August 6, 2026 at 6:00 p.m., and their next Open Meeting on Thursday, August 20, 2026 at 6:00 p.m. The FSR management contract will be placed on the August 2026 Working Session agenda.

XI. Executive Session

MOTION: Mr. Green moved to enter Executive Session at 10:09 p.m.. Mr. Straub seconded. The motion carried unanimously.

The Board can discuss:
1. Personnel and employment matters
2. Legal matters, including consultation with legal counsel or discussing potential or pending litigation
3. Protecting the privacy or reputation of individuals in matters not related to association business
4. Investigative proceedings concerning possible or actual criminal misconduct
5. Discussion of an individual owner's assessment account
6. Matters where other laws require confidentiality
7. Negotiating business transactions when disclosure could harm the association's economic interests

The Board of Directors later ended the Executive Session at 10:38 p.m. It was announced that Mr. Sagarin attended the Executive Session, but exited once the Executive Session concluded.

MOTION: Mr. Green moved to approve the requested exception permitting the large work truck to be parked in the Summer Song community. Ms. Lamanna seconded. The motion unanimously failed.

XII. Adjournment

MOTION: Mr. Green moved to adjourn the July 16, 2026 Board of Directors Meeting at 10:39 p.m. Ms. Lamanna 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.