

WATERS LANDING ASSOCIATION
Minutes from the Board of Directors Meeting
Thursday, November 21, 2024

In Attendance – Board of Directors

- Gavin Green, President
- Karen Kizer, Secretary
- Anna Varnavas, Treasurer
- Mark Sagarin, Assistant Treasurer
- Andy Williford, Member-at-Large

Regrets – Board of Directors

- Lee Callicutt, Vice President

In Attendance – Management Team

- Donald Perper, 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, November 21, 2024. The meeting was convened as a hybrid with some participants in attendance inside the Community Center, and others connected using Zoom technology. With a quorum of the Board of Directors verified, the meeting was called to order at 7:11 p.m.

II. Review and Approval of Agenda

DECISION: The Board of Directors approved the November 21, 2024 Meeting agenda as amended.

III. Review and Approval of Meeting Minutes

MOTION: Ms. Kizer moved to approve the October 24, 2024 Board of Directors Meeting minutes as presented. Mr. Sagarin seconded. The motion carried unanimously.

ACTION: Any missing sets of approved Board and committee meeting minutes will be posted on the Associations' website and the OneDrive.

IV. Officer Committee Reports

- A. Electric Vehicle (EV) Charging Committee: Jordan Straub reported the committee is still awaiting contractors to do the installations which require concrete work. One resident wants to submit an application for a charging station.
- B. Architectural & Environmental Review Committee (AERC):
 1. It was reported no AERC applications were received between the October 24, 2024 and November 21, 2024 Board Meetings.
 2. **ACTION:** The Board will have Lee Callicutt report on the results of the AERC inspections during the next Board Meeting.
- C. Guidelines Review Committee: Susanne Wiggins reported the Guidelines Review Committee did not meet between the October 24, 2024 and November 21, 2024 Board Meetings.

- D. Community Engagement Committee (CEC): J.R. Watson reported the following information:
1. The CEC met on Tuesday, November 19th. Their next meeting would be held on Tuesday, December 10th.
 2. Calendar sales were underway via Eventbrite, with 43 sold to date. Once 50 calendars have been purchased, printing will be covered for 100 calendars using the services of Minuteman Press. Sales will then continue until the new year. A portion of the proceeds will go to Germantown Help.
 3. Signups will soon begin for the Winter Lights contest. Community members will be able to vote from Monday, December 16th through Tuesday, December 31st for which decorations they prefer. The first place winner will receive a \$150 Visa gift card. The second place winner will receive a \$100 gift card. The third place winner will receive a \$50 gift card. A map of the participating addresses will be sent out in advance of the voting period.
 4. The CEC began preparing for events in 2025, including bingo on the second and fourth Tuesdays in January and February. Approval will be needed from the Board of Directors to use the space on those dates from 6:00 p.m. to 9:00 p.m. Half of the proceeds from the bingo games will go either to the swim team or local charities. A Talent Show will be held in the month of March 2025. An Open House will be held with the new Board and Office in May 2025.
ACTION: Ms. Varnavas moved to approve the CEC's use of the Conference Room on the second and fourth Tuesdays in January 2025 and February 2025 for bingo games. Mr. Sagarin seconded. The motion carried unanimously.
 5. **ACTION:** Would like to have "Community Boards" which would be stands with signs to be placed in high visibility areas to advertise events.

V. Management Report

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

- A. Review of Open Action Items: Board members reviewed the latest Open Action Items List that was included in the Board packet. All of the action items raised during the previous Board Meeting were completed. Also, responses were received from the various committee members regarding their needs for the new year.
ACTION: A notice will be sent to seek volunteers for the Association's various committees.
- B. October 2024 Financial Reports: Mr. Perper emailed the Board in advance of the meeting to report the delay with delivering the October 2024 financial reports. However, a general financial discussion was held as well as a conversation about signage in the community.
ACTIONS: (1) Mr. Perper will forward the latest financial reports to Board members under separate cover once the reports are available. (2) Mr. Perper will present the Board of Directors with signage design proposals for Pool B.
- C. Review of 2023 Audit: Mr. Perper sent Board members an electronic invitation to meet with Anne Sheehan from the Goldklang Group CPAs, P.C. on Tuesday, December 10th at 6:00 p.m. to review the 2023 audit.
- D. Approved 2025 Budget:
ACTION: (1) Ms. Chavez will post the Association's approved 2025 budget on the website on Friday, November 22nd. FirstService Residential (FSR) will prepare the payment coupons for 2025.
- E. Resolutions Update: All of the Association's resolutions were posted to the website, and were sent to legal counsel for filing in the repository in Baltimore, Maryland.
- F. Suggested Capital Projects for 2025: Mr. Perper provided an overview of the suggested capital projects list for 2025 which was presented by Mr. Green. Mr. Perper suggested that the Board plan a date to discuss the proposed capital projects, including their proposed cost and timing.
ACTION: Repair of the gazebo concrete will be added to the 2025 capital projects list.
- G. Pool Management Contract Scope of Work: Management recently met with Vlade Jankovic from RSV Pools to relay concerns about their service; and to discuss the scope of the pool management contract. Mr. Perper asked Mr. Jankovic to attend the Board Meetings beginning in March 2025 to prepare for the pool opening.

VI. New Business

- A. Remaining Paving and Seal Coating Proposals: Management sought the Board's approval to have the contractor proceed with paving and striping of the remaining townhome neighborhoods during the upcoming year. Approval would enable management to begin scheduling the work; coordinating contractor availability; and ensuring the project aligns with budgetary allocations and seasonal timing.

MOTION: Ms. Varnavas moved to approve Brothers Paving to complete seal coating and asphalt milling in The Village, U.S. Homes, Waters Edge, Harbour Place, Logansport, Country Lake, and Sunridge. The work will begin in April 2025, or earlier if permitted by the weather. Mr. Williford seconded. The motion carried unanimously.

- B. Pool B – Upper Roof Trim Replacement:

MOTION: Ms. Kizer moved to approve the proposal from Pest Smart in the amount of \$4,000 to perform repairs to the Pool B cupola and trim. Mr. Green seconded. The motion carried unanimously.

- C. Budget and Design Phase – Community Center Pool A and B Bathrooms Area Renovation Projects: The management office and Board of Directors held an Open Special Meeting on Monday, November 18th with representatives from Lambis Rank to discuss renovation of the Community Center Pool A and B bathrooms. A proposal was anticipated.

MOTION: Ms. Varnavas moved to engage Lambis Rank to begin the budgeting and design phase of the Community Center Pool A and B bathroom renovation projects, pending a proposal review by legal counsel and clarity on the fee structure so that an Open Special Meeting can be held in December 2024. Mr. Green seconded. The motion carried unanimously.

- D. Mailboxes:

MOTION: Mr. Green moved to approve an expense of \$6,810 for the purchase and installation of three sets of mailboxes, plus the potential purchase and installation of an eight-unit mailbox at a cost of \$1635. Mr. Sagarin seconded. The motion carried unanimously.

- E. News Ashore: Ms. Kizer announced a special edition of *News Ashore* would be released on Friday, December 6th containing a retrospective of the year, and will include input from the management office and Board of Directors.

- F. Vacation: Mr. Perper informed the Board of his upcoming vacation during the week of November 25, 2024. The office will be open from Monday, November 25th through midday on Wednesday, November 27th, and will be closed on Thanksgiving Day and Friday, November 29th.

- G. Website:

ACTION: During a future meeting, management and the Board will discuss ways to have a more secure website for the Association.

VII. Old/Unfinished Business

- A. WBS/WBN Trash Corrals:

DECISION: At the recommendation of management, the Board of Directors agreed by unanimous consent to defer the WBN/WBS trash corrals project discussion, as additional investigation was required to fully assess the project's scope, design options, and potential costs.

- B. Churchill Senior Living (CSL) – Sewer Access:

DECISION: At the recommendation of management, the Board of Directors agreed by unanimous consent to defer a discussion concerning Churchill Senior Living until the new Board has been elected.

- C. Waters Landing Drive Traffic Concerns: Mr. Perper raised concerns about traffic on Waters Landing Drive. He therefore suggested discussing the matter with high-ranking officials from the county – particularly contacts from the police department.

ACTIONS: (1) Mr. Perper will share the accident report with the Board of Directors that he received from Laura Magnuson. (2) Mr. Green will reach out to Mark Terry to relay input from Waters Landing residents; and to determine whether additional people from the county should be pulled in to assist with the matter. (3) A survey will be put out to the Waters Landing ownership to gather input regarding traffic concerns.

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**):

- Reporting their attempt to contact representatives from Ride On about Waters Landing Drive, and offering to relay any response to management and the Board of Directors.

X. Date of Next Board Meeting

DECISION: The next Board of Directors Organizational Meeting would be held in person on Thursday, December 19, 2024 at 6:00 p.m.

ACTION: Management will send an announcement to owners regarding the meeting date.

XI. Adjournment to Executive Session

MOTION: Mr. Green moved to adjourn the November 21, 2024 Board of Directors Meeting at 9:27 p.m. Mr. Sagarin seconded. The motion carried unanimously. The Board of Directors then proceeded to an Executive Session for the discussion of collections.