

WATERS LANDING ASSOCIATION
Summary from the Board of Directors Meeting
Thursday, January 15, 2026

In Attendance – Board of Directors

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

In Attendance – Management Team

- Don 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 Thursday, January 15, 2026. The meeting was convened via Zoom conferencing. With a quorum of the Board of Directors verified, the meeting was called to order at 6:04 p.m.

II. Changes to the Agenda

DECISION: The Board of Directors approved the January 15, 2026, Meeting agenda as amended with the addition of MTI Engineering and Testing, Inc. “Construction Materials Testing and Third-Party Special Inspections Proposal” to New Business.

III. Review and Approval of Meeting Minutes

MOTION: Mr. Williford moved to approve the November 12, 2025, Board of Directors Meeting minutes as presented. Mr. Callicutt seconded. The motion carried unanimously.

IV. Officer/Committee Reports

A. President’s Report: Mr. Green reported the following information:

1. The regular monthly Board of Directors Meetings would be held on the third Thursday of each month for 2026 unless circumstances require deviation.
2. Mr. Green welcomed Kay Lamanna to the Board; announced Jordan Straub was appointed Secretary of the Board; and thanked Karen Kizer for her years of service and dedication to the Association.
3. Mr. Green emphasized expectations for committee operations, requesting that committees schedule meetings early enough in the month to prepare reports in time for the Board Meetings; submit any requests requiring Board action one to two weeks in advance so they could be included in the management packet and reviewed prior to meetings; and avoid introducing major action requests for the first time during verbal committee reports whenever possible.
4. During their recent Organizational Meeting, the Board of Directors appointed liaisons for each of the Association’s committees.
 - a. EV Charging Committee Liaison: Andy Williford
 - b. AERC Liaison: Jordan Straub
 - c. CEC Liaison: Kay Lamanna
 - d. Guideline Review Committee: Anna Varnavas

B. EV Charging Committee: Mr. Williford reported the committee did not achieve quorum for the month of January 2026. Therefore, a meeting was not held.

- C. Architectural & Environmental Review Committee (AERC): John Pesce reported the following information:
1. The AERC met on Monday, January 5, 2026, and achieved quorum with three committee members present. The meeting was chaired by Matthew.
 2. Two applications were reviewed, with one approved by exception because of the Trex composite material being used; and the other also approved by exception, as windows were being replaced without grids.
 3. The next meeting of the AERC was scheduled for Monday, February 2, 2026, at 7:00 p.m.
 4. The AERC would benefit from two additional members.
- D. Community Engagement Committee (CEC): Ms. Lamanna reported the following information:
1. The CEC met on Tuesday, January 6, 2026, with three committee members in attendance. The main topic of discussion was the need to send out another Call for Committee Volunteers, as quite a few members were needed to serve on the CEC.
ACTION: The Board of Directors agreed to discuss “Call for Committee Volunteers” during New Business.
 2. Ms. Varnavas referenced language in the CEC meeting minutes indicating a possible future request for \$500 related to bingo nights. She requested that the committee provide a detailed explanation of how the funds would be used.
ACTION: Ms. Lamanna agreed to follow up with the committee regarding the potential \$500 request.
 3. Mr. Green requested an update concerning the community calendar project. Ms. Chavez reported that a purchasing link had been created and provided to the CEC. A deposit for printing calendars had been paid.
ACTION: An email blast will be sent on Friday, January 16th with calendar ordering instructions. Ms. Chavez will also confirm the deposit amount as requested by Ms. Varnavas.
- E. Guidelines Review Committee: This committee is on hiatus until deemed necessary by the Board of Directors.

V. Management Report

The management team reported the following information:

- A. Financial Statement Review: The November 2025 financial statement was posted to Resident Connect with the narrative. The Association’s financial position remained strong. Ms. Varnavas noted that several discrepancies had been identified that required follow-up, including a duplicate payment made to the Association’s auditors; the need to finalize the auditors’ statement to move forward with the new audit cycle; and the reimbursement and recording of certain checks. Mr. Sagarin concurred with the statements made by Ms. Varnavas regarding the financials and added that final cost figures for the pool bathroom renovations at Pool A and Pool B were still pending.
- B. Operations Updates:
1. Annual Meeting Minutes: The draft summary from the 2025 reconvened Annual Meeting had been posted to Resident Connect, including motions and vote counts. Minutes from the 2023 and 2024 Reconvened Annual Meetings are anticipated to be approved during the 2026 Annual Meeting along with the 2025 Summary, resulting in three sets to be approved at that time. Mr. Green reported extensive community feedback regarding confusion and frustration arising from the Annual Meeting, including issues related to quorum calculation; proxy voting; electronic voting; abstentions; and the practical inability of motions to pass. Mr. Green assured everyone that the concerns were heard by the Board of Directors, and reported the Board was working with legal counsel to develop policies and procedures to avoid similar issues in the future.
 2. Planning Session: Mr. Perper recommended using the Thursday, February 5, 2025, Work Session to plan goals and objectives for 2026 and beyond.
ACTION: Mr. Perper will provide planning materials to the Board in advance for review and discussion.
 3. Swimming Pool Bathroom Renovation: A materials and finishes sample board was available for viewing at the Community Center. Demolition work (including jackhammering and concrete cutting) had largely been completed, and permits had been secured. The project remained on schedule, with an overall completion target of Thursday, April 30, 2026. The work will involve significant plumbing and electrical infrastructure upgrades. Mr. Perper indicated that the permits are in hand and the heaviest noise impacts were concluding.
 4. Community Center Retaining Wall Project: The AIA contract had been received and was undergoing review, with attorney review pending prior to Board signature. The project had already been approved by the Board of Directors. Some Board members expressed concern about ongoing delays and the potential impact on pool

operations. The project's estimated duration was approximately seven working weeks, subject to weather conditions.

5. Tot Lot Enhancements: Vendor issues screening issues on Management's end has been resolved. Therefore, payment will be processed, which would require a reserve transfer. Installation of the tot lot enhancements will begin once payment has been issued.
6. Recreation Courts: The basketball court repair project approved in November 2025 was moving forward, with contract execution pending as a formality. Work was anticipated to begin in spring 2026. Future discussion will be needed regarding the use of additional courts.
7. Reserve Study Update: Following completion of the pool bathroom renovation, a Level 3 reserve study update will be requested to reflect anticipated reserve projects; and to note the estimated remaining life span of the Association's various common elements.
8. Common Areas Report: The common area walkthrough identified minor issues requiring three to four work orders, with no major concerns noted. Mr. Perper encouraged Board members to review the latest Common Areas Report in full.
ACTION: Mr. Perper and Mr. Green will plan to meet to discuss any required minor projects.

VI. New Business

A. MTI Inspection Proposal:

MOTION: Mr. Green moved to approve a contract with MTI in the amount of \$3,995 to perform a series of concrete inspections at different points throughout the swimming pool bathroom renovation project. Mr. Sagarin seconded. The motion carried by a vote of five in favor, zero opposed, and two abstained (Ms. Varnavas and Ms. Lamanna).

B. Call for Committee Volunteers: The Board discussed issuing a Call for Committee volunteers. They considered cost-effective methods and supported sending a postcard mailing with a QR code directing owners to online forms. The Board emphasized that only owners are eligible to serve on committees; and that the correct, approved ethics/conduct form must be distributed.

MOTION: Mr. Williford moved to issue a Call for Committee Volunteers using postcard and online submission formats for the three active committees and for members for a Pool Committee. Mr. Callicutt seconded. The motion carried unanimously.

C. Adopt 2025 Draft Reserve Study:

MOTION: Mr. Green moved to adopt the 2025 reserve study as prepared by Becht Engineering. Mr. Sagarin seconded. The motion carried unanimously.

D. Access to Association Contracts:

MOTION: Mr. Green moved to provide access to executed Association contracts via Resident Connect, contingent upon legal review of each contract. Mr. Sagarin seconded. The motion carried unanimously.

E. Annual Meetings:

DECISION: The Board reaffirmed its existing practice of posting draft Annual Meeting minutes as soon as they are available.

MOTION: Mr. Green moved to develop an Annual Meeting policy that addresses electronic and proxy voting concerns. Ms. Lamanna seconded. The motion carried unanimously.

ACTION: Mr. Straub volunteered to lead tracking the effort, with Ms. Varnavas assisting.

MOTION: Mr. Green moved to hold the Association's Annual Meetings as a hybrid (with owners able to attend in person or by videoconference). Ms. Varnavas seconded. The motion carried by a vote of four in favor, two opposed (Mr. Green and Mr. Straub), and one abstained (Ms. Varnavas).

F. Open Forums: The Board discussed adding Open Forum Sessions at both the beginning and end of each Board Meeting.

MOTION: Mr. Green moved to adopt an early Open Forum at the beginning of Board Meetings to allow community input before holding the meeting, while retaining an Open Forum at the end of each Board Meeting with no time limit for each person. Mr. Callicutt seconded. The motion failed by a vote of three in favor (Mr. Straub, Mr. Sagarin, and Ms. Lamanna), three opposed (Ms. Varnavas, Mr. Williford, Mr. Callicutt), and one abstained (Mr. Green).

MOTION: Ms. Varnavas moved that the Board Meeting Chair enforce a two-minute limit for each person who speaks during the Open Forum. Ms. Lamanna seconded. However, the motion was withdrawn after discussion.

G. Board Representatives to MCDOT: The Board discussed assigning more than one Board member and a member of management to engage with the Montgomery County Department of Transportation (MCDOT) for any and all public business. The Board also discussed long-standing safety and traffic concerns along Waters Landing Drive, including speeding; parking congestion; pedestrian safety; near-miss incidents at crosswalks; and vehicles being struck while parked. It was reiterated that Waters Landing Drive, including the roadway, sidewalks, grassy areas, and trees, is owned and maintained by Montgomery County and not the Association. Despite the lack of jurisdiction, the Board acknowledged sustained community concern and affirmed the Association's responsibility to advocate on behalf of residents with MCDOT. The Board discussed prior engagement efforts, including surveys; line painting changes initiated by MCDOT without prior community consultation; and MCDOT's position that recently painted roadway markings would not be altered for at least five years. The Board also discussed the historical involvement of a community resident who had established rapport with MCDOT staff and possessed detailed institutional knowledge of prior discussions.

MOTION: Mr. Green moved to appoint Andy Williford as the Association's primary point of contact to the MCDOT. Mr. Sagarin seconded. The motion carried unanimously.

MOTION: Mr. Straub moved to appoint more than one Board member as the Association's point of contact with MCDOT. Mr. Sagarin seconded. The motion carried unanimously.

MOTION: Mr. Green moved to appoint Mark Sagarin as the Association's second point of contact to the MCDOT. Ms. Varnavas seconded. The motion carried unanimously.

H. CEC Committee Charter Revisions: The CEC proposed revisions to their charter to accommodate having additional activities and have non-committee member volunteers to pitch and lead events.

MOTION: Mr. Green moved to adopt the changes in the CEC charter as requested. Ms. Lamanna seconded. The motion carried by a vote of five in favor, one opposed (Ms. Varnavas), and one abstained (Mr. Sagarin).

(During the "Group Email for Committees" discussion, Mr. Callicutt had exited the meeting.)

I. Group Email for Committees: The CEC also proposed establishing emails for the committees as it is hard to conduct business off of personal emails or committee emails with generic domains (i.e. @gmail.com). It can be for multiple members. Management stated that the cost for each mail would be \$5.00 per month per email.

MOTION: Mr. Green moved to establish email addresses for use by each of the Association's committees. Ms. Lamanna seconded. The motion carried by a vote of five in favor, one opposed (Ms. Varnavas), and zero abstained.

ACTION: Management will coordinate email setup with members of the CEC, and survey other committees regarding interest and access preferences regarding emails.

VII. Old/Unfinished Business

A. Fundraising for Charities:

ACTION: Ms. Varnavas agreed to draft a proposed fundraising and charity policy for discussion during a future Work Session with the intent of formal adoption during a subsequent Board Meeting.

B. Waters Landing Drive – Update and Planned Actions: Updates were provided by Karen Kizer regarding coordination with the Montgomery County DOT, including a planned community Zoom meeting regarding speed humps requiring 30 to 45 days' advanced notice; identification of affected neighborhoods by the county; a requirement that at least 51% of affected households respond to the survey; relocation of "No Parking" signs near crosswalks and bus stops by mid-February 2026; and approval of two crosswalks near Logansport and Harbour Place, with anticipated installation in April 2026.

ACTION: Mr. Williford will coordinate with management and MCDOIT to schedule a community meeting and ensure all notice and survey requirements are met.

- C. Neighborhood Watch Finalization: The Board discussed the status of the Neighborhood Watch Program, including volunteer participation, planned signage, and anticipated costs. Consequently, while the program had been previously discussed, the Board had not formally approved funding for signage and installation. The Board agreed that no Neighborhood Watch expenditures will be made until a detailed proposal and budget are presented to and approved by the Board.

ACTION: Management and the Program Coordinator will prepare a cost proposal for signage and return to the Board for formal consideration

VIII. Confirm Action Items from Current Meeting

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

(Ms. Varnavas exited the meeting at this juncture.)

IX. Open Forum

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

- Raising concerns about the placement and process for the Open Forum.
- Inquiring about the status of an EV Committee member application.
ACTION: Management will research the status of the application and report back.
- Requesting access to the Annual Meeting transcript prior to approval of the Annual Meeting minutes.
- Seeking clarifications regarding absentee ballots, proxies, and long-term volunteer retention.
ACTION: The Board will revisit these matters during a future meeting.
- Requesting restoration of resident-focused content in the Association’s newsletter that emphasizes safety, resources, and quality of life activities.
ACTION: The Board agreed to further discuss the request.
- Presenting a proposal to improve lighting in common areas and along pathways.
ACTION: Supporting materials will be submitted to management for the Board’s review during the upcoming Work Session.
- Raising concerns regarding conduct during the Annual Meeting, accessibility of agendas, management responsiveness, and compliance with records request laws.
ACTION: The Board will take the feedback under advisement.
- Noting that the Board Meeting agenda is sometimes posted later than one week ahead of the meeting.
- Making comments related to the CEC regarding recent and upcoming events; the ordering and availability of the calendars which will be pet-themed; and committee volunteer needs.

X. Confirmation of Next Meeting Dates

The Board of Directors will hold a Work Session on Thursday, February 5, 2026, at 6:30. The next Board Meeting would then occur on Thursday, February 19, 2026, at 6:30 p.m. in a hybrid format with attendance available in the community center and videoconference.

XI. Executive Session

No Executive Session conducted.

XII. Adjournment

MOTION: Mr. Green moved to adjourn the January 15, 2026, Board of Directors Meeting at 9:20 p.m. Mr. Williford 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 this summary contains any errors or omissions of any pertinent information. Unless noted otherwise, the information contained in this summary will be assumed to be correct.