

WATERS LANDING ASSOCIATION
DRAFT Minutes from the Board of Directors Meeting
Thursday, March 19, 2026

In Attendance – Board of Directors

- Gavin Green, 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

- Melissa O’Hara, FirstService Residential’s Senior Vice President of Lifestyle – Mid-Atlantic Region (attended virtually)
- Ben Deering, 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, March 19, 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 6:06 p.m.

Per Waters Landing Association’s February 2026 Board of Directors Meeting Minutes, Lee Callicultt had resigned from the Board of Directors. As of March 6, 2026, Don Perper was no longer serving as the General Manager of Waters Landing. The Board of Directors appreciates the work and time both have given to the community and wish them best in their future endeavors. As of March 16, 2026, Ben Deering has been serving as the General Manager of Waters Landing and the Board of Directors welcomes him.

II. Review and Approval of Agenda

DECISION: The Board of Directors approved the March 19, 2026 Meeting agenda as amended with the addition of “Swim Team Schedule” under New Business.

III. Review and Approval of Meeting Minutes

MOTION: Mr. Green moved to approve the February 19, 2026 Board of Directors Meeting minutes as presented with amendments to Page 3, Section IV, Part E. Mr. Williford seconded. The motion carried unanimously.

IV. Officer Committee Reports

A. EV Charging Committee: John Pesce reported the following information:

1. The committee met on Tuesday, February 3rd at 7:00 p.m.
2. The previously installed sidewalk charging channels performed effectively during the inclement weather.
3. The EV Charging Committee would like to propose updates to the guidelines to require owners to remove temporary charging equipment prior to snow events; and to clear snow themselves if choosing to use temporary charging setups during storms. The Board supported the proposed guideline additions.
4. The committee reported ongoing difficulty securing a contractor for sidewalk channel installations due to the labor-intensive nature of the work. However, the search would continue, with the committee open to receiving recommendations regarding vendors. Three residents were on the waiting list for channel installations and were using a temporary solution in the meantime.
5. The Board encouraged the continued exploration of potential partnerships or subsidies.

B. Architectural & Environmental Review Committee (AERC): Mr. Pesce reported the following information:

1. The committee met on Monday, February 2nd at 7:00 p.m. Four applications were received and reviewed – all of which were approved. One involved the removal of trees. The second application was for the installation of a split rail fence. The other two applications were for window replacements.
2. The next AERC Meeting will occur on Monday, April 6th.
3. **ACTION:** Available Board members will attend the next AERC Meeting to discuss guideline updates and other matters.

C. Community Engagement Committee (CEC): Ms. Lamanna reported the following information:

1. The CEC inquired whether there was a budget established for the committee. Mr. Green explained there was a \$10,000 allocation shared by all of the Association’s committees rather than individual budgets for each committee.
2. The committee sought clarification about communication protocols. Felipe Morales, the committee’s chair clarified the communication process, with matters to be filtered through the Board liaison.
3. The CEC expressed concerns about liability for the Association like Food Truck Friday events that use Association property for such events that are not organized through the Association or the CEC and are not Association-sponsored. Such events carry no Association support or liability, and Association property should not be used for events without prior authorization.
ACTION: The CEC will develop a standardized event proposal form for Board review.

D. Guidelines Review Committee: Please see Section VII, Part C of these minutes.

V. Management Report

Ms. Chavez reported the following information:

A. Financial Statement Review:

1. The February 2026 financial statement would be available on or about Wednesday, March 25th via Resident Connect.
2. A discussion was held about ongoing reconciliations related to the 2025 financials and previously unaccounted income adjustments like the Community Center rentals, the fee the Association pays for rental registration service as it is included in the rental costs, not charged on top of the rental fee.

B. Operations Updates:

1. Pool Bathroom Renovation Project: Bi-weekly progress discussions are held. The goal is to have the project completed by the end of April 2026 to ensure the work is done before the pool opens for Memorial Day weekend. Planning was underway for the distribution of pool passes. Coordination had already begun with High Sierra Pools to prepare for the upcoming pool season.
ACTION: A system audit will take place to ensure accurate resident data.
ACTION: The Pool Committee will be added to the monthly Board Meeting agenda under “Officer/Committee Reports”.
2. Retaining Wall Project: The contract for the retaining wall and stairway project was executed. Becht Engineering was coordinating with Peak General Contracting to finalize design details and submit drawings for permitting. During the process, Peak raised concerns regarding the previously approved selection of multiple stone types. Specifically, Peak indicated discomfort with independently determining how to distribute the different stone materials throughout the project and requested direction from the Board. The Board clarified that the original intent was to incorporate all previously reviewed stone options to achieve a cohesive aesthetic. After discussion, the Board agreed that an approximately equal distribution of the selected stone types would be appropriate. Concerns were shared by multiple Board members regarding the project timeline, particularly given the proximity to the upcoming pool season. The Board emphasized that the retaining wall and stairway construction must be carefully coordinated with the pool opening to avoid disruption of the schedule. Additionally, the Board discussed the possibility that, if the contractor cannot complete the work prior to the start of the pool season, the project may need to be deferred until after the season concludes.
ACTION: Management will meet with the contractor and provide the Board with a detailed project schedule, including confirmation of whether completion can occur prior to Memorial Day 2026.
3. Tot Lot Enhancements: Enhancements were underway, including the installation of new trash receptacles, benches, and picnic tables throughout several neighborhoods. Additionally, work began on the retaining wall border improvements at Diamond Hill. Residents in the affected area were notified that the playground would

be temporarily closed during construction. Communication challenges persist due to low enrollment in Resident Connect, with only a limited number of residents registered as of the March 2026 Board Meeting. As a result, the office has initiated door-to-door distribution of notices to ensure residents are informed of ongoing work.

ACTION: Management will include instructions for registering with Resident Connect in all distributed notices.

4. Basketball Court Enhancements: Coordination was ongoing with O’Leary Paving regarding scheduling of the basketball court enhancements. Updates were expected once installation timelines were confirmed.
5. Wynnfield Crosswalk Installation: Crosswalk construction had commenced at multiple locations, including the intersections of Waters Point Lane and Sunbright Lane. Although the contractor had previously indicated a general timeframe for beginning the work, the exact start date was not communicated in advance, resulting in limited opportunity to notify residents.

ACTION: Management will follow up with the contractor to obtain a confirmed project timeline and communicate expected completion dates to the community.

6. Waters Landing Drive County Meeting: A virtual meeting with Montgomery County Transportation was scheduled for Monday, April 20, 2026 at 7:00 p.m. The purpose of the meeting is to discuss the potential installation of speed humps along Waters Landing Drive. Residents will be invited to attend the meeting, and additional details will be distributed through available communication channels.

ACTION: Management will distribute the meeting details to residents.

7. Resident Communication Strategy: There is a need to improve communication channels. Concerns included limitations with Resident Connect notifications and the need for broader outreach.

ACTION: The Association’s communication methods will be evaluated, including email distribution via Resident Connect versus GoDaddy.

8. Pool Season: Planning was underway for the distribution of pool passes. Coordination had already begun with High Sierra Pools to prepare for the upcoming pool season.

ACTION: A system audit will take place to ensure accurate resident data.

ACTION: The Pool Committee will be added to the monthly Board Meeting agenda under “Officer/Committee Reports”.

- C. Operations Updates: Mr. Jenkins reported the biannual vehicle inspections had resumed and were being incorporated into the regular common area inspections. During the recent inspections, approximately 14 to 15 vehicles were identified as violating community policies. The violations included expired registrations, non-operational vehicles, and vehicles associated with ongoing repair activity within the community. Enforcement procedures require initial tagging of vehicles followed by a two-week compliance period before further action can be taken. The Board confirmed that non-operational vehicles and vehicle repair activities were not permitted on Association property, and should be enforced in accordance with the existing policies. Management recommended that the Board revisit the current parking policy, noting that certain provisions such as the 14-day enforcement timeline may be overly lenient; and that some language lacks clarity. The Board agreed that a comprehensive review of the parking policy is warranted – particularly given recurring issues across multiple neighborhoods.

ACTION: The Board will initiate a review and potential revision of the parking policy to improve clarity, enforceability, and consistency.

VI. New Business

- A. Vacant Board Position: The Board of Directors considered how to address the Board vacancy after the resignation of the Vice President. The discussion ranged from Board being able to appoint an owner at this time, putting out a call for candidates to then appoint from that pool of owners or to hold a special election.

MOTION: Mr. Green moved to appoint a seventh owner to the Board of Directors. Mr. Straub seconded. The motion failed by a vote of two in favor (Mr. Green and Mr. Straub), four opposed, and zero abstained.

MOTION: Ms. Varnavas moved to appoint Mr. Sagarin. The motion was retracted.

MOTION: Ms. Varnavas moved to appoint Andy Williford as Board Vice President. Ms. Lamanna seconded. The motion carried unanimously. Mr. Williford will now serve as Vice President and what is known as “Director 2” or one of the Member-At-Large positions is now vacant.

- B. Highlands Neighborhood Sign: The one neighborhood sign for the Highlands had either been vandalized or knocked over and had been recommended to be replaced by Management with one quote from Hann & Hann. Discussions were had about whether this expense would be from operating or reserves as the sign is not in the current reserve study. The discussion was also had about more signs in the Highlands as well as all the neighborhoods.

ACTION: Mr. Green moved to approve the replacement of the Highlands sign at a cost not to exceed \$3,000, contingent upon receipt of the final design. Mr. Sagarin seconded. The motion carried by a vote of four in favor, zero opposed, and two abstained (Ms. Lamanna, Mr. Straub).

C. AERC Policies and Procedures:

MOTION: Mr. Green moved to approve the updated AERC policies and procedures with the specified revisions:

1. The elimination of walk-on applications
2. A requirement to notify the community of applications prior to review
3. A requirement to notify the community of decisions after review
4. Enforcement of complete application submissions before review

Ms. Varnavas seconded. The motion carried by a vote of five in favor, zero opposed, and one abstained (Ms. Lamanna).

D. Logansport NAC Parking Status: The Board revisited ongoing parking challenges in the Logansport neighborhood, including prior efforts by the Neighborhood Advisory Committee (NAC) to evaluate potential solutions. The Board acknowledged that previous proposals were not approved due to concerns regarding cost, incomplete data, and the structure of the survey presented to residents. Discussion focused on the need for a more comprehensive and neutral approach moving forward, including the development of a revised survey; the inclusion of cost implications (possible special assessments to the neighborhood); and clear communication of trade-offs. The Board also discussed broader considerations such as special assessments, shared community responsibility, and resident parking behaviors.

ACTION: Board representatives will develop guidance and a survey framework to support the NAC with gathering accurate and unbiased resident input.

E. Swim Team Schedule: The Board discussed the proposed swim team schedule for the upcoming season. They also discussed historical scheduling patterns and holidays and the importance of reviewing prior pool usage data to better understand peak demand and inform scheduling decisions.

MOTION: Mr. Green moved to approve the proposed swim team schedule as documented, reserving the right to revoke dates in the future as necessary. Mr. Straub seconded. The motion carried unanimously.

ACTION: Management will notify the swim team of the approved schedule and will coordinate execution of the facility use agreement consistent with prior years.

F. Pool Committee:

ACTION: The Pool Committee, in coordination with management, will evaluate options for posting pool schedules at each pool location and provide recommendations for implementation.

G. Other Pool-Related Matters:

1. **DECISION:** The Board affirmed the decision to proceed with the originally selected blue roll-up security door for the pool area despite the associated delivery delay.
2. **ACTION:** Management will consult with the Association's insurance provider (and the swim team's insurer, if applicable) to determine whether floatation devices are permitted under the existing policies for both private and community-wide events.

VII. **Old/Unfinished Business**

A. Policy for Committee Funding and Community Events:

MOTION: Ms. Varnavas moved to approve the Committee Funding and Community Events Policy as presented. Mr. Sagarin seconded. The motion carried unanimously.

ACTION: Management will distribute the approved policy to all committee chairs and ensure accessibility for all committee members.

B. Annual Meeting Resolution: The Board continued discussion regarding the development of a formal policy governing Annual Meetings of the membership. The Board reviewed challenges encountered during the prior Annual Meeting, including difficulty achieving quorum; procedural ambiguities; and limitations imposed by the governing documents. The proposed policy aimed to establish clear procedures for meeting conduct; introduce advance submission of motions for inclusion in the meeting materials; and improve transparency and participation

The Board confirmed that no vote would be taken during the March 2026 Board Meeting, as additional input from owners was desired prior to finalization.

ACTION: Management will post the draft Annual Meeting policy; distribute mailed notices to owners; and collect feedback from the ownership.

DECISION: The Board established Friday, April 24, 2026 as the deadline for the submission of owner feedback, with review to occur during the subsequent Work Session followed by Board action in May 2026.

- C. Architectural Guidelines Review: Review of the Association’s architectural guidelines was ongoing. Board members were assigned specific sections for evaluation at the March Work Session, including the existing guideline language; recommendations from the Guidelines Review Committee; and applicable county and state regulations. Further discussion will take place during the next Work Session, where Board members will report on progress and identify potential revisions.

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**):

- Referencing a possible requirement in the governing documents for an odd number of Board members.
- Reporting potential permitting requirements for community signage.
- Offering recommendations to improve communication within the Waters Landing community.
ACTION: Management will evaluate website organization and identify opportunities to improve navigation, the consolidation of information, and overall usability.
- Reporting the completion of park improvements and encouraging further engagement with county officials regarding underutilized park areas.
- Raising concerns about the inconsistent use of Resident Connect; the lack of a centralized communication strategy; and the limited ability for residents to provide input outside of the Open Forum.
ACTION: Management will evaluate the implementation of an online “suggestion box” or submission form to facilitate resident communications outside of Board Meetings.
- Expressing concern that agendas are not consistently posted in advance of meetings.
ACTION: Management will ensure that meeting agendas are posted in advance of future meetings in accordance with the Board’s expectations.

X. Announcements

DECISION: The Board of Directors have agreed to hold their next Work Session on Thursday, April 2, 2026 at 6:00 p.m.; and their next Board Meeting on Thursday, April 16, 2026 at 6:00 p.m.

DECISION: No Executive Session was required following the March 19, 2026 Board Meeting.

XI. Adjournment

MOTION: Mr. Green moved to adjourn the March 19, 2026 Board of Directors Meeting at 9:00 p.m. Ms. Varnavas seconded. The motion carried unanimously.