

**WATERS LANDING ASSOCIATION**  
Minutes from the Board of Directors Meeting  
Wednesday, January 15, 2025

**In Attendance – Board of Directors**

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

**In Attendance – Management Team**

- Donald 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 Wednesday, January 15, 2025. 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 6:32 p.m. Introductions were presented of Board members and the management team.

**II. Review and Approval of Agenda**

**DECISION:** The Board of Directors approved the January 15, 2025 Meeting agenda as amended.

**III. Review and Approval of Meeting Minutes**

**MOTION:** Mr. Williford moved to approve the November 21, 2024 Board of Directors Meeting minutes as presented. Mr. Callicutt seconded. The motion carried unanimously.

Board Secretary Ms. Kizer has been reviewing the lengthy, automated transcript captured from the Association's 2023 Annual Meeting in an attempt to draft a set of minutes from that meeting. Once created, those minutes will remain in draft form until the Association's 2025 Annual Meeting when a vote will take place. John Pesci encouraged the Board of Directors to consult with legal counsel in relation to drafting the 2023 Annual Meeting minutes.

**MOTION:** Mr. Green moved to make the draft version of the 2023 Annual Meeting minutes available in the management office for a 30-day owner review and comment period. Names will be redacted from the minutes except for the Motions. Before a second could be raised, a discussion ensued. A motion was made by Mr. Green and seconded by Mr. Sagarin to remove names and have hard copy available for review. Passed unanimously.

The 2024 Annual Meeting minutes will be drafted by the Secretary, and will be voted on during the 2025 Annual Meeting.

**MOTION:** Mr. Green moved to make the draft version of the 2024 Annual Meeting minutes available in the management office for a 30-day owner review and comment period. Mr. Sagarin seconded. The motion carried unanimously.

**IV. Officer Committee Reports**

A. Community Engagement Committee (CEC): Onnie Watson reported the following information:

1. Calendar sales continued, with \$541 donated to Germantown Help to date.
2. More than 20 residents participated in the Winter Lights contest. Over 150 community members voted on their favorite decorations.
3. Thirty-two participants were present for the most recent bingo night.

4. Three charities were selected for the receipt of donations from Waters Landing: Waters Landing Elementary School to pay off student lunch debt; the Waters Landing Swim Team; and Black Rock in Germantown. Germantown Help may be a fourth option in the future since the Association just donated to them during the 2024 holiday season.
5. A Community Talent Show was being planned for Friday, March 21, 2025, and will be open to residents of all ages. Three winners will be selected. Tickets will be sold for the event at a cost of \$15 apiece.

**MOTION:** Mr. Callicutt moved in concept for the CEC to hold a Community Talent Show at Black Rock on Friday, March 21, 2025, pending the submission of insurance information and a copy of the contract. The required \$200 deposit will then be paid after obtaining Board approval. Ms. Kizer seconded. The motion carried unanimously.

6. Mr. Watson asked the Board of Directors to approve a CEC budget of \$2,000 for the 2025 calendar year.
7. In February 2025, the CEC will switch to using Google Meet for their meetings as they have had issues with conflicting Zoom meetings and Zoom meetings not being started by management office.
8. An Open House was being planned for Saturday, April 26, 2025. A community shredding component and the distribution of pool passes will be offered in conjunction with the Open House.

**MOTION:** Mr. Green moved to hold an Open House on April 26, 2025; and HOA to approve covering the cost of a community shredding event as part of the Open House. Ms. Kizer seconded. A discussion ensued about whether to obtain tentative contracts before a decision is made. An all-in-favor vote was not conducted concerning the motion.

**MOTION:** Ms. Kizer moved to approve April 26, 2025 as the date to hold an Open House. Mr. Sagarin seconded. The motion carried unanimously.

**ACTION:** Mr. Perper will look into the cost of adding shredding to the open house.

**MOTION:** Mr. Callicutt moved to authorize all committees to spend up to \$200 without prior approval from the Board of Directors. Ms. Varnavas seconded. The motion carried unanimously.

**ACTION:** Mr. Perper will inform all committee chairs and members about the decision.

B. Electric Vehicle (EV) Charging Committee: John Pesci reported Jordan Straub resigned from the EV Charging Committee after being elected to the Board of Directors. Anyone who would be interested in serving on the committee was encouraged to come forward.

C. Architectural & Environmental Review Committee (AERC): John Pesci reported the following information:

1. No AERC applications were received in the interim of the November 21, 2024 and January 15, 2025 Board Meetings.
2. The AERC still has five members, but would welcome additional volunteers.

D. Guidelines Review Committee: Susanne Wiggins reported the following information:

1. The committee met on Wednesday, January 8, 2025. Going forward, they will meet on the first Wednesday of each month via Zoom. Minutes from the committee's meetings can be found on the OneDrive.
2. Maria T. made great progress on producing a spreadsheet to document past AERC decisions.
3. The Guidelines Review Committee received a concern from an owner about containing trash.
4. The Committee received an invitation from an owner to learn about the history of fences in Waters Landing.

**ACTION:** The owner's writeup regarding the history of fences in Waters Landing was forwarded to Ms. Wiggins, and will be shared with members of the AERC.

## V. Management Report

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

A. Review of Open Action Items: Board members reviewed the latest Open Action Items List as included in the January 2025 Board packet.

**ACTION:** Management will ensure the list of Open Action Items is posted to the OneDrive.

B. Financial Statement Review: Mr. Perper reported the 2024 year-end financial statement will not be ready until the end of January 2025 to ensure the books are properly closed. The January 2025 statement will then be provided according to the usual schedule.

**ACTION:** Mr. Perper will propose potential dates to Board members for holding Open Work Sessions.

- C. Board Training:  
**ACTION:** Mr. Perper will propose potential dates for Board members to undergo a training with the Association's attorney, with the training to be provided at no additional cost to the Association since it is covered under the existing legal retainer.
- D. Investigation of Pool Bath Areas: Mr. Perper met with representatives from Lambis Rank to review the pool bath areas and mechanical systems. The results showed Waters Landing's pools are in good shape with only routine maintenance required. Additionally, the plumber visited the property and conducted a review of the waste lines using a camera; the electrician recently visited the property and provided favorable results; and an inspection was performed of the switchgear with favorable results. The next Switchgear inspection would not be required for another five years. Also, there is equipment in the pool storage room that is no longer needed, and could therefore be sold or donated.  
**ACTIONS:** Mr. Perper will schedule a Zoom meeting with Lambis Rank to discuss next steps for the Community Center Pool A and B bathroom renovation projects. (2) Mr. Perper will look into the possible donation of the unwanted equipment in the pool storage room.
- E. Inventory of Pool Furniture: This action will take place on Friday, January 17<sup>th</sup>.
- F. Retaining Walls and Deck Infrastructure: The integrity of some of the wooden deck supports must be determined. Becht Engineering recommended power washing the wooden supports to remove the buildup of algae. This work will likely not be done until spring 2025.
- G. Survey Regarding Waters Landing Drive: A survey will be mailed to owners regarding traffic safety on Waters Landing Drive. An electronic option will not be available, as the survey is too large for Survey Monkey. Responses will be due by the end of January 2025. The results will be shared with the Board of Directors for review and consideration.  
**ACTIONS:** The office will mail survey to the community.
- H. Swimming Pool Access and Tracking Software: Mr. Perper thanked Brandon Jenkins for volunteering to identify potential electronic solutions for pool admittance and usage tracking for future pool seasons. Three companies were being considered as of the January 2025 Board Meeting, and two demonstrations were scheduled for Tuesday, January 21<sup>st</sup>.
- I. Paving and Seal Coating Proposals for Townhomes: The Board of Directors approved proposals on November 21, 2024 with the understanding that the pricing was valid for 30 days. Mr. Perper confirmed that the pricing remained valid.

## VI. New Business

- A. Confirmation of Committees for 2025; Sending Out a Call for Committee Volunteers:  
**MOTION:** Mr. Green moved to put out a Call for Candidates for all four of the Association's committees along with committee descriptions and a copy of the Board qualifications statement. Owners will be given until February 7, 2025 to respond. Mr. Sagarin seconded. The motion carried unanimously.
- B. Review Versions of Code of Conduct and Ethics Documents:  
**DECISION:** The Board of Directors agreed by unanimous consent to defer a decision to allow additional time for reviewing the documents.
- C. Contract with Joseph Rector:  
**MOTION:** Mr. Green moved to approve a contract with Joseph Rector with the revisions requested by the Board of Directors. Mr. Williford seconded. The motion carried unanimously.

## VII. Old/Unfinished Business

- A. Churchill Senior Living (CSL) Request to Access WSSC Easement:

**DECISION:** The Board of Directors agreed by unanimous consent to have Joe Parreco with Churchill Senior Living meet with the Waters Landing community on Monday, January 27, 2025 at 6:30 p.m. to discuss Phase 3 development activities.

**MOTION:** Ms. Kizer moved to hold the meeting with Joe Parreco as an in-person only session. Ms. Varnavas seconded. The motion carried by a vote of four in favor, three opposed, and zero abstained.

**ACTIONS:** Information concerning the meeting with Joe Parreco will be published to the Waters Landing community in advance via *News Ashore*, the Association’s website, and via other means. (2) Mr. Parreco will be provided any questions received in advance, but will also be informed he should anticipate receiving questions during the meeting.

**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**):

- Relaying the difficulty being experienced by Zoom participants with hearing the meeting’s proceedings due to multiple conversations occurring at once.  
**ACTION:** The Board will be more mindful about eliminating side conversations during future meetings.
- Seeking clarity about decisions made concerning the Community Center Pool A and B bathroom renovation projects.
- Inquiring about the status of the previously anticipated meetings about handling the AERC inspections and enforcement; and commenting that any AERC applications should be compiled on a list.
- Requesting more information about CSL’s request to access the WSSC easement.
- Inquiring about the next steps to have curb cuts and crosswalks installed for pedestrian safety and easier navigation on Waters Point Lane and Wynnfield Drive.  
**ACTION:** Mr. Perper will arrange a date and time to have the aforementioned areas reviewed.
- Urging the Board to set a deadline regarding the curb cuts and crosswalks.
- Suggesting the installation of button-operated flashing lights at any intersections of concern.
- Asking that detailed notes be taken during the meeting with Joe Parreco; and that the Association’s attorney attend the meeting.
- Suggesting the establishment of a communications plan.
- Inquiring whether the handyman would be required to have Workman’s Compensation coverage if he is a 1099.
- Commenting that the bylaws are clear that the placement of trash in uncovered receptacles is prohibited.
- Commenting that FOBs should not be associated with a specific individual due to the potential for tracking personal information.
- Urging the Board to hold shorter meetings in the future; and to prepare for the Board Meetings beforehand for better efficiency.
- Expressing opposition to sanitizing the 2023 draft Annual Meeting minutes; and to owners having to review a copy of the draft 2023 Annual Meeting minutes in the management office on a limited timeframe. Also, the owner encouraged the Board to consult with legal counsel as suggested by Mr. Pesci.
- Speaking in favor of holding a hybrid meeting with Joe Parreco rather than in-person only.
- Inquiring why the “Chat” feature was not available during the Board Meeting.
- Requesting a Q&A as part of the meeting with Joe Parreco.
- Offering comments about the Community Center Pool A and B bathroom renovation projects; and noting there is a difference between improvements and maintenance.

**X. Date of Next Board Meeting**

**DECISION:** The next Board of Directors Meeting would be held in person on Wednesday, February 12, 2025 at 6:30 p.m.

**XI. Adjournment to Executive Session**

**MOTION:** Ms. Kizer moved to adjourn the January 15, 2025 Board of Directors Meeting at 10:32 p.m. Mr. Sagarin seconded. The motion carried unanimously. The Board of Directors then proceeded to an Executive Session for the discussion of collections.