

WATERS LANDING ASSOCIATION
Minutes from the Board of Directors Meeting
Thursday, May 22, 2024

In Attendance – Board of Directors

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

In Attendance – Management and Office Staff

- Donald Perper, General Manager
- Luisa Chavez, Assistant General Manager
- Branden Jenkins, Resident Services Coordinator

I. Call to Order & Verification of Quorum

The Board of Directors of the Waters Landing Association convened a meeting on Thursday, May 22, 2024. The meeting was convened in person using Zoom technology for minutes. With a quorum of the Board of Directors verified, the meeting was called to order at 7:02 p.m.

II. Review and Approval of Meeting Minutes

MOTION: Mr. Green moved to approve the April 18, 2024 Board of Directors Meeting minutes as presented. Mr. Callicutt seconded. The motion carried unanimously.

III. Officer Committee Reports

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

1. All applications were approved from May meeting.

B. Electric Vehicle (EV) Charging Committee: Mr. Green reported the Board of Directors approved the Electric Vehicle Charging Policy, letter, and indemnification documentation. The information will be sent to legal counsel for filing. Next steps are to solicit bids for sidewalk prototypes. Guidelines for residents will be posted. Approved/suggested vendors list will be available for applicants once bids and prototype have been completed.

ACTION: Management will remain abreast of grants that are available from Montgomery County and the State of Maryland. A Charter needs to be completed for this committee as they go into Phase 2.

IV. Management Report

Mr. Perper reported the following information:

A. March 2024 Financial Report:

1. Mr. Perper will continue to provide a monthly financial report to the Board of Directors. However, Sonia Iraheta, Assistant Controller & Senior Financial Manager from FirstService Residential (FSR), will provide a quarterly financial report going forward.
2. Waters Landing was in excellent financial shape through March 31, 2024. Reserve funds totaled nearly \$3.7 million. Mr. Perper and Ms. Varnavas worked with a representative from XML Financial to re-ladder approximately \$550,000 of the Association's cash with maturation dates of one, two, and three years. This will ensure the Association has liquidity available to cover upcoming capital projects. All of the Association's reserve transfers are being made on a monthly basis according to the budget. For the month of March 2024, the Association showed an actual surplus of \$42,897 compared to the budgeted surplus of \$14,295. Year-to-date, the Association showed an actual surplus of \$130,789 compared to the budgeted surplus of \$14,712.

3. When the 2025 budget is drafted, consideration will be given to the capital projects for that year. Work on the roof, Pools A and B, asphalt, and concrete are the major projects that are upcoming. The major line items of the budget will be seasonalized so they are broken down for the appropriate number of months.
- B. CSL Settlement: Management received email messages from a few owners inquiring about the Churchill Senior Living (CSL) settlement. CSL has satisfied the terms of the settlement, and the Home Owners' Association has received the funds. The settlement is now considered complete. Per the agreement with CSL, the suit information was removed from the Waters Landing website. Churchill Senior Living has been paying their assessments in a timely manner. The final legal bill has been paid in relation to the settlement.
ACTION: Mr. Perper will conduct an in-depth review to recalculate the total litigation costs associated with the CSL settlement.
- C. Contracts List: Mr. Perper reported the following information:
1. The Association's contracts are mostly on target with the budget, although the "Refuse" line item is slightly over budget year-to-date. Options are being researched to help improve the placement of trash into the cans rather than on the ground. The contractor offered to provide marked trash cans assigned to each address at a cost to be determined.
 2. A discussion ensued regarding new mailboxes for Waters Landing.
ACTION: Various options will be explored by the NACs to ensure the best decision is made.
 3. Management remains up-to-date concerning when contracts come up for renewal to ensure the service can be sent out to bid.
- D. Resident Connect: Enrollment numbers remain lower than desired for using Resident Connect.
ACTION: Management and the Board will hold discussions during upcoming Working Sessions concerning how to increase the enrollment numbers.
- E. Smartwebs: Ms. Chavez reported the AERC underwent a Smartwebs training on Wednesday, May 8th. The system will be rolled out on or about Saturday, June 1, 2024 to begin receiving, processing, and approving AERC applications. Prior to that, the AERC will work with management to perform a test run of the Smartwebs system.

V. New Business

- A. Website: Ms. Chavez reported the following information with input from Mr. Perper:
1. The cookie pop-up on the website has been resolved so that users now have the option to either "Accept" or "Reject".
 2. Options were researched for revamping the website. GoDaddy provided pricing of approximately \$3,900. Additional options are being sought from other service providers who specialize in serving community associations.
ACTION: Links will be provided to the Board for review and discussion during a Working Session.
- B. AERC Policies and Procedures: Mr. Green reported, after discussions were held with the AERC and legal counsel, an updated version of the AERC Policies and Procedures for emergency applications and walk-in requests was included in the May 2024 Board packet for consideration. Mr. Green summarized the changes, and a Board discussion ensued.
MOTION: Ms. Kizer moved to approve the revised AERC policies and procedures with the inclusion of a provision that would allow the AERC to handle emergency applications. Mr. Green seconded. The motion carried unanimously.
- C. Open House Follow-Up: Ms. Kizer reported the event was a success despite the rain. FSR was present to distribute pool passes and sign up members on Resident Connect. Representation from CCOC, MC311, MC Recycling, Sheriff's Office, and MC Police Dept. were present. The swim team was present. Face painting and games were offered. Beltway Bistro, Chick-Fil-A and Bruester Ice Cream were available. A community engagement survey was circulated. Another open house may be planned for fall 2024.

VI. Old/Unfinished Business

- A. Pool: Last minute details are being handled for the pools to open on time for the 2024 season on Saturday, May 25th at 8:00 a.m. Mr. Perper summarized the work to be done ahead of the opening (e.g., drywall replacements, cleaning of the pools, placement of the mats, etc.). All of the required inspections have passed. Mr. Perper thanked Mr. Jenkins and Ms. Chavez for distributing the pool passes.
- B. **MOTION**: Ms. Varnavas moved to approve the pool schedule as presented. Mr. Sagarin seconded. The motion carried unanimously.
ACTIONS: The dates will be reviewed with the community center team prior to the next Board Meeting. Additionally, the pool calendar will be sent via an e-blast on a weekly basis.
- C. Condition Report:
1. The HVAC unit for the Community Room has been addressed to ensure proper cooling. There are a few parts that still need to be replaced along with the thermostats.
 2. The electrical panels are in good condition throughout the community. Every five years, the lugs/main bolts are tightened. An electrician has been scheduled to visit the property to perform that work.
 3. **ACTION**: The Condition Report will be further discussed during the next Working Session.
- D. Swim Team:
1. Following research, it was determined that a few policies were available for the swim team. Actual costs will not be provided until the swim team actually applies for the coverage. In the meantime, the swim team is covered to start the 2024 season through July 22, 2024. An application must be filed for a Tax ID number before a new policy can be obtained.
 2. Most community associations are being advised to remove the diving board from their pool. Mr. Perper provided a heads up that the same request may be made of Waters Landing for the purpose of securing insurance for the HOA.
 3. **MOTION**: Mr. Green moved to approve a budget of \$10,000 for the swim team's 2024 season. Ms. Varnavas seconded. The motion carried by a vote of five in favor, zero opposed, and one abstained (Mr. Sagarin).
ACTION: The matter may be further discussed by management and the Board of Directors; and may be revisited during the next Board Meeting.
 4. Jessica Luna reported concerns have been raised that water polo was scratched as a swim team sponsored event. Ms. Luna also reported the swim team would like to facilitate a movie night for anyone in the Waters Landing community.
- E. Appointing Members to Establish an Architectural Guidelines Revision Committee: A Call for Candidates was put out for volunteers to serve on the Committee. By the deadline of Friday, May 3, 2024, 11 applicants had come forward for the five available positions. Board members each put forth the names of the five candidates they preferred to appoint. Ms. Varnavas and Mr. Green serve as the Board liaisons.
MOTION: Mr. Green moved to appoint Susanne Wiggins, Katie Ziner, Maria Travers., David Hunter., and Jacqueline Tatiefio Djemgheng to the AERC Guidelines Revision Committee. Ms. Varnavas seconded. The motion carried unanimously.
ACTION: Management will notify all 11 applicants of the results; and will inquire whether Susanne Wiggins would be willing to serve as the committee's liaison to the Board since she received the greatest number of votes.
- F. RSV Invoices:
ACTION: A meeting will be scheduled and held with the representative from RSV pools in advance of the next Board meeting to discuss their invoices.
- G. NAC: NACs are a way for residents to work together to enhance their neighborhoods and relay their opinions regarding the community. Mr. D'Ascoli is in the process of starting an NAC at WatersEdge.
ACTION: Mr. Callicutt will draft an NAC policy for the Board's consideration, and will present an update during the next Board Meeting.

H. Establishing a Pool Committee:

ACTION: The Board of Directors will discuss this matter during their next meeting.

I. Community Engagement Committee: Ms. Kizer reported drafting a charter to establish a Community Engagement Committee, with that charter included in the May 2024 Board packet. Ms. Kizer summarized the details of the charter. A Call for Candidates will be uploaded a week from Friday and close by June 14th. Mr. Williford and Ms. Kizer will serve as Board liaisons.

MOTION: Mr. Green moved to approve the Community Engagement Committee charter with a change in the meeting frequency to “a minimum of once per quarter”. Mr. Williford seconded. The motion carried unanimously.

J. Condition Report: Please see Section VI.C of these minutes.

VII. Open Forum

Questions and comments were raised by members of the Waters Landing community:

- Recalling the governing documents indicate guidelines must come from the AERC to the Board of Directors for approval; and clarifying the AERC review and approval processes.
- Asking whether the stumps will be ground from the trees that were removed on county roads; and whether any new trees will be planted in some of those locations.
- Reporting the swim team is in the process of becoming a non-profit.
- Discussing the roles of the AERC and NAC.
- Suggestions for activities to propose to Community Engagement Committee.
- Offering comments regarding the recent open house.
- Landscaping issues – proper mulching practices by our landscapers.

VIII. Date of Next Board Meeting

The next Board of Directors Meeting will be held on Thursday, June 20, 2024 at 7:00 p.m.

ACTION: The Board will determine whether the next meeting will be held strictly by video or as a hybrid.

IX. Adjournment to Executive Session

MOTION: Mr. Green moved to adjourn the May 22, 2024 Board of Directors Meeting at 9:35 p.m. Mr. Callicutt seconded. The motion carried unanimously. The Board of Directors then proceeded to an Executive Session for the discussion of delinquent accounts and collections.