WATERS LANDING ASSOCIATION

Minutes from the Board of Directors Meeting
Thursday, August 20, 2026

In Attendance – Board of Directors

- Gavin Green, President
- Andy Williford, Vice President
- Anna Varnavas, Treasurer
- Mark Sagarin, Assistant Treasurer
- Jordan Straub, Secretary
- Kay Lamanna, Member-at-Large (attended virtually)

In Attendance – Management

- Ben Deering, General Manager
- Sonia Iraheta, Assistant Controller with FirstService Residential (FSR) (attended virtually)

I. Call to Order & Verification of Quorum

The Board of Directors of the Waters Landing Association convened a meeting on Thursday, August 20, 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 6:04 p.m.

II. Review and Approval of Agenda

DECISION: The Board of Directors approved the August 20, 2026 meeting agenda as amended.

III. Financial Report – Q1 and Q2 2026

Ms. Iraheta presented a financial summary for the period ending June 30, 2026. Waters Landing continued to perform well operationally. Revenues exceeded the budget, while operating expenses remained under budget. Although the delinquency balance remained high, the Association continued to make progress with collections. Reserve contributions were being transferred as scheduled and in accordance with the approved budget. Ms. Iraheta also highlighted a few expense line item variances that either exceeded or performed under budget.

Because her report directly corresponded with that of Ms. Iraheta, Ms. Varnavas presented a brief Treasurer's Report at this juncture. Ms. Varnavas reported that the Association was financially sound, operating on budget or better, and coming into the second half of the year in a strong position. Ms. Varnavas highlighted a procedural improvement made during the prior year regarding reserve funding. Reserve contributions were now automatically transferred when assessments were received rather than remaining temporarily within operating funds. As a result, the reserve allocation was effectively removed from operating funds at the outset and deposited directly into reserves.

Ms. Varnavas also reported that the Board and management were beginning to turn their attention to preparation of the 2027 budget that would later be presented for review and approval.

ACTION: The management team will determine whether any legal invoices received after preparation of the June 2026 financial statements should have been accrued or otherwise affect the reported legal expense variance.

IV. Review and Approval of Meeting Minutes

DECISION: The Board of Directors agreed by consensus to defer approval of the July 2026 Board Meeting minutes and the December 2025 Special Meeting minutes until their next meeting.

V. Open Forum

Mr. Green offered comments regarding the Annual Meeting process; the proposed policy that would be considered during "Old/Unfinished Business"; the effect of electronic and proxy votes on the 2025 Annual Meeting; and the Board response to motions made at the 2025 Annual Meeting. Questions and comments were then raised by members of the Waters Landing community (with any action items noted in **BOLD**):

- Raising concern regarding the wording and operation of the proxy form in relation to the establishment of a quorum; what constituted a ballot, and how the proxy affected votes on motions.
  ACTION: The Board and management will review the revised proxy form and the issues raised by Nadine Ritter to determine whether the form clearly identifies the proxy holder; distinguishes directed voting from quorum representation; and accurately explains how the proxy will be used.
- Seeking clarity about whether a successful motion of the membership could still require subsequent Board action.
- Asking about a provision requiring candidates for the Board of Directors to obtain supporting signatures.
- Expressing concern about the effectiveness of the Association's communications in relation to the Annual Meeting policy.
- Asking whether anything could be done to prevent the voting rights of individual homeowners from being diluted by a single entity controlling a large block of votes.
- Suggesting that the Board investigate whether ranked-choice voting could be used for Board elections if permitted by the Association's governing documents.
- Inquiring whether the Board would consider retaining independent outside counsel to evaluate the work of the law firm that represented the Association during the settlement; and asking the Board to identify the independent legal counsel that had reviewed the proposed Annual Meeting document.
- Offering an alternative interpretation of the quorum language in the bylaws.
  ACTION: The owner (Anita Weinstein) will provide her interpretation of the bylaw quorum and proxy provisions in writing for Board and legal review.
- Advocating for reconsidering electronic voting and returning to paper ballots.
- Requesting that the Board delay its vote on the proposed policy and establish a working group to review the final document.
- Raising concerns about member standing, voter rolls, the handling of voting records, and whether the process had sufficient independent oversight.
- Asking the Board to preserve the online chat from the August 20, 2026 Board Meeting, as the owner believed it contained numerous substantive comments that deserved to be reviewed.

VI. Officer Committee Reports

A. Treasurer's Report: Please see Section III of these minutes.

B. EV Charging Committee: Mr. Deering reported attending the committee's most recent meeting where they discussed the EV charging station sidewalk channels.

C. Architectural & Environmental Review Committee (AERC): Mr. Deering reported the following information:
   1. The committee approved 12 applications and tabled two applications. A few maintenance applications were approved and posted to the Waters Landing website.
   2. The AERC handled the appointment of officers. As a result, Matthew, the former vice chair was appointed the committee's new Chair. A Vice Chair of the AERC will be appointed during their next meeting. Tracy will continue serving as the AERC Secretary.

D. Community Engagement Committee (CEC): Karen Kizer highlighted recent and upcoming Association events. She also relayed the CEC's efforts to increase participation in Association events and civic matters, and efforts to educate residents about the importance of educating residents about the importance of participating in the Association's elections.

E. Pool Committee: Kelli Keith reported the following information:
   1. The committee discussed the extension of pool operations through Sunday, September 27, 2026.
   2. The prior concern regarding the placement of lounge chairs on grassy areas was resolved.
   3. Management has been working to secure a new pool cover.

4. High Sierra is developing recommendations identifying maintenance needs and items that should be replaced.
5. The committee planned to use the period following pool closure to review pool use data, evaluate the check-in policy for the 2027 season, and consider other improvements.
6. The possibility of installing a mural at the pool was under consideration.
7. The Pool Committee requested additional time to investigate lifeguard chair replacement options rather than limiting consideration to the small number of choices that were initially provided by High Sierra.
8. The Pool Committee proposed another movie night for Saturday, September 19th.
   DECISION: The Board of Directors agreed by unanimous consent to authorize the Pool Committee to proceed with planning a September 19th movie night at Pool B, subject to the anticipated pool season extension and normal operational requirements.
9. **ACTION:** Management will work with the CEC, Pool Committee, and the pool management representatives to establish dates and logistical details for the proposed customer appreciation pizza events at Pool A and Pool B.

VII. Management Report

Mr. Deering reported the following information:

A. Operations Updates:

1. Sealcoating Project: Signs identifying the sealcoating project work dates were prominently placed so residents entering or leaving the affected communities would see them. The staff also sent targeted emails and customized postcards to those affected by the work. The contractor had additionally installed signs along the streets scheduled for work. Ms. Varnavas commended the performance of Mr. Deering since March 2026 during what she described as a particularly difficult transition. Ms. Varnavas expressed considerable confidence in Mr. Deering's ability to manage the matters being presented to him.

2. Pool Bathroom Renovation: Lambis Rank proposed a flat rate of $7,500 for August 2026 in lieu of the prior $500 per day rate. Punch list work remained in progress, and a project activity log was provided to the Board. Follow-up items such as warranty matters, additional punch list items, and liquidated damages discussions will be addressed after punch list closeout.

3. Community Center Retaining Wall: Ms. Chavez is managing the project. A pre-construction walkthrough was scheduled for the last week of August 2026, with vendor mobilization beginning on Tuesday, September 8th. Project add-ons will be discussed later during the agenda. Overall, the project was progressing.

4. Pool Season Extension: The total cost to extend the pool season through Sunday, September 27, 2026 came in under budget at $524.

5. Swim Team Item Reimbursement: The insurance deductible exceeds the value of a potential claim for the missing swim team and Association items, and a theft claim would require a police report. Management awaited final determination from the project manager and contractor regarding reimbursement.

6. Arborist Assessment: Review of the community's 2,000+ trees remained underway. An updated count of the trees assessed to date will be provided.

7. Reserve Study: A reserve study update was in progress. Management submitted an initial list of updates to the reserve advisor. An on-site inspection was pending.

8. Speed Hump Concurrence Process: The process has been progressing favorably. The CEC will report on door-to-door canvassing progress, and response numbers will be provided.

9. Committee Attendance Audit: This was completed according to the Board's direction. Only one committee member was identified as inactive. The full list was provided to the Board of Directors.

10. Annual Audit: The draft audit was provided to the Board for review. Discussion will take place during the coming weeks, with the final audit due by Tuesday, October 13th.

11. Fire-Damaged Home: The townhome that burned in 2023 remained in poor condition. Management reached out to the owner for an update, with a response requested within the coming week.

12. Condo Portal Rollout: All condominium units are fully entered into the system, and all residents can access the Resident Connect portal.

B. Operations Calendar and Contracts Schedule: The latest version of the Operations Calendar and Contracts Schedule documents was included in the Board packet. Mr. Deering noted that the contract schedule remained in draft form, as several contracts still needed to be added. Ms. Varnavas reported totaling the contractual commitments reflected in the schedule at approximately $943,000 for 2026 (compared against approximately $1.214 million noted in the approved budget).

C. Common Area Report: Mr. Deering reported that the recent common area inspections had focused heavily on the townhome neighborhoods. Therefore, the staff had shifted attention to single-family-home areas and, in particular, the cul-de-sacs. Management explained that the resulting report was intended to document conditions for the Board, and did not necessarily mean that enforcement or corrective action had already been authorized.
ACTION: Management will include the condition and maintenance needs of Waters Landing community entrance signs in its common area review and identify signs requiring attention.

(At this juncture, the Board of Directors began volleying between Old/Unfinished Business and New Business items. Ms. Lamanna exited the meeting prior to Ms. Varnavas and Ms. Varnavas exited the meeting at 10:04 p.m.)

VIII. Old/Unfinished Business

A. Annual Meeting Policy:
MOTION: Ms. Varnavas moved to approve the Annual Meeting Policy Resolution as amended to remove the three-member signature requirement for Board candidates. Ms. Lamanna seconded. The motion carried unanimously.

B. Waterbury South Sidewalk Repairs:
MOTION: Mr. Green moved to award a repair contract to O'Leary for the Waterbury South sidewalks in the approximate amount of $95,000, with the cost to be paid from the Waterbury South reserve funds. The approval is conditioned upon striking or satisfactorily revising the provisions placing responsibility on the Association for permits, ADA compliance, and work location requirements. Mr. Sagarin seconded. The motion carried unanimously.

C. EV Sidewalk Channel Process and Vendor:
MOTION: Mr. Green moved to approve Hann & Hann for EV sidewalk channel installations at a cost of $1,200 for one; $1,400 for two; $2,600 for three; and $2,800 for four. The Association will pay the contractor and the applicable cost assessed to the participating unit owner(s). Water will be supplied by the unit owner. Mr. Sagarin seconded. The motion carried by a vote of three in favor, zero opposed, and one abstained (Mr. Straub).

D. Pool A Lifeguard Chair Replacement: Please see Section VI.E.7 of these minutes.

E. Bathroom Renovation Closeout:
MOTION: Ms. Varnavas moved to approve the presented Change Orders in the Board Packet for $5,848 for the bathroom renovation project. Mr. Williford seconded. The motion carried unanimously.

F. New Owner Orientation: This matter was listed on the Board Meeting agenda, but was not discussed.

IX. New Business

A. Collections Attorney Review:
MOTION: Mr. Green made a motion to change collection attorneys to Rees Broome. Ms. Lamana seconded. The motion carried with six (6) in favor, zero opposed, and one (1) abstention (Mr. Straub).

MOTION: Ms. Lamana made a motion to change Counsel to Rees Broome for accounts and all legal representation. Mr. Sagarin seconded.
ACTION: The Board of Directors selected Rees Broome to serve as the Association's new collections legal representation, and directed management to proceed with the necessary retainer and transition documents. Management will finalize the retainer and related documentation necessary to transition the Association's collections legal work to Rees Broome. The motion carried with six (6) in favor, zero opposed, and one (1) abstention (Mr. Straub).

B. Snow Removal Service Agreement:
DECISION: The Board of Directors postponed final action on the snow removal service agreement so that the language could be clarified – particularly the distinction between common perimeter sidewalks and individual walkways leading to townhome entrances.

C. Snow and Ice Management Policy:
DECISION: Consideration of the Snow and Ice Management Policy was deferred to a subsequent meeting, pending clarification of homeowner and Association responsibilities.

D. Community Center Retaining Wall Project Add-Ons:
MOTION: Mr. Green moved to approve the water fountain removal, wooden barrier work, and bike rack removal/replacement associated with the community center retaining wall project. Mr. Williford seconded. The motion carried unanimously.

E. Preventive Maintenance Agreement – HVAC:
MOTION: Mr. Williford moved to approve the HVAC preventive maintenance agreement with Harvey Hottel, Inc. at an annual cost of $4,000 annually. The effective date will be noted as either Friday, August 21, 2026 or Tuesday, September 1, 2026. Mr. Sagarin seconded. The motion carried unanimously.

F. Plumbing Preventive Maintenance Agreement:
MOTION: Mr. Williford moved to approve the plumbing preventative maintenance agreement with ACI at an annual cost of $5,439, with the effective date corrected to either the date of the Board President's signature or Tuesday, September 1, 2026 to ensure the Association receives the full intended contract term. Mr. Sagarin seconded. The motion carried unanimously.

G. Community Center and Pool B Sealcoating:
MOTION: Mr. Green moved to approve extending the sealcoating services to the Community Center and Pool B parking lots at a cost not to exceed $11,625, with work to commence following the end of the 2027 pool operations. Mr. Sagarin seconded. The motion carried unanimously.

H. Community Center Door Replacement: This matter was listed on the Board Meeting agenda, but was not discussed.

I. Community Center Landscape Design: This matter was listed on the Board Meeting agenda, but was not discussed.

J. Trash Service Increase – Select Neighborhoods: This matter was listed on the Board Meeting agenda, but was not discussed.

(Mr. Sagarin exited the meeting at 10:32 p.m. and quorum was lost)

X. Confirm Action Items from Current Meeting

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

XI. Announcement

DECISION: The Board of Directors agreed to hold their next Working Session on Thursday, September 3, 2026 at 6:00 p.m., and their next Open Meeting on Thursday, September 17, 2026 at 6:00 p.m.

XII. Adjournment

MOTION: Mr. Green moved to adjourn the August 20, 2026 Board of Directors Meeting at 10:34 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 otherwise noted, the information contained in these minutes will be assumed to be correct.