WATERS LANDING ASSOCIATION

Minutes from the Board of Directors Meeting
Thursday, September 17, 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

In Attendance – Management and Guest Presenters

- Ben Deering, General Manager
- Luisa Chavez, Assistant General Manager
- Multiple Representatives of High Sierra Pools, Inc.

I. Call to Order & Verification of Quorum

The Board of Directors of the Waters Landing Association convened a meeting on Thursday, September 17, 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 6:14 p.m.

II. Review and Approval of Agenda

DECISION: The Board of Directors approved the September 17, 2026 meeting agenda as amended.

III. Review and Approval of Meeting Minutes

DECISION: Given that the July 16, 2026 Board Meeting minutes were received two weeks ahead of the September Board Meeting, and the August 20, 2026 Board Meeting minutes were received one week ahead of the September Board Meeting, the Board deferred approval of those minutes to allow additional time for review.

IV. High Sierra – Post-Season Review

High Sierra reported that its first season managing the Waters Landing pools went well overall. There were no major operational problems or health violations noted, and only two minor incidents were reported (neither of which required an emergency response). The Board and Pool Committee praised High Sierra's communication, responsiveness, and staffing.

High Sierra encouraged early approval of a new contract (preferably by the end of September or early October 2026) to allow sufficient time for recruiting and staffing. The representatives noted that the pools were overstaffed rather than understaffed in 2026. High Sierra intentionally hires about 10% above minimum staffing requirements to provide coverage for emergencies, schedule changes, and employee availability issues. The pool hours for 2027 can be changed after the contract is approved if the Pool Committee's review of 2026 attendance supports adjustments.

Regarding the condition of the pool, High Sierra identified significant deterioration in portions of the pools, including hollow areas, loose tile/coping, cracking plaster, and potential water intrusion. The existing pool plaster is deteriorating, and may contribute to water quality issues and rough surfaces that could injure swimmers. A simple plaster overlay might last only three to four years, while removing the existing layers down to the concrete shell would cost more but provide longer-term durability. Deteriorated coping can allow water behind the pool surfaces and potentially cause additional structural damage. Repairs were recommended for long-term preservation, but could ultimately be scheduled based on the Association's finances and priorities. Continued deterioration could lead to more expensive repairs or even

pool closures if failures occur during the season. High Sierra recommended considering major repairs in the fall when contractors generally have more availability and materials may be easier to obtain.

Replacing damaged/outdated chairs would require new pedestal anchors and sockets because the existing chair model is no longer readily supported. PVC and stainless-steel options are available. High Sierra also recommended replacing the existing pool covers, as they had become substantially translucent and no longer provided adequate safety and asset protection.

High Sierra is open to providing swimming lessons, but the matter would require further discussion regarding staffing, insurance, and administration.

V. Open Forum

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

- Raising concerns about ongoing low-frequency noise and marijuana odors from neighboring properties despite attempts to speak with those neighbors. **ACTION:** Management will research the ownership of the properties in question.
- Expressing frustration about communications/requests to the management office that had not received proper follow-up. **ACTION:** The homeowner will resend the specific address associated with a delinquency list concern so that management and the Board Treasurer can review the matter during the transition to new legal counsel.
- Suggesting that the Association independently evaluate recommendations from High Sierra before authorizing substantial expenditures, as High Sierra is a commercial company that likely has an interest in performing off-season work; and suggesting that the Association use a maintenance representative from Montgomery Village as a resource to understand the proper sequence and priority of pool repairs.
- Inquiring whether the Association's reserve study included the pools, and whether the Pool Committee could review the study to determine what pool work had previously been anticipated.

VI. Officer Committee Reports

A. Treasurer's Report: Ms. Varnavas reported on a recent meeting she attended with other Board representatives, Management, and the Association's new legal counsel. The principal purpose of the discussion was to address the transition of delinquency and collection accounts from the prior law firm to the new firm. The new law firm explained that their recommended approach would be to place each delinquency matter before the entire Board for discussion and approval. However, Ms. Varnavas expressed concern that doing so could delay routine collection activity by as much as one month while waiting for the next Board Meeting. She therefore asked whether the Board wished to continue the existing practice.

DECISION: The Board agreed to continue the existing delinquency process, under which the Board Treasurer and Management representatives coordinate routine collection matters with legal counsel and keep the Board informed rather than requiring a separate monthly Board vote on each routine action. Management will instruct the Association's attorney to copy the full Board and management on responses concerning legal matters.

B. EV Charging Committee: The EV Committee had not met since the previous Board Meeting. It was recalled that the Board had previously approved the EV charging station sidewall channel project. The office was working with the contractor and owners on the waiting list to begin implementation.

C. Architectural & Environmental Review Committee (AERC): The AERC met recently, but there had not been sufficient time to prepare a formal report for inclusion in the September 2026 Board packet.

D. Community Engagement Committee (CEC): Karen Kizer reported the following information:

1. Volunteers were continuing door-to-door work related to the speed hump concurrence project. Substantial progress had been made, and the committee was working through the remaining neighborhoods. However, conversations with residents while the CEC went door to door had repeatedly raised concerns about pedestrian safety and electric scooters.

   DECISION: The Board of Directors expressed no objection to the Community Engagement Committee arranging a pedestrian and scooter safety discussion with the police liaison tentatively for October 2026.

2. The CEC discussed its efforts to increase participation in the Association's election and Annual Meeting process. The committee researched and prepared educational material addressing why owners should vote; why owners might consider running for the Board; and why participation in the Annual Meeting is important. The information had been converted into a flyer for community distribution via email and posting at cluster mailboxes. Electronic voting will continue to be available through the Association's voting software, and paper voting will be addressed as part of the Annual Meeting election process. The Board agreed that voting instructions would need to be clearly communicated through the Annual Meeting notice and related materials.

E. Pool Committee: Amy Philips reported the following information:
1. The Pool Committee met on Thursday, August 27, 2026 and Tuesday, September 15, 2026. However, the committee did not complete a report in time for inclusion in the September 2026 Board packet (although minutes were either in progress or had been completed).
2. The committee had several substantial matters under review, including the proposed High Sierra contract for the 2027 pool season; High Sierra's recently submitted repair recommendations; and materials from Criterion concerning repairs to the pool furniture. The committee requested additional time to review the documents and formulate recommendations to the Board of Directors.
3. The Pool Committee asked the Board to explain why it had decided not to charge CSL a recreational use fee for the 2026 pool season. It was explained that the subject was discussed during a previous Executive Session because it involved contractual and financial matters. A subsequent decision had been made not to impose the fee for 2026.
4. The Pool Committee asked whether it was permitted to continue meeting and working during the months outside of the period referenced in its charter. It was clarified that the dates in the committee's charter were intended primarily to ensure that the committee remained active during the actual pool season. The language was not intended to prohibit committee members from performing additional work during the fall or winter. Board members stated they welcomed volunteers who wanted to begin preparing earlier for the next pool season; and that the committee could therefore continue meeting and developing recommendations during the off-season.
5. The Pool Committee intends to evaluate several matters before the next pool season, including hours of operation; attendance and check-in; lifeguard procedures; pool rules; maintenance and repair priorities; furniture; and other amenities. The committee will consider information from the recently completed pool season to determine whether changes should be made.
6. **ACTION:** The Management office will coordinate a future Working Session opportunity for the Pool Committee to present its recommendations and comparative research regarding other community pool operations.

It was announced that management and the Board had been discussing ways to make Board Meetings more efficient without reducing the value of committee participation. Board members agreed that the objective was to eliminate unnecessary repetition, not to prevent committee volunteers from communicating with the Board. The Board therefore acknowledged that committee participation should continue to be encouraged.

VII. Management Report

Mr. Green reported the following information:

A. Operations Updates:
1. Sealcoating Project: The project was described as substantially complete. However, certain work around the community center that had been affected by the exterior construction project would not be completed immediately, and was expected to be deferred until spring 2027.

2. Pool Bathroom Renovation: Although the renovated facilities had been placed into use, the financial and contractual closeout remained unresolved. Management was continuing discussions with Keller, Lambis Rank, and other parties concerning warranties, punch list work, outstanding costs, and responsibility for various expenses associated with the project. Ms. Varnavas emphasized that the Association had not requested a reserve transfer for the pool renovation project since approximately May 2026. Substantial amounts were still being withheld while the Association attempted to determine which party was responsible for unresolved project costs.

The Board recognized that the Association could eventually need to authorize a substantial reserve transfer or payment once the contractual disputes and closeout issues were resolved.

3. Community Center Retaining Wall: The existing retaining wall has been removed however there are concerns about the existing building's foundation wall that was unforeseen by the Engineer of Record (EOR). The Contractor is currently awaiting further direction from the EOR. The Contractor is ready to start the sidewalk replacement in front of the office and it will be closed for a certain amount of time and they will update the Association accordingly.

4. Arborist Assessment: Management provided a quick update in the Board Packet that there are significantly more trees than were estimated as there are over 1000 in Water's Edge alone, the neighborhood they started in. Once Water's edge is complete, Management will confirm with the Board on next steps.
ACTION: Management will continue working with the tree consultant to clarify the tree inventory, ownership boundaries, risk classifications, and likely next steps before the Board commits to a broad tree removal or maintenance program.

5. Reserve Study: The Board had previously concluded that the existing reserve study did not contain enough detail in certain areas. The consultant was therefore supplementing the study and incorporating projects that had already been completed. The updated information was expected to provide more useful guidance regarding reserve contributions and future capital expenditures, which would be particularly important as the Board began preparing the budget for the next fiscal year.

Mr. Deering reported the following information:

B. Operations Calendar and Contracts Schedule: The latest version of the Operations Calendar and Contracts Schedule documents were included in the Board packet. The documents will help the Board and management to readily identify upcoming contract expirations, renewal dates, and other deadlines.
ACTION: Management to provide a live link for the Board to review.

C. Common Area Report: The report identified maintenance observations by location and condition, and was intended to create a more systematic record of issues found throughout the community.

VIII. New Business

A. Pool Postseason Repair Proposals:
MOTION: Mr. Green moved to approve the purchase and installation of mesh safety covers for Pools A and B at a cost of approximately $20,000 per pool. Sagarin seconded. The motion carried unanimously.
DECISION: The Board deferred the remaining High Sierra post-season repair proposals so that the Pool Committee and management could provide further analysis and recommendations.

B. High Sierra 2027 Contract:
MOTION: Mr. Green moved to approve a pool management contract renewal with High Sierra for the 2027 season. Mr. Sagarin seconded. The motion did not carry by a vote of two (2) in favor (Mr. Sagarin and Ms. Varnavas), four (4) opposed, and zero abstained.

C. Excess Umbrella Insurance:
MOTION: Mr. Green moved to approve the purchase of an additional $4 million excess umbrella liability policy for approximately $17,603 for the policy term ending in July 2027. Mr. Straub seconded. The motion carried unanimously.

D. Annual Tot Lot Inspection:
MOTION: Mr. Green moved to approve Guardian to perform Certified Playground Safety Inspector reviews of all eight Waters Landing tot lots in 2026 at a total cost of $2,800, with Ms. Lamana amending that it is without committing the Association to annual inspections in future years. Ms. Varnavas seconded. The motion carried unanimously.

E. Community Center Usage Policy:

MOTION: Mr. Green moved to approve the request of a Girl Scout troop to use the Waters Landing Community Center for troop meetings on the dates provided between September 2026 and June 2027 – generally on Wednesdays from 6:00 p.m. to 7:00 p.m., subject to the normal reservation process; and the understanding that Association's scheduling requirements could affect availability. Mr. Straub seconded. The motion carried unanimously.
ACTION: Ms. Lamanna will coordinate with the management office to review the existing community center use policy and develop proposed language addressing standards or exceptions for community, nonprofit, volunteer, youth, and similar organizations.

F. Pool Bathroom Project Closeout:
MOTION: Mr. Green moved to continue using Lambis Rank's project management services through September 2026 at the existing maximum compensation of $7,500, and $5,500 in October 2026. Mr. Straub seconded. The motion carried unanimously.

G. Annual Meeting Vendor/Election Inspector Contract:
MOTION: Mr. Green moved to retain Election Buddy as the electronic voting platform for the Association's 2026 Annual Meeting and serve as the Inspector of Elections. Ms. Lamana seconded. The motion did not carry by a vote of one (1) in favor (Mr. Green), five (5) opposed, and zero abstained.
MOTION: Mr. Straub moved to retain Election Buddy as the electronic voting platform for the Association's 2026 Annual Meeting; and to use Action Management to provide paper ballots and serve as the overall Inspector of Elections. Ms. Varnavas seconded. The motion carried unanimously.
The Board then generally talked about mailing information where Management provided that if they are to send the Call for Candidates as a letter, the cost would be approximately $7,000 to the Association's three (3) mailing lists; on-site Owners' address, off-site Owners' Waters Landing address, and the off-site Owners' address. The Board took no exception.
ACTION: Management will post the Annual Meeting explanatory information and related election materials to the Waters Landing website and prepare the Call for Candidates mailer.

H. Groundskeeper Position:
MOTION: Ms. Varnavas moved to approve the consolidated groundskeeping services contract with Miracle Maids at a cost of $61,920 per year. The approval will replace the separate dog station/waste bin service, trash, and cleaning contracts, effective November 2026. Mr. Sagarin seconded. The motion carried unanimously.
ACTION: Before the groundskeeper contract is executed, the management office will clarify or amend the agreement to define snow removal support and document the applicable background check and personnel-vetting requirements.

IX. Old/Unfinished Business

A. Snow Removal Contract:
MOTION: Mr. Green moved to approve the snow removal contract with Lancaster Landscapes for the upcoming season (winter 2026-2027) in accordance with the proposal presented to the Board of Directors. Mr. Sagarin seconded. The motion carried unanimously.

B. Community Center Wall Project Add-Ons:
DECISION: The Board deferred action on the community center/pool deck retaining wall until they could evaluate more complete options addressing both demolition and the future treatment or use of the area.
ACTION: Management will obtain additional proposals showing the cost of removing the retaining wall and alternatives for the future use or treatment of the space.

C. U.S. Homes Retaining Wall:
ACTION: Management will continue investigating the U.S. Homes retaining wall matter; develop a proposed allocation of responsibility between the Association and the homeowner; and return the matter to the Board before proceeding with engineering or construction. When communicating with the homeowner, management will document that the Association is aware of the apparent patio or property encroachment shown by the survey; and will retain the written notice in the Association's records.

D. New Owner Orientation:

DECISION: The Board agreed to move the New Owner Orientation discussion to the next meeting.

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 as a Budget Review Session on Thursday, October 1, 2026 at 6:00 p.m., and their next Open Meeting on Thursday, October 15, 2026 at 6:00 p.m.

XII. Adjournment

MOTION: Mr. Green moved to adjourn the September 17, 2026 Board of Directors Meeting at 10:45 p.m. Ms. Lamana 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 these minutes contain any errors or omissions of any pertinent information. Unless noted otherwise, the information contained in these minutes will be assumed to be correct.