

WATERS LANDING ASSOCIATION
DRAFT Minutes from the Board of Directors Meeting
Thursday, May 15, 2025

In Attendance – Board of Directors

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

In Attendance – Management Team and Guest Presenter

- Don Perper, General Manager
- Luisa Chavez, Assistant General Manager
- Brandon Jenkins, Resident Coordinator
- Vlade Jankovic, Supervisor with RSV Pools

I. Call to Order & Verification of Quorum

The Board of Directors of the Waters Landing Association convened a meeting on Wednesday, May 15, 2025. The meeting was convened via Zoom technology. With a quorum of the Board of Directors verified, the meeting was called to order at 6:33 p.m.

II. Review and Approval of Agenda

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

III. Review and Approval of Meeting Minutes

MOTION: Mr. Green moved to approve the April 9, 2025 Board of Directors Meeting minutes as presented. Mr. Williford seconded. The motion carried unanimously.

IV. Pre-Pool Opening Updates

Vlade Jankovic, Supervisor with RSV Pools, reported both pools passed inspection, and can therefore open for the 2025 season. RSV finished every item they proposed for completion except the caulking which will be done by Saturday, May 17th. The pool has staffing in place for the season. The pool area, furniture, and bathrooms have been prepared for the season. An on-site pool manager's meeting will take place over the coming weekend with Waters Landing management and Mr. Jankovic in attendance to train on use of the new system, and to prepare for the upcoming season.

V. Officer Committee Reports

A. Electric Vehicle (EV) Charging Committee: John Pesci reported the committee discussed the two new installations which appear to have been successful. Any successes or issues will be reported to management and the Board.
ACTION: A letter will be sent to the Waters Landing community to reach out to the office if they need assistance regarding electric vehicle charging. Also, the management office will reach out to each Condo Association to offer assistance regarding charging station guidance.

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

1. The AERC met on Monday, May 5th. Three new members joined the committee.
2. A total of 12 applications were received since the previous Board Meeting from six neighborhoods. Eleven applications were approved, while one was denied with a request for supplemental information. Mr. Pesci provided a breakdown of the neighborhoods represented in the applications, and the types of projects for which the homeowners applied.

3. The AERC received a walk-on request which Mr. Pesci asked the Board to consider during New Business.
4. The AERC would like to send a survey to the community on various topics related to architectural and environmental matters. The Board agreed to consider the matter during the Old Business portion of the Board Meeting.

C. Guidelines Review Committee (GRC): Susanne Wiggins reported the following information:

1. The GRC will aim to provide recommendations to the Board after their June 4, 2025 meeting regarding potential revisions to the Association's guidelines. The Board will then decide on next steps. Ms. Wiggins presented some of the changes being considered by the committee, and noted some matters that are not covered by guidelines will be considered on a case-by-case basis. If the committee is unable to provide the recommendations in June, the latest timeframe should be in time for the July 2025 Board Meeting.
2. Ms. Wiggins stated they have composed an Excel spreadsheet of existing guidelines with a comparison of new wording to make the guidelines easier to understand. This will be presented either at the June or July Board meeting.
3. **ACTION:** Mr. Green will brainstorm and reach out to Mr. Pesci and Susanne Wiggins regarding a Community survey.

D. Community Engagement Committee (CEC): J.R. Watson reported the following information:

1. The CEC met on Wednesday, May 14th and discussed updates about current events.
2. The first pickleball learning session had 16 people in attendance. The most recently scheduled session was rescheduled to later in the month due to rain.
3. Food Truck Fridays will begin on May 30th at Pool A. The following food truck visits will be alternated between neighborhoods and the pools, and will be used to facilitate outreach and discussions about trash and other issues.
4. The CEC is considering a school supply drive for the month of August 2025.
5. In light of recent armed aggressors in the neighborhoods, the CEC has been discussing the possibility of holding community roundtables with police officers and council members.
ACTION: The committee will coordinate with the management office about dates when the community center is available, and will reach out to police and county officials they would like to be involved in the roundtables. The Waters Landing community will be informed in advance of the roundtables.
6. The CEC requested Board approval to block off Pool B for water aerobics on July 12th and July 26th from 9:00 a.m. to 10:00 a.m.; and to block off Pool A on August 9th and 23rd for the same timeframe and purpose.
DECISION: The Board of Directors agreed by consensus to approve the aforementioned dates requested to use Pools A and B for water aerobics.
ACTIONS: A dollar amount of \$200 for the aerobics instructor as a gift will be presented for approval during the next Board Meeting. (2) The office will place the approved dates on the calendar.

VI. Management Report

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

A. Financial Statement Review:

1. The financial statement for the period ending March 31, 2025 was posted to Resident Connect. The Association was in a favorable financial position as of that date.
2. The first draft budget for the next fiscal year will be available by the end of June 2025.

B. Operations Updates:

1. Retaining Walls and Deck Infrastructure: Becht Engineering provided the anticipated drawings for the retaining walls and deck infrastructure project. For the power washing and deck evaluation to be completed, the existing, overgrown shrubbery in front of the retaining wall will be removed.
ACTION: Mr. Perper will meet with the engineer to discuss the drawings.
2. Concrete Repairs: The concrete work was 100% completed.
3. Asphalt and Paving: As of Friday, May 9th, approximately 18% of the project was completed. Rainfall caused some delays. Management provides regular updates to the community.

4. AERC Inspections: Architectural inspections began earlier during the week, with all of Waterbury Downs South completed. A total of 70 violations were entered into Resident Connect, with multiple violations being cited at some homes. Inspections will be performed in Waters Edge during the week of May 19, 2025.
- C. Pool Pass System: Enrollment in the new pool pass system is progressing well, with more than 200 homes processed to date. Some applications were placed on hold due to violations or past-due assessments.
- D. Common Areas Report: The latest Common Areas Report was provided to the Board of Directors.
ACTION: A work order will be created to conduct repairs to the dog waste stations.
- E. Pool Bathroom Enhancements and Renovation:
 1. Board members reviewed the pool bathroom enhancements on Thursday, May 15th. The bathroom was deep cleaned, and the mats and exit signs were recently installed.
ACTION: The Board directed management to replace the mirrors that were not in good shape.
 2. Management and the Board met with representatives from POM Studios and Lambis Rank to discuss the future of the pool bathroom renovation. The as-builts were provided by POM. The next step is for POM to provide design ideas for consideration in June or July 2025.
- F. Harbour Place Concrete Enhancements: The additional concrete work approved by the Board of Directors was completed in early May 2025. Mr. Perper reached out to Mark Terry with Montgomery County to determine the best way to apply to have the crosswalk installed at the corner of Waters Point Lane across Wynnfield Drive.
ACTION: Mr. Perper will look at Logansport before an application is submitted for that portion of the community.
- G. Code of Conduct:
MOTION: Mr. Green moved to approve the Code of Conduct as presented, with the stipulation that the Code of Conduct must be included with every qualification statement for any volunteer. Mr. Straub seconded. The motion carried unanimously.

VII. New Business

- A. Agreement – Swim Team and Association: As a time-sensitive matter, the Board of Directors conducted a unanimous electronic vote to approve a Swimming Pool and Facilities Use Agreement to be signed by leadership of the swim team.
ACTION: Management will evaluate the agreement and verify the swim team's insurance.
- B. Rekeying Common Area Locks: Best practice recommends changing locks periodically to ensure safety and the protection of Association assets. Therefore, management recommended rekeying the common areas locks, and obtained two bids for that work.
MOTION: Mr. Green moved to approve an expense of \$5,290 to have Carroll's Locksmithing rekey the common area locks. Ms. Varnava seconded. The motion carried unanimously.
- C. Reserve Study Proposals: The Association's most recent reserve study was completed in March 2021. Industry standards recommend having a new reserve study done every three to five years. Because it had been more than four years since the previous reserve study was done, management recommended having a new reserve study done as part of the 2026 budget planning process. Bids were solicited from three engineering firms. However, management advised that the Association have a fresh review conducted by a different company, and recommended having Becht Engineering perform a Level Two study since the bidding companies had already performed a reserve study for Waters Landing. However, following a Board discussion:
MOTION: Mr. Green moved to approve having Becht Engineering conduct a Level One reserve study at a cost of \$850.00. Mr. Sagarin seconded. The motion carried by a vote of four in favor, and two abstained (Ms. Kizer and Mr. Straub). Mr. Williford was absent at this portion of the meeting.
- D. Logansport NAC – Vote for Adding New Parking Spaces: The Logansport NAC held an in-person meeting on Sunday, May 4, 2025 to conduct a final vote on adding 19 new parking spaces. Both Gavin Green and Mark Sagarin were in attendance. There was a procedural question raised regarding the ballots not being sent directly to management, but rather to the NAC leadership. The NAC policy calls for the ballots to be sent directly to management.

ACTION: The management office will arrange a Working Session with Logansport to discuss parking.

- E. Formation of Sunridge NAC: The neighborhood of Sunridge is seeking approval of the Waters Landing Board to form an NAC. Once formed, their first initiative will be to assign two parking spaces for each home.

MOTION: Mr. Green moved to allow Sunridge to establish an NAC. Mr. Callicutt seconded. The motion carried unanimously.

ACTION: Management will inform Sunridge about the Board's decision.

VIII. Old/Unfinished Business

- A. Waters Landing Drive Survey: Waters Landing Drive is a county road. While Waters Landing can provide feedback to the county, the decision rests with the county. A survey was sent to the Waters Landing community to gather input on Waters Landing Drive. Ms. Kizer compiled the feedback, and presented a summary of the results during the May 15, 2025 Board Meeting.

ACTIONS: (1) Mr. Green and the management office will coordinate communications with the county regarding the Waters Landing Drive survey results. (2) The survey results will be summarized in *News Ashore*.

IX. Confirm Action Items from Current Meeting

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

X. Open Forum

No questions or comments were raised during Open Forum.

XI. Date of Next Board Meeting

DECISION: The next Board of Directors Meeting will be held on Wednesday, June 11, 2025, at 6:30 p.m.

XII. Adjournment

MOTION: Ms. Kizer moved to adjourn the May 15, 2025, Board of Directors Meeting at 9:15 p.m. Mr. Callicutt seconded. The motion carried unanimously.