WATERS LANDING ASSOCIATION

Minutes from the Board of Directors Meeting
Wednesday, September 10, 2025

In Attendance – Board of Directors

- Gavin Green, President
- Anna Varnavas, Treasurer
- Mark Sagarin, Assistant Treasurer
- Karen Kizer, Secretary
- Jordan Straub, Member-at-Large

Regrets – Board of Directors

- Lee Callicutt, Vice President
- Andy Williford, Member-at-Large

In Attendance – Management Team

- Don Perper, General Manager
- Luisa Chavez, Assistant General Manager

I. Call to Order & Verification of Quorum

The Board of Directors of the Waters Landing Association convened a meeting on Wednesday, September 10, 2025. The meeting was convened via Zoom technology. With a quorum of the Board of Directors verified, the meeting was called to order at 6:32 p.m.

II. Review and Approval of Agenda

DECISION: The Board of Directors approved the September 10, 2025 Meeting agenda as amended.

III. Review and Approval of Meeting Minutes

MOTION: Mr. Green moved to approve the August 13, 2025 Board of Directors Meeting minutes as amended. Mr. Sagarin seconded. The motion carried unanimously.

IV. RSV Pool Updates

Mr. Perper reported, with the 2025 pool season having ended, that the pool was in the process of being winterized.

V. Officer Committee Reports

A. Electric Vehicle (EV) Charging Committee: John Pesci reported the following information:

1. The committee met on Tuesday, September 2nd and discussed two new applicants for the sidewalk channel installations by Brothers Paving. Brothers has asked that they be allowed to install five channels at a time to make the process worth their effort per visit. Mr. Perper added that Hann & Hann was asked to provide turnkey pricing, with those numbers anticipated soon.
   ACTION: Management will reach out to the EV Committee and confirm the previously purchased sidewalk channels.
2. The committee also voted to approve the most recent version of the guidance document. Mr. Pesci recommended posting the document.
   ACTION: The guidance document will be emailed to Peter Rotella and the Board of Directors for review before it is considered for posting.

B. Architectural & Environmental Review Committee (AERC): Mr. Pesci reported the following information:
   1. The AERC met on Monday, September 8th.
   2. The committee reviewed nine applications – six from townhome owners and three from single family homeowners. Mr. Pesci summarized the types of applications received for projects such as the installation of sidewalks; solar panels on the roof; metal handrailing on the deck; six-foot fences; a stairwell landing; and (retroactively) an 8' x 8' shed.

C. Guidelines Review Committee (GRC): Mr. Green reported the GRC did not have any activity in the interim of the August and September 2025 Board Meetings.

D. Community Engagement Committee (CEC): Mr. Watson reported the following information:
   1. Community Yard sale is September 13th, A community map will be posted on Friday.
   2. 2026 Calendars – requests for residents to submit photos of their pets has begun.
   3. A discussion took place regarding who would facilitate an open house for Waters Landing.
      ACTION: The open house proposal from the CEC will be added to the agenda for the next Working Session.

VI. Management Report

The management team reported the following information:

A. Financial Statement Review: The July 2025 financial statement was posted to Resident Connect with the narrative.

B. Operations Updates:
   1. Community Room Deck Investigation:
      1. All of the recommended deck repairs provided by Becht Engineering were assigned to the HOA maintenance company (Joey). The work was completed.
      2. Mr. Perper reported none of the documentation he found could provide any information about when the community center deck was last replaced or repaired, and which components were changed.

   2. AERC Inspections: All of the AERC inspections were completed. Violation notices were mailed to the appropriate owners.
      ACTION: Follow-up inspections will take place at the end of September 2025.

   3. Rekeying Common Area: All of the rekeying efforts were completed.

   4. Reserve Study:
      ACTION: Mr. Perper and Mr. Straub will hold a telephone call with Becht Engineering on Friday, September 12th to discuss a few of the figures that may require adjustment.

   5. 2024 Audit: The Goldklang Group CPAs, P.C. is in the process of preparing the 2024 audit for Waters Landing. The goal is for the audit to be finalized in November 2025.

   6. 2023 Audit: The 2023 audit was completed, posted to Resident Connect, and attached to the resale package.

   7. Call for Volunteer Candidates: A postcard was sent to the Waters Landing community on Thursday, August 21st containing a QR Code to access the application packet on the website. One candidate submission was received in advance of the September 2025 Board Meeting.

   8. EV Documents: It was confirmed that the documents posted to the website are the most recent. Also, please see Section V.A for more on this topic.

   9. Pool Bathroom Renovations: Pool bathroom bids are due to Lambis Rank by Thursday, September 18th. The bids will be forwarded to the Board on Monday, September 22nd for review. A Working Session will be held on Wednesday, September 24th to review and agree on the bathroom finishes; and to agree on the general contractor to manage the renovation. The Board will vote on those two items during their next meeting on Wednesday, October 8, 2025.

10. Quarterly Financial Management Meeting: A quarterly financial management meeting will be scheduled for early October 2025. The meeting will be hosted on-site at Waters Landing.
    ACTION: The date and time for the quarterly financial management meeting will be announced once it has been set.

11. Bank Accounts: Management was tasked with closing two accounts with Metro Bank. One account was a reserve money market account, and the other was an excess operating account. Both accounts were closed as tasked by the Board of Directors.

12. Future Reserve Contributions: As tasked by the Board of Directors, management arranged to have future reserve contributions automatically directed to XML, effective Monday, September 1, 2025.

C. Pool Pass System: Records indicate that pool usage was minimal until late morning during the 2025 season.
ACTION: Management will provide detailed information for the Board's review.

D. Common Areas Report: The most recent common area inspections report has not been completed. Management will be sent to the Board once completed. The inspections consisted of signage.

VII. New Business

A. 2026 Draft Budget:
MOTION: Ms. Varnavas moved to approve distribution of the draft 2026 budget to the ownership for a 30-day review and comment period. Mr. Sagarin seconded. Following a discussion, the motion carried by a vote of four in favor, one opposed (Ms. Kizer), and zero abstained.

B. Basketball Court Replacement Project: Finley Asphalt & Paving provided two proposal options for installing a new basketball court behind the community center. The first proposal would cover demolishing and replacing the existing half court at a cost of $35,095. The second option would cover demolishing and replacing the current half court with a full court at a cost of $50,110.
DECISION/ACTION: The Board of Directors agreed by consensus to defer a decision concerning the basketball court replacement to afford time for management to request and receive additional bids; and to request confirmation from Finley about the basketball hoops and poles.

C. Swimming Pool Bathroom Environmental Inspection: An environmental assessment is needed of the pool bathhouses to identify any mold, asbestos, and lead paint.
MOTION: Ms. Kizer moved to approve a contract with ECS in the amount of $4,800 to perform an environmental assessment of the pool bathhouses. Mr. Straub seconded. The motion carried unanimously.

D. Audio Enhancements for Board Meetings: Board members discussed options for enhancing the audio capability in the meeting room. The recommendation of management was to employ the use of a second Owl system at a cost of $1,300.
MOTION: Ms. Kizer moved to approve the purchase and use of a second Owl system at a cost of $1,300. Mr. Sagarin seconded. However, the motion failed by a vote of two in favor, three opposed (Mr. Green, Ms. Varnavas, and Mr. Straub), and zero abstained. Ms. Varnavas then moved to purchase an Owl 3 system at a cost of $1,300. Mr. Sagarin seconded. The motion carried by a vote of three in favor, two opposed (Mr. Green and Mr. Straub), and zero abstained.

E. Proposed Survey for Six-Foot Fences: Ms. Kizer prepared a survey for the Board's consideration. The Board discussed whether to send the survey to the community to gauge owners' interest and note any concerns regarding a change in the AERC guidelines for six-foot fences. Prior to the Board voting on changing the AERC guidelines around fences, management supported sending a survey out to the community.
MOTION: Ms. Straub moved to approve the six-foot fence survey as presented in the September 2025 Board packet. Mr. Sagarin seconded. The vote was unanimous to send the survey to the community with minor changes.
ACTION: Once the survey has been finalized, it will be mailed on a postcard; and a monthly survey will be conducted.

F. Retaining Wall Project – Community Center:

DECISION: The Board of Directors agreed by consensus to defer a decision concerning this matter to afford time for management to ensure the bidding contractors understand the scope of work, as the bids received as of the September 2025 Board Meeting were not comparable.

G. 2026 Swimming Pool Proposals: After receiving proposals from four companies (including RSV, the incumbent), management recommended contracting with High Sierra for the 2026 pool season rather than renewing with RSV. High Sierra agreed to hold their pricing for 2027 if things go favorably during the 2026 season.
MOTION: Ms. Varnavas moved to approve a contract with High Sierra for the 2026 pool season. Mr. Sagarin seconded. The motion carried by a vote of three in favor, two opposed (Mr. Green and Ms. Kizer), and zero abstained.
ACTIONS: (1) Management will ask High Sierra to include a clause in/addendum to the pool contract regarding the early hours for the swim team. (2) High Sierra and RSV will be notified of the Board's decision.

H. Playground Equipment: Board members considered proposals for the installation of replacement playground equipment and repairs at the tot lots in the townhome neighborhoods, Pool A and Pool B.
MOTION: Ms. Kizer moved to proceed with the proposed upgrades to the current tot lots; demolish the tot lot at U.S. Homes; and install benches for the time being. Mr. Sagarin seconded. The motion carried unanimously.

I. NACs: Ms. Kizer inquired why minutes are not being submitted by the active NACs; and reminded everyone that each NAC officer must sign a Code of Conduct and Ethics form.
ACTIONS: (1) Management will ensure the completed minutes from the Logansport and Laurelwood Cove NACs are posted to Resident Connect. (2) Management will reach out to the chairpersons of the other active NACs to remind them of the need to produce minutes for each meeting, and to post meeting dates on the website.
MOTION: Mr. Straub moved to determine whether each NAC is still active; and to remind the NAC members of their requirement to sign the Code of Conduct & Ethics form. Ms. Varnavas seconded. The motion carried by a vote of four in favor, zero opposed, and one abstained (Mr. Sagarin).

J. Community Expo: The Board of Directors discussed whether to hold a Waters Landing Community Expo.
MOTION: Ms. Varnavas moved to work with management to sponsor a Waters Landing open house/community expo to occur on Saturday, October 11, 2025 at a cost not to exceed $3,800. Mr. Sagarin seconded. Further Board discussion ensued, and input was received from the Chair of the Community Engagement Committee as well as Shelia Jenkins-Diaz. Following an all-in-favor vote, the motion was rejected by a vote of two in favor, three opposed (Mr. Green, Mr. Straub and Ms. Kizer), and zero abstained.

K. Swim Team: Jessica Luna reported the following information:
1. The swim team shared a letter requesting a contribution of $15,000 for the 2026 season.
MOTION: Mr. Straub moved to donate $15,000 to the Waters Landing swim team for the 2026 season. Mr. Green seconded. The motion carried unanimously.
2. The swim team is moving up one division.
3. There were 40 fewer swimmers in 2025 in comparison to 2024 despite a notable recruiting effort. Families volunteer for each swim meet, and are asked to donate food in addition to their registration fee. Auctions continue for the swim team, with the families also asked to chip in for those events.
4. Some of the previous sponsors did not provide the swim team with money in 2025.
5. Ms. Luna reminded the Board that the swim team was still waiting for the $2,000 approved toward the swim team's 2024 insurance expense – a statement that was debated by Board members.
ACTION: The $2,000 reference above will be issued to the swim team.

VIII. Old/Unfinished Business

A. Community Safety: Ms. Kizer announced the following information:
1. A meeting will take place at the community center on Thursday, October 9th at 7:00 p.m. to discuss the Neighborhood Watch program and hold an initial training. At least 25 people have expressed interest in the program, with room for additional volunteers.
ACTION: Management will ensure Resident Coordinator Brandon Jenkins blocks off October 9th on the calendar.

2. Regarding security patrols, two companies will be asked to offer a presentation during the Working Group meeting to be held on Wednesday, September 24th at 6:30 p.m. Ms. Kizer reached out to the Condo Associations to determine their level of interest.

B. Waters Landing Drive: Ms. Kizer reported the following information:

1. Montgomery County informed Ms. Kizer that limiting parking to one side of the street would require significant roadway grinding and re-marking which would be detrimental to the roadway and its travel surface. The change could only be implemented as part of a roadway mill and overlay project – something that the county was not planning to consider for at least five years.
2. The crosswalks on Wynnfield Drive at Harbour Place, and Logansport have been approved.
3. Ms. Kizer would like the "No Parking" signs moved further back from the crosswalks at least 15 additional feet. **ACTION:** Ms. Kizer is anticipating the receipt of a date for walking with representatives from the county along Waters Landing.
4. A timeframe was being sought for installing 11 speed humps along Waters Landing Drive from Waters House to Waters Landing Park.

IX. Confirm Action Items from Current Meeting

Please see the items marked **"ACTION"** and **"DECISION"** within these minutes. Also, the next Board of Directors Meeting was scheduled for Wednesday, October 8, 2025.

X. Open Forum

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

- Reporting minutes are being prepared for the Laurelwood Cove NAC, and announcing Tuesday, September 23rd at 7:00 p.m. as their next meeting date.
- Inquiring how the Board will gauge community feedback regarding the potential re-wording of the bylaws for the six-foot fences.
- Noting a perceived lack of care regarding exception approvals for AERC applications.
- Expressing concern about the swim team having to follow up on funding that had already been approved by the Board of Directors.

XI. Adjournment

DECISION: The September 10, 2025 Board of Directors Meeting was adjourned at 11:30 p.m. with the unanimous consensus of the Board.