

WATERS LANDING ASSOCIATION

Minutes from the Board of Directors Meeting

Wednesday, October 8, 2025

In Attendance – Board of Directors

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

Regrets – Board of Directors

- Gavin Green, President
- Andy Williford, Member-at-Large

In Attendance – Management Team

- Don Perper, General Manager
- Luisa Chavez, Assistant General Manager
- Brandon Jenkins, Resident Coordinator

I. Call to Order & Verification of Quorum

The Board of Directors of the Waters Landing Association convened a meeting on Wednesday, October 8, 2025. 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 6:31 p.m.

II. Review and Approval of Agenda

DECISION: The Board of Directors approved the October 8, 2025 Meeting agenda as presented.

III. Review and Approval of Meeting Minutes

MOTION: Mr. Straub moved to approve the September 10, 2025 Board of Directors Meeting minutes as presented. Mr. Sagarin seconded. The motion carried unanimously.

IV. Officer Committee Reports

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

1. The committee most recently met on Tuesday, October 7th.
2. Four requests for sidewalk channel installation were pending. Brothers Paving is either no longer performing sidewalk channel installations or increasing their pricing to an excessive amount. Hann & Hann also provided pricing that was considered unreasonable. The committee reached out to a company in the United Kingdom that offers channels at a reasonable price and sought permission from the Board to bulk order channels from that company. If approved, owners would then purchase channels directly from Waters Landing. Mr. Perper reported reaching out to the company and confirmed that the Association can purchase from them directly. However, they did not provide pricing.

ACTION: Mr. Perper will again contact the UK channel supplier to request pricing information. He will report the results to the EV Charging Committee and the Board of Directors.

3. David Crooks expressed an interest in joining the EV Charging Committee. Mr. Callicutt asked that Mr. Crooks submit an application for the Board's consideration.

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

1. The AERC met on Monday, October 6th.
2. The committee reviewed 14 applications – 13 of which were approved, and one of which was tabled. Mr. Pesce summarized the types of applications received for projects such as replacement doors, shutters, decks, one tree removal, one window upgrade, and one EV charging station.

C. Guidelines Review Committee (GRC): A report was not presented.

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

1. The CEC has been considering a restructuring that would allow for individual event hosts or sponsored event leads. The committee requested a future Working Session with the Board to discuss the matter.
2. Mr. Watson announced his intention to resign as Chair immediately and as a member of the CEC at the end of the year, but offered to assist with the transition process.

ACTION: The Board asked the CEC to provide details regarding their events for the remainder of 2025; and, as soon as possible, documentation of charitable contributions made in the past two years (including dates, amounts, payees, and if available, EINs). Mr. Watson explained the donations were made in 2025 and generally do not send receipts (as they are non-profit) until the end of the year. The Board requested a date when they should be received at the office as the receipts are needed for auditing purposes.

V. Management Report

The management team reported the following information:

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

B. Operations Updates:

1. 2026 Budget: The 2026 budget postcard was mailed and posted to the Association's website. A Budget Q&A was held on Wednesday, October 1st with approximately five homeowners present. No major concerns were raised. The budget remained available for review on the website. Approval of the final budget will take place during the Wednesday, November 12, 2025 Board of Directors Meeting.
2. Owl System: An additional Owl system was purchased and installed to improve the audio functionality during Board Meetings.
3. Pool Management Contract: A representative of High Sierra Pools would be in attendance later during the Board Meeting. Following legal counsel's review of the language, the Board will sign the 2026 swimming pool contract given no concerns are raised.
4. Code of Ethics: All active NAC members were sent the Code of Ethics for signature. Ms. Chavez stated only one person had signed to date, as some objections were raised.
ACTION: Mr. Jenkins will resend the Code of Ethics form to all NAC members, with the signed returns to be tracked.
5. Fence Survey: A survey regarding six-foot fences was sent to owners via mail and posted online. The survey will remain on the website until Friday, October 17th.
ACTION: Management will analyze the survey results and report back to the Board of Directors.
6. Annual Meeting: Management has been actively preparing for the Association's Annual Meeting. There will be one Board seat up for election. A formal notice will be sent to the ownership on or about Thursday, October 16th, and will include a Call for Candidates. A Candidates' Forum will be held on Wednesday, November 12th immediately prior to the Board Meeting.
7. Tot Lot Enhancements: New equipment was ordered for the tot lot. For consistency, the bench in the U.S. Homes tot lot was swapped for a picnic table.
ACTION: Management will report the delivery date for the equipment once it is known.
8. Reserve Study: The draft reserve study prepared by Becht Engineering was distributed to the Board of Directors for review and feedback.
ACTION: Rather than having Becht present the results to the Board, Mr. Perper and Mr. Straub will present the draft reserve study to the Board after the new Board is seated..

9. 2024 Audit: The 2024 audit prepared by the Goldklang Group CPAs, P.C. was received and distributed to the Board Treasurer and Assistant Treasurer for review and feedback. The final version will be provided to the Board by Friday, October 17th.
10. EV Charging Contractor Update: Hann & Hann provided a price of \$1,500 per foot to install EV sidewalk channels. Licensed contractors must be used for this work.
ACTION: Management will continue discussions with contractors to pursue volume pricing for installations.
11. Quarterly Financial Management Meeting: The next Financial Management Quarterly Review was scheduled for Thursday, October 23rd from 11:00 a.m. to 1:00 p.m. The Accounting Team from FirstService Residential (FSR) will be in attendance. The Fourth Quarter Review will likely be held in January 2026.
12. AERC Inspections: The second round of AERC inspections will be completed by the end of October 2025.
MOTION: Management will provide a neighborhood-by-neighborhood violations report to the Board of Directors for review.

C. Common Areas Report:

MOTION: Management will send the latest common areas inspections report to the Board by Thursday, October 9, 2025.

VI. Pool Contractor Introduction

A representative of High Sierra Pools introduced himself and presented a brief history of the company. He then summarized their staffing model, which includes the use of J-1, H-2B, and local lifeguards. Safety is the company's top priority, and they will perform early pre-opening inspections in 2026.

ACTION: Because the previous vendor (RSV) completed their process to winterize the pools, management will schedule a pool inspection with High Sierra Pools.

VII. New Business

A. Committee Appointments:

1. **MOTION:** Ms. Varnavas moved to appoint Julia Giglio to the Community Engagement Committee. Mr. Straub seconded. The motion carried unanimously.
2. **MOTION:** Ms. Kizer moved to appoint Nilda Cruikshank to the Community Engagement Committee. Mr. Callicut seconded. The motion carried by a vote of four in favor, one opposed (Ms. Varnavas), and zero abstained.
3. **MOTION:** Ms. Varnavas moved to appoint Nilda Cruikshank to the Electric Vehicle Charging Committee. Mr. Straub seconded. The motion carried unanimously.

ACTION: Management will notify Ms. Giglio and Ms. Cruikshank, and will ensure they have signed the Code of Ethics document.

- B. Demolition of Pool A Bathroom Ceilings and Make Safe Inspection: Two bids were reviewed for exploratory demolition and make-safe work at Pool A. A proposal in the amount of \$8,500 was received from 3B Demolition for demolition only, while ARC proposed \$5,200 for demolition and make-safe work.

MOTION: Ms. Varnavas moved to approve ARC's proposal for ceiling exploratory demolition and make-safe work. Ms. Kizer seconded. The motion carried unanimously.

VIII. Old/Unfinished Business

- A. Retaining Wall Project – Community Center: The Board discussed proposals received from Peak General Contracting for the retaining wall projects at Pool A and Pool B. The proposal for Pool A and the Community Center totaled \$133,961, while the optional Pool B retaining wall work totaled \$67,520. A discussion ensued regarding the project's cost and logistics. Concerns were raised about the potential for snakes inhabiting the timbers.
MOTION: Ms. Varnavas moved to approve the proposal from Peak General Contracting for the Pool A/Community Center retaining wall work at a cost of \$133,961. Mr. Straub seconded. The motion carried unanimously.

MOTION: Ms. Kizer moved to approve the proposal from Peak General Contracting for Pool B retaining wall work at a cost of \$67,520. Mr. Callicutt seconded. However, the motion failed for lack of support.

ACTION: Management will contact Wildlife Control about removing potential snakes prior to demolition; forward the proposed Peak contract to legal counsel for review; and proceed with permitting for a December 2025 start to the retaining wall project.

- B. Pool Bathroom Renovation: The Board discussed issuing a Notice to Proceed (NTP) to Keller Brothers for the pool bathroom renovation project. The overall cost is expected to be approximately \$1 million, including the cost of consulting. The work will primarily be performed on the interior and is expected to begin in early December 2025. A review was conducted of the finishing options.

MOTION: Mr. Straub moved to issue a Notice to Proceed to Keller Brothers for the pool bathroom renovation project. Mr. Callicutt seconded. The motion carried unanimously.

ACTION: Management will circulate a “finishes checklist” for the Board’s review and selection, and will report the approved items to Keller Brothers.

- C. Waters Landing Drive: Ms. Kizer provided an update regarding proposed traffic safety enhancements along Waters Landing Drive. She reported Montgomery County is planning new crosswalks on Wynnfield, by Harbour Place, and Logansport. Also, several “No Parking” signs will be relocated to improve safety by the crosswalks and bus stops. The county also proposed adding speed humps along Waters Landing Drive, but the plan requires community input and at least 51% resident response to proceed. Several neighborhoods will not be eligible to vote due to their location. The Board agreed that, given the upcoming holidays, it would be more practical to conduct a community meeting in January 2026.

ACTION: Management and Ms. Kizer will coordinate with the county to schedule the aforementioned community meeting and resident survey for January 2026.

- D. Community Safety Patrols: Ms. Kizer reported a Neighborhood Watch Meeting with the Montgomery County Police Department (MCPD) would be held at Waters Landing on Thursday, October 9th at 7:00 p.m. The Board discussed the idea of hiring limited, unarmed security patrol for a trial period, following differing presentations by two potential vendors.

MOTION: Ms. Kizer moved to direct management to draft a scope of work for an unarmed safety patrol program. Upon Board approval, multiple bids will be obtained for future consideration. Mr. Callicutt seconded. The motion carried by a vote of three in favor, two opposed (Ms. Varnavas and Mr. Sagarin), and zero abstained.

IX. Confirm Action Items from Current Meeting

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

X. Open Forum

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

- Mentioning a County safety meeting held in Germantown.

XI. Confirmation of Next Board Meeting Date

The next Board of Directors Meeting was scheduled for Wednesday, November 12, 2025 at 6:30 p.m. The Candidates’ Forum will take place immediately prior to the meeting. Both sessions will be held in person.

XII. Adjournment

DECISION: The October 8, 2025 Board of Directors Meeting was adjourned at 8:32 p.m. with the unanimous consensus of the Board.