

WATERS LANDING ASSOCIATION
Minutes from the Board of Directors Meeting
Thursday, April 16, 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 Team

- Melissa O’Hara, Senior Vice President of Lifestyle – Mid-Atlantic Region with FirstService Residential (attended virtually)
- Terri Vistine, Regional Director with FirstService Residential (attended virtually)
- Ben Deering, 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 Thursday, April 16, 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 6:10 p.m.

As of April 3, 2026, Brandon Jenkins is no longer serving as the Resident Coordinator of Waters Landing. The Board of Directors appreciates the work and time they have given to the Community and wish them best in their future endeavors.

II. Review and Approval of Agenda

DECISION: The Board of Directors approved the April 16, 2026 meeting agenda as presented.

III. Review and Approval of Meeting Minutes

MOTION: Mr. Green moved to approve the March 19, 2026 Board of Directors Meeting minutes as electronically presented. Mr. Sagarin seconded. The motion carried unanimously.

IV. Officer Committee Reports

A. EV Charging Committee: John Pesce reported the following information:

1. The committee met on Tuesday, April 7th with all members present. Committee members used the meeting to regroup, and resulted in an action item for John to contact the General Manager to clarify the committee’s current standing; and to identify outstanding items from management – specifically regarding the installation of sidewalk channels necessary for EV charging infrastructure and in finding qualified contractors.
2. John confirmed the completion of a prior Board directive requiring the EV Charging Committee to submit documentation to management.
3. The Board reviewed and discussed the EV policy documentation included in the meeting packet. It was generally agreed that, while the guidelines should reference EV policies, the detailed procedures should remain in a separate document due to their technical nature.

MOTION: Mr. Green moved to approve the updated EV policy, including details regarding snow removal procedures. Mr. Williford seconded. The motion carried unanimously.

ACTION: Information will be filed with the county as necessary.

- B. Architectural & Environmental Review Committee (AERC): John Pesce reported the following information:
1. The AERC met on Monday, April 6th and reviewed four applications. Of those, three were approved and one was denied. The denied application was for a home located in the Harbor Place neighborhood. Approved applications included a hot tub installation and two landscaping modifications. One application received conditional approval, pending additional information from the homeowner. Ms. Chavez confirmed that the applicant had been contacted, but had not yet responded.
ACTION: Management will follow up with the applicant regarding the outstanding information.
 2. An update was provided regarding the complaints filed with the County Commission on Common Ownership Communities (CCOC). The complaints had triggered a formal “stay,” which restricts the Board from taking certain actions. Specifically, the Board was prohibited from approving fence height exceptions, and from adopting or modifying HOA guidelines. Legal counsel is being consulted to determine whether the Board should file a motion to lift the stay. A significant concern was raised regarding the conflict between the stay and existing HOA requirements that mandate action on applications within a specific timeframe. The Board acknowledged that this creates a procedural challenge that requires clarification from the CCOC.
ACTION: Guidance will be sought from the CCOC regarding how to manage applications during the stay period.
 3. The Board discussed how to manage applications affected by the stay. One suggestion was to classify such applications as “incomplete” to prevent triggering decision deadlines. However, some members felt that applications that are otherwise complete should not be labeled inaccurately. It was agreed that applicants should be informed of the stay and its implications, but the exact classification of applications would require further discussion.
DECISION: The Board deferred final determination of application handling procedures to Executive Session.
- C. Community Engagement Committee (CEC): Karen Kizer reported the CEC submitted a list of requested activities to the Board of Directors for review and decision. Following an overview of each proposed activity:
1. **MOTION:** Mr. Green moved to approve a Learning Series as a collection of community-led activities designed to encourage engagement and skill-sharing among residents, including use of the community center and a \$300 budget for refreshments covering the period of May through July 2026. Mr. Saragin seconded. The motion carried unanimously.
 2. **MOTION:** Mr. Green moved to approve the CEC’s early planning for the 2027 community calendar with a budget not to exceed \$1,500. Ms. Lamanna seconded. The motion carried unanimously.
 3. **MOTION:** Mr. Green moved to approve a Meet and Greet event with a budget of \$100 for refreshments, with the event to be coordinated with pool pass distribution. Mr. Williford seconded. The motion carried unanimously.
 4. **MOTION:** Mr. Green moved to approve a holiday light decorating contest with prizes and a kickoff event with a refreshments budget of \$300, and with up to five prizes to be awarded at \$50 each. Ms. Varnavas seconded. The motion carried with one abstention (Ms. Lamanna).
 5. It was announced that at least one additional volunteer was needed to serve on the Community Engagement Committee. Interested owners will be asked to submit an application for a Board vote.
- D. Pool Committee: Amy Philips introduced the new Pool Committee, explaining she was the only official member at the current time. However, several volunteers were identified.
1. Amy described early findings from meetings with management, including concerns about pool readiness, potential delays due to plumbing issues, and communication gaps with the swim team. She also highlighted concerns about communication protocols with the new pool management company, and suggested that the committee may want to explore more direct communication channels in the future.
 2. The representative presented several issues she had identified after reviewing the documents provided. The first and most urgent issue was the potential delay in the pool opening. She also recommended identifying the Area Supervisor from the pool company so concerns could be escalated beyond the lifeguard on duty.
 3. Amy suggested that the committee review the pool rules to determine whether updates are needed; and that the committee analyze pool check-in data, review the swim team schedule, and discuss with swim team representatives how practice times and pool usage are determined.
 4. The pool management contract provides for only minimal janitorial service, and states that the Association is responsible for cleaning and disinfecting certain areas to prevent disease exposure. Cleanliness of the pool house

and failure to remove trash had been concerns in prior years. Therefore, clarification is needed regarding what High Sierra is responsible for, and whether another cleaning arrangement is needed.

5. The representative noted that the High Sierra contract requires either a dedicated landline or a 9-1-1 call box by Friday, May 1, 2026. Management confirmed that the pool phones are indeed landlines, and that they remained operational (even throughout the construction period).

Ms. Varnavas clarified that the Pool Committee's point of contact should be the management office, and that the office should communicate directly with High Sierra. Amy asked how issues should be handled on weekends or during evenings when the office is closed. The Board agreed that after-hours procedures needed to be clarified.

ACTION: Management and the Board will clarify how after-hours and weekend pool issues should be escalated while maintaining the Association's official communication channel through management.

MOTION: Mr. Green moved to appoint Sharon Black to the Pool Committee. Mr. Sagarin seconded. The motion carried unanimously.

MOTION: Mr. Green moved to appoint Stephanie Fog to the Pool Committee. Mr. Sagarin seconded. The motion carried unanimously.

MOTION: Mr. Green moved to appoint Karen Kizer to the Pool Committee. Mr. Sagarin seconded. However, the motion failed by a vote of three in favor, two opposed (Mr. Williford and Ms. Varnavas), and one abstained (Ms. Lamanna). Therefore, Karen Kizer's appointment would be reconsidered at a later date.

V. Management Report

Mr. Deering reported the following information with input from Ms. Chavez:

- A. Financial Statement Review: The March 2026 financial statement would be available on Resident Connect on Saturday, April 25th.
- B. Introduction of New Staff Member: Ms. O'Hara introduced Terri Vistine, Regional Director with FSR. Ms. Vistine offered brief remarks.
- C. Operations Updates:
 1. Swimming Pool Bathroom Renovation: Mr. Deering reported that WSSC inspected the underground piping for the pool bathroom renovation project and determined that Waters Landing was not in compliance with the adopted building code of the Authority Having Jurisdiction. As a result, the project must include backflow preventers and other required items. The Association initially expected a two-to-four-week delay because the permit would need to be revised and resubmitted. The situation improved after the mechanical engineer and a WSSC representative met onsite. During that meeting, WSSC clarified what was required, and confirmed that the Association could proceed with other portions of the project while the revised permit remained under review. This helped to avoid a much greater delay. Substantial completion for Pool A was expected in early to mid-May 2026. The remaining concern was the overhead doors, which were not expected to arrive until approximately mid-May. The doors may not prevent the health inspection from proceeding, but the issue still needed to be confirmed with the pool contractor and health inspector. Mr. Deering clarified that both pools face similar code and door issues, although Pool B may be easier to address. The Board discussed whether the overhead doors were truly required for inspection, or whether the pools could operate temporarily using the existing gates.

A swim team representative stated that the swim team was frustrated because it had not received timely information, and had only learned that morning that the pool was not scheduled to open on time. The swim team looked into temporary alternative arrangements, but the few that were possible would be costly; and the swim team could not absorb the cost. Also, the swim team had received its nonprofit paperwork within the prior 48 hours and had also obtained full liability insurance, including coverage for the swim team board and swim team events. The team was prepared to move forward, but still needed the agreement with the Association to be finalized so funds could be released. Mr. Green stated that the swim team did not cause the delay, and that the Association had approved a swim team schedule based on use of the community pools. Following a Board discussion regarding these matters:

MOTION: Mr. Green moved to provide up to \$5,000 for associated swim team for swim center rentals so the swim team could begin its season on time if the Waters Landing pools were unavailable. Mr. Sagarin seconded. The motion carried unanimously.

ACTIONS: (1) Management will confirm whether the health inspector and permitting authorities will allow the pools to open before the overhead doors are installed, and whether one pool can be approved and opened ahead of the other. (2) The swim team will continue seeking alternate pool options, and will coordinate with management regarding any costs, deposits, or agreements needed to preserve pool space. (3) Management will revise pool season communications to more clearly reflect the possibility of a delayed pool opening. (4) Management will look into the pool pass approval process and follow up on the test submission that appeared to remain pending.

DECISION: The Pool Committee seat related to swim team participation must be filled by a named individual. Other swim team representatives may attend committee meetings when needed, but only the formally appointed committee members may vote.

2. Retaining Wall Project: Please see Section VI.D of these minutes.
3. Tot Lot Enhancements: The tot lot enhancements were completed, and included the installation of borders, trash cans, picnic tables, and benches. The next steps will be to review the tot lots to determine whether additional mulch is needed, and to ensure the play areas remain properly maintained.
4. Basketball Court Enhancement: The project began on Monday, April 13th. Asphalt had already been laid, and the project was progressing favorably. The next step was installation of the basketball hoops upon arrival. The contractor will then add basic, temporary lines such as foul lines. The contractor will return in July to complete the full repainting and resurfacing of the court.
ACTION: Management will follow up with the contractor regarding delivery and installation timing for the basketball hoops and temporary court lines.

- D. Common Area Report: The Board of Directors reviewed and discussed the latest Common Area Report.
ACTIONS: (1) Management will follow up with Montgomery County regarding the missing Wynnfield crosswalk striping. (2) Management will review the sidewalk grade concern near the handicap parking space and determine whether the slope can or should be corrected, including whether it can be addressed as part of other concrete work. (3) Management will coordinate signage, cones, flags, and resident communications for the temporary pool entrance during retaining wall construction. (4) Management will review the proposal for the nearby door and determine whether replacement should be coordinated with the retaining wall project.
DECISIONS: (1) The Board acknowledged that parking rule updates may need to be addressed at a later date. (2) The Board generally favored proceeding with the retaining wall work rather than delaying solely because of the pool season, subject to later discussion and formal votes on specific project approvals.

VI. New Business

- A. AERC Policy and Procedures:
MOTION: Mr. Straub moved to revise the AERC policies and procedures to clarify that the 15-day appeal period begins after the date on which the AERC decision is made. Ms. Varnavas seconded. The motion carried unanimously.
- B. 2026 Pool Rules:
DECISION: The consensus of the Board was to table approval of the pool rules, and agreed that pool rules should remain in effect on an ongoing basis until amended rather than requiring annual approval merely because a new pool season begins.
ACTION: Management will adjust the pool pass acknowledgment language so residents agree to comply with the current pool rules and governing documents rather than only a specific, annual version.
- C. 2026 Swim Team Agreement:
DECISION: The consensus of the Board was to table approval of the swim team agreement, as the agreement still contained prior-year dates and outdated financial language.
ACTION: Management will revise the swim team agreement to make it reusable, with blank fields for dates, terms, and annual funding amount; and will submit the revised agreement for Board approval.
- D. Retaining Wall:

DECISION: The Board reached consensus to proceed with the retaining wall project as soon as practicable rather than delaying the work until after the pool season.

ACTION: Management will coordinate with the contractor regarding work hours, dust control, safety barriers, and scheduling of the most disruptive work during lower-use periods.

MOTION: Mr. Green moved to approve the change order of \$3,957.75 to add an expansion joint between the retaining wall and the building. Ms. Varnavas seconded. The motion carried unanimously.

MOTION: Mr. Green moved to keep the retaining wall capstone as the default design included in the contract, using the natural, rough-edge style rather than selecting a more expensive, upgraded edge. Mr. Williford seconded. The motion carried unanimously.

VII. Old/Unfinished Business

- A. Logansport NAC Parking Status: The Board revisited the Logansport NAC parking issue, and acknowledged that no formal recommendations had been developed despite a prior assignment. Management reported continued resident frustration. Mr. Green clarified that, although the neighborhood had completed its vote, that there were issues found with the vote and that final Board approval was still required. The Board discussed limited space; parking inequities affecting homes without garages or driveways; the possible loss of green space and trees; construction costs; special assessments; and enforcement challenges. Mr. Straub briefly presented a draft diagram of those discussion items.

ACTION: Mr. Williford and Straub will discuss multiple parking options for the Logansport neighborhood, including estimated costs; the number of spaces created; and impacts on green space. The information will be presented to the Board for review and decision.

VIII. Confirm Action Items from Current Meeting

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

IX. Open Forum

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

- Raising concerns regarding parking for the Logansport community; and noting that the matter represented a quality-of-life concern for residents in that neighborhood.
- Raising a regulatory argument that Montgomery County code has required two parking spaces per household since the 1970s. **ACTION:** The owner (Joyce Lambert) will provide documentation regarding the Montgomery County parking requirements. The Board will review the information as part of its ongoing analysis.
- Asking how another neighborhood was able to implement assigned parking, and asking whether legal counsel had been consulted concerning the Logansport parking matter.
- Suggesting that management negotiate a reduction in the pool management contract price as a result of the pool delays (something that was done during a prior year), and that any savings could be used to offset the costs incurred by the swim team; but warning that a reimbursement provided to one group could create expectations for reimbursement among other groups.
- Inquiring whether the Board had developed guidelines for food trucks.

X. Announcements

DECISION: The Board of Directors agreed to hold their next Open Meeting as a hybrid on Thursday, May 14, 2026 at 6:00 p.m.

XI. Executive Session

MOTION: Mr. Green moved to enter Executive Session at 10:26 p.m. Mr. Straub seconded. The motion carried unanimously.

1. Personnel and employment matters
2. Legal matters, including consultation with legal counsel or discussing potential or pending litigation
3. Protecting the privacy or reputation of individuals in matters not related to association business

4. Investigative proceedings concerning possible or actual criminal misconduct
5. Discussion of an individual owner's assessment account
6. Matters where other laws require confidentiality
7. Negotiating business transactions when disclosure could harm the association's economic interests

The Executive Session was closed at 11:27 p.m. The Board of Directors then reconvened in Open Session.

MOTION: Ms. Varnavas moved to increase T&J's contract as requested. Mr. Williford seconded. The motion carried by a vote of five in favor, zero opposed, and one abstained (Mr. Sagarin).

XII. Adjournment

MOTION: Mr. Green moved to adjourn the April 16, 2026 Board of Directors Meeting at 11:29 p.m. Ms. Lamanna 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.