

Churchill East Village Community Association, Inc.  
**1st Quarter 2014 Board Actions**

Note: Board meetings are held the 4<sup>th</sup> Tuesday of the month and are usually held at the Upcounty Regional Services Center located at 12900 Middlebrook Road, Germantown, Maryland and begin at 7:00 PM. Signs are posted at the entrances to the Community announcing the meeting and its location. Board meetings are open to all homeowners/residents who wish to attend. Homeowners/residents may sign in and participate in the Homeowner Forum to voice concerns. To protect the privacy of individuals, matters of enforcement actions, neighbor complaints, and collection of HOA fees are *NOT* included in this summary.

**I. JANUARY MEETING**

**A. Landscaping/Tree Maintenance**

Requests were received from two homeowners regarding common area trees adjacent to their properties that were encroaching on their properties (see November minutes). AW proposed removal of one tree and trimming two trees. The Board agreed that the tree at 20119 Club Hill Drive should be trimmed and the 5-6 maples alongside the house that are affecting a community retaining wall should be removed. The Board also decided that a community tree at 13316 Country Ridge should be removed and not trimmed as the homeowner requested. The Board decided to wait and include these trees with other trees that need pruning or removal as identified during our spring walkthrough so that all trees could be addressed at one time. Which may results in a cost savings for removal and pruning. The Board and Management will work together to compile a "tree list" of trees that require attention.

**B. Asphalt Repairs**

The Board received the project manual, specifications, and revised cost summary for repair of the Phase I area of the asphalt project. Through core sampling, Gardner James determined that the base of the asphalt was inadequate and would require the addition of stone and dirt to better support the asphalt and increase its lifespan. It is not clear whether this is an anomaly to this particular area or if the entire parking/driving areas will have the same issue. Gardner James will send out a request for proposal from qualified contractors.

**C. WSSC Right of Way**

Management presented the President with an additional document to sign to allow WSSC a right of entry to make repairs to WSSC-owned sewer systems.

**D. Investment Accounts**

Motion: To roll-over one CD maturing in January 2014 and move savings from the money market account to combine the amounts into a short-term CD for \$50,000. *Motion Passed.*

**E. Collection Issues**

The Board requested Management contact John McCabe, the association's attorney, and request he provide a step-by-step guide as to what is required for a Sheriff's sale as well as the pros and cons of holding a Sheriff's sale. Mr. McCabe has suggested Sheriff's sales of certain delinquent properties as a means to get the monies owed to the association.

## II. FEBRUARY MEETING

### A. Pool Mailing

Management provided the Board with a copy of the proposed pool rules and instructions for 2014 for review. The Board requested Management note pool hours in a table format rather than paragraph format to improve readability and understandability of the changes to pool hours.

Motion: To approve the pool pass instructions, pool pass application, and pool rules as amended. *Motion Passed.*

### B. Board Action Item Lists for the 3<sup>rd</sup> and 4<sup>th</sup> Quarter 2013.

Motion: To approve the Board Action Item Lists for publication on the association's website. *Motion Passed.*

### C. Snow Clearing

The Board discussed the recent snow events and response to those events by AW Landscapes and Management. Ms. Breckenridge noted that the contractor was shoveling sidewalks that are not included in our contract agreement and requested Management advise the contractor of the contract stipulations.

### D. Investment Accounts

Motion: To roll-over two CDs that mature in March 2013 and total \$144,000 to a short-term (3-month) CD. *Motion Passed.*

### E. Update to Website

Mr. DeJager requested that the website be updated to show 2014 Board meeting dates and the 2014 trash pickup schedule.

### F. Storm Drain Analysis

The Storm Drain analysis report noted a conflict with a cable TV pedestal that interferes with the flow of water. The contractor (CPJ Associates) has met with COMCAST, which has agreed to relocate the pedestal.

### G. Sand/Street Cleaning

The Board requested Management advise AW landscapes that we would like the streets cleaned the either the last week of March or the first week of April, which is earlier than in years' past.

## III. MARCH MEETING

### A. Pool Repairs

Management provided the Board with a proposal from Continental Pools for pre-season repairs and supplies for the pool. Because of the amount of the proposed repairs, Management requested that a representative from Continental attend the meeting to discuss the proposal. Mr. Dejan Milenkov attended the meeting to go over the itemized list. After discussion, the Board was able to trim items from the list that could be addressed in future years for a cost savings of approx. \$4400.

Motion: To approve purchase of pool parts and repairs for the 2014 pool season. *Motion Passed.*

**B. Pool Fence Repairs**

Management presented the Board with two proposals for repair of the pool fence to (1) close gaps in the gate and (2) to repair the fence where vandals have tried to access the pool by climbing over the fence.

Motion: To approve the proposal from Tri-County fence to close the gap in the gate and repair the fence. *Motion Passed.*

**C. Pool AED Addendum**

Because of Montgomery County requirements to supply and maintain an Automated External Defibrillator (AED), the Board signed an addendum to the pool contract to cover the cost of the AED.

Motion: To approve an addendum to the pool contract to acquire and maintain an AED. *Motion Passed.*

**D. Storm Drain Analysis by CPJ**

Charles P. Johnson (CPJ), the contractor hired to analyze the storm drains in the flood plain and recommend improvements, sent their report to the Board. Because the report consists of engineering drawings, which the Board does not understand, the Board requested that Management invite CPJ to the April Board meeting to discuss "Site 48" and "Site 58" of the report as a first step in addressing storm drain issues.

**E. Trench Drain Covers**

Because it appears that vandals have removed the drain covers for the trench drain located on the main path to Pickering, the Board requested Management obtain bids for replacement of the covers. Two bids were received, but it was unclear how the service providers would secure the covers in a way in which the covers could be removed for cleaning debris from the drains. The Board requested Management get more information on installation of the covers from the bidders for the next Board meeting.

**F. Legislative Alert**

Management provide the Board copies of a proposed Bill in the Maryland legislature that limits the amount that can be charged for preparation of a "resale" disclosure certificate and requires HOAs to prepare these certificates similar to requirements in the Maryland Condominium Act.

**G. Spring Landscape Inspection**

The Board requested Management contact AW Landscapes to see if either May 10 or 17 could be reserved for the Spring landscape inspection.

**H. Sand/Street Cleaning**

One proposal was received for clearing sand from the drive lanes and parking areas in the community.

Motion: To accept the proposal from AW Landscapes to remove sand and debris from drive lanes and parking spaces. The sand and debris is to be collected and hauled from the property. *Motion Passed.*

**I. Reserved Parking Signs**

Mr. DeJager noted that the signs were not adequately secured to the sign posts and some have fallen off the posts. Management advised they will contact Henry's Towing and request that they find a way to better secure the signs.