

Churchill East Village Community Association, Inc.
3rd Quarter 2014 Board Actions

Note: Board meetings are held the 4th 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. JULY MEETING

A. Storm Drain Analysis

The Board had no comments or updates on the storm drain analysis.

B. Asphalt Maintenance

- (1) Management provided the Board with a proposal from Fairfax Paving and Concrete, Inc. for marking parking spaces, parallel spaces, center lines (where appropriate), speed humps, and “Stop” areas (where appropriate); and for pressure washing and repainting of fire lanes.

Motion: To approve the proposal by Fairfax Paving. *Motion Passed.*

- (2) Management will touch base with Fairfax Paving to ensure that Thunderhead Drive is included in the proposal (the proposal just mentioned Thunderhead Way).
- (3) Management will contact Montgomery County to request that residents be able to park in the median on Father Hurley while work is in progress. Management will also notify Montgomery County that school buses may have to alternate their pickup points for those days, and also advise the Germantown Post office of the road closure for those days.
- (4) Management will request Fairfax Paving use a stain product on the portion of curve on Country Ridge that intersects with Trimfield under the “no parking” signs so that the Board can gauge the usefulness/longevity of the product.
- (5) Ms. Watkins will send Management a schematic of the marked fire lane in the 13200 block of Country Ridge Drive, which was not on the original plat.

C. Removal of Tree

Motion: To approve the proposal by AW Landscapes to remove a large, dead Black Pine in the common area at 13110 Country Ridge Drive. *Motion Passed.*

D. Pool Sign-In Sheet

Ms. Watkins had requested that Management obtain the pool sign in logs from June so that the board can assess pool usage. Unfortunately the copy of the pool log sheets that were received had the date at the top of the page missing. In addition, complete names and/or addresses were missing. Management will ask Community Pools to ensure that the information provided in the logs is complete.

II. AUGUST MEETING

A. Pool Coping Stones and Water Line Replacement

Management received proposals from Continental Pools and Millennium Pools for replacement of the coping stones and waterline tiles.

Motion: To approve the proposal from Continental Pools for replacement of the stones and tiles. *Motion Passed.*

B. Pool Water Treatment

Management presented a proposal from Continental Pools for \$285 for treating the water to reduce phosphate levels and prevent growth of algae. Since the proposal was presented to Management July 29 and since the pool season is nearing its end, no action was deemed necessary.

C. FY2015 Operating Budget

Management provided the Board with the draft operating budget for 2015. The budget includes increases in Management Fees, Pool Management, and Lawn Maintenance. These increases reflect a \$1.99% increase in the HOA fees. The Board reviewed possible areas for reduction of expenses. In particular, the Board asked Management to look in to whether a cost savings could be achieved by turning off the pool phone during non-season. The Board also asked Ms. Ryan to review the pool logs to see if a cost savings could be achieved by closing the pool an additional day during the week.

Motion: To approve the 2015 Operating Budget with a \$2.00 increase in HOA fees. *Motion Passed.*

D. FY2014 and FY2015 Operating Budget

Motion: To approve the proposal by Goldklang Group to audit the Association's financial statements for 2014 and 2015. *Motion Passed.*

E. Commercial Vehicles

Management presented information from John McCabe, PA, in which Mr. McCabe recommended the Board revise the Association's ruling documents regarding commercial vehicles. Because of the costs involved in modifying the rules and because a significant issue over parking of commercial vehicles has not arisen in the 30+ years of the community, the Board opted not to pursue changing the rules at this time.

F. Request for "No Parking" Sign

Owners at 13260 block of Club Hill Drive requested that a "no parking" sign be erected at the back of the cul de sac as individuals are parking in the turn-around space at the end and blocking ingress and egress and their parking spaces.

Motion: To approve purchase and installation of a "no parking" sign at the back of the cul de sac. *Motion Passed.*

III. SEPTEMBER MEETING

A. Bath House Repairs

When the Bath House was painted, the contractor noted that the interior had a mold issue in the below-grade area front part of the men's shower room. Management contacted Building Envelope Consulting (BEC) to provide advice on how to proceed. BEC has been asked to provide a bid solicitation and construction cost proposal to address the issue.

B. 2015 Operating/Meeting Plan

Management presented the Operating/Meeting Plan for 2015.

Motion: To approve the 2015 Operating/Meeting Plan for 2015. *Motion Passed.*

C. FY2103 Draft Audit

Management provided the Board with the draft audit for FY2013 as prepared by the Goldklang Group.

Motion: To approve the FY2103 Draft Audit. *Motion Passed.*

D. Asphalt Paving Project

Much discussion occurred about the paving project and marking of spaces by Fairfax Paving. Ms. Breckenridge wanted to know if the yellow stain had been applied to fire lanes in a specific area of Country Ridge so that as time goes on the Board can evaluate whether a stain is more effective than paint and will last longer. Management will check with the paving company to see if this was done.

A. Landscape Inspection

Management confirmed the landscape inspection will take place Saturday, May 17. Board members participating will be Jamie Breckenridge, Ruth Watkins, Patty Ryan, and Bill Harris.

B. Trench Drain Covers

Two proposals were received for replacing the trench drain covers. The Board tabled a decision on the best method to secure the drains covers until the May meeting.

C. Bulk Trash Collection

Management will contact Ecology services as to their ability to perform the bulk trash removal either May 31st or June 7.

D. Maintenance of Asphalt from Locbury Drive to the circle at Club Hill Drive

Mr. DeJager wanted to know who was responsible for repairing the asphalt along this stretch of Club Hill Drive since the asphalt area in that area is failing. Management informed him that the asphalt in that area is maintained by Montgomery County.

E. Investment Accounts

Motion: To roll-over one CD that matures in May 2014 to a short-term (3-month) CD. *Motion Passed.*

II. MAY MEETING

A. Wading Pool Fence Repair

Motion: To ratify the e-mail vote to replace the wading pool fence in order to pass inspection and open the pool.. *Motion Passed.*

B. Landscape Inspection – Tree Maintenance

AW Landscapes provided a proposal for removal and limbing up of trees as noted in the May 17 landscape walkthrough.

Motion: To approve tree maintenance. *Motion Passed.*

C. Storm Drain Analysis

Management will request that John's Labor Group check the drain at 20119 Club Hill Drive to see if it is functioning properly.

D. Asphalt Maintenance

Three proposals were received for the first phase of repair to the asphalt located from the 13300 block of Country Ridge to the 13100 block of Trimfield. The Board selected the proposal from Fairfax Paving. The Board also requested Management request a quote from Fairfax Paving for the cost of re-stripping, stenciling space numbers, and marking of fire lanes.

Motion: To approve the proposal from Fairfax Paving for asphalt replacement. *Motion Passed.*

E. Trench Drains

Motion: To approve the proposal from Wayco to replace the trench drain covers on the path at Pickering and secure the drain covers with screws. *Motion Passed.*

F. Replacement of Wood Carpet at Tot Lots

Motion: To approve the proposal from AW Landscapes to replace the wood carpet at the tot lots. *Motion Passed.*

G. Bathhouse Repairs

Motion: To approve the proposal from Jet Services to replace missing flashing at the roofline and replace rotten wood trim on the bathhouse. Jet Services will also remove loose and peeling paint in the men's shower room walls and repair and repaint wooden boxes on the pool deck. *Motion Passed.*

III. JUNE MEETING

A. Officers Theresa Durham and Robert O'Brien of T Cooper Security attended the meeting to discuss the July schedule, issuance of parking tickets, and areas of concern in the community. Management will provide T Cooper with a copy of our Parking Policy document.

B. Trash Patios

AW Landscapes provided a proposal for installation of pavers on finger islands where trash is placed as a way to cover those areas where grass is difficult to grow while adding visual appeal to the finger islands. The "paver" islands will be gradually installed throughout the community.

Motion: To approve installing pavers at the finger island in front of 13207 Trimfield Lane. *Motion Passed.*

C. Tree Maintenance

Motion: To approve the proposal by AW Landscapes to remove a large, dead Black Pine in the common area at 13110 Country Ridge Drive. *Motion Passed.*

D. Storm Drains

As a follow-up to the storm drain analysis, Ms. Watkins requested Management consult with a contractor to see check a storm drain on Club Hill that CPJ thought might be damaged.

E. Asphalt Maintenance

Management sent a request to Fairfax Paving for an estimate on striping, stenciling, and marking fire lanes but has not received a response to date.

F. Tot Lots

Ms. Watkins requested that Management add a line item in the financial reports for Tot Lot maintenance so that homeowners will know how much is spent on tot lot repairs during the year.

G. Investment Accounts

Motion: To roll-over one CD that matures on June 24 in the amount of \$144,000 to a 3-month CD; to roll-over two CDs totaling \$74,000 to 6-month CDs, and to roll-over four CDs in the amount of \$164,000 to 12 month CDs. *Motion Passed.*