

**Churchill Community Foundation
Board Meeting Minutes
August 29, 2018**

The Board of Directors of the Churchill Community Foundation (CCF) met for the regularly scheduled monthly meeting at the Waters Landing Community Center, 20000 Father Hurley Boulevard, Germantown, Maryland, on August 29, 2018.

Present:

Daniel Talmage
Amy Fickling
Will Knowland
Eric Leavitt
Jennifer Jones

Others Present:

Alan Siefert, Management Agent
Karelyn Donahue, Recording Secretary

Not Present:

Patricia Jones-Butler
Anita Pustelnik

I. Call to Order

Mr. Talmage called the meeting to order at 7:31 p.m.

II. Management Report

a. Meeting Minutes

The Board reviewed the July 25, 2018 meeting minutes and made revisions.

Motion: To accept the July 25, 2018 meeting minutes as revised.
Knowland/Jones. 4/0/1. Talmage, Fickling, Knowland, and Leavitt for. Jones abstained. Motion passed.

b. Contracts

The Board reviewed the proposed contracts from Mainscapes for litter collection and removal and lawn maintenance.

Motion: To accept the litter collection and removal contract from Mainscapes for 2019 and 2020 for \$14,678 per year and to accept the lawn maintenance contract from Mainscapes for 2019 and 2020 for \$8,958 per year.
Leavitt/Knowland. 5/0/0. Talmage, Fickling, Knowland, Leavitt and Jones for.
Motion passed.

c. 2019 Budget

The sub-associations were advised of the proposed \$.25 per month per unit increase. No comments have been received to date.

The Board reviewed the proposed 2019 budget and had no additional revisions. The Board will vote on the 2019 budget at the October meeting.

d. Churchill East Stream Permits

Mr. Siefert and Mr. Talmage had a conference call with the Maryland DNR grant administrator this morning. They were advised that they were on the cusp of receiving the funding for FY 2019. They were also informed that it would be unnecessary to reapply for the FY 2020 grant as the prior package would suffice. The Board asked Mr. Siefert to get this information in writing.

The Board discussed the grants, the status of the permits, funds spent to date and funds to be spent.

e. Financials

The Board reviewed the financials for the month ending July 31, 2018. There was discussion regarding the investments with Morgan Stanley.

f. Operating Checklist/Pending Projects

The Board reviewed the operating checklist and pending projects with Mr. Siefert

III. Old Business

a. Lake Drainage

Mr. Knowland asked if the Foundation has ever inspected the pipe underneath the road/dam. Mr. Talmage and Mr. Leavitt believed that a camera would need to be used. The Board agreed to include inspection of this pipe in the next underwater inspection of the weir and sluice gate.

b. Tree Removal/Damage

A tree company removed the uprooted tree along the shore behind Laurel Hill Way. Their truck was brought down next to the tree and may have caused some ruts. There was also damage by a paving company when they were repairing the path. There may have been additional damage due to maintenance vehicles during renovation of one of the townhomes. A couple of small trees need to be installed to replace the fallen tree.

c. Bridge Painting/Markers

The markers did not get repainted. Mr. Siefert will follow up with the contractor.

Mr. Siefert received another bid for the staining and/or painting of the bridges, signs and posts. The Board asked Mr. Siefert to seek one more bid.

IV. New Business

a. Funds

Mr. Siefert suggested that funds be moved from operating into reserves. The Board discussed.

Motion: To move \$50,000 from the operating fund to the reserve fund.
Leavitt/Knowland. 5/0/0. Talmage, Fickling, Knowland, Leavitt and Jones for.
Motion passed.

b. Caterpillars

It was noted that there are new webworm or tent caterpillar nests appearing in some trees along the path. Mr. Siefert will have them removed.

c. Lake Walk

The Board will decide on a day for the lake walk at the next Board meeting when more members are present.

V. Next Meeting

The next meeting of the Board of Directors for the Churchill Community Foundation will be Wednesday, September 26, 2018 at 7:30 p.m. at the Waters Landing Community Center.

VI. Adjournment

Motion: To adjourn the August 29, 2018 Board meeting at 9:30 pm.
Knowland/Jones. 5/0/0. Talmage, Fickling, Knowland, Leavitt and Jones for. Motion passed.

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Motion List
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Knowland/Jones. 4/0/1. Talmage, Fickling, Knowland, and Leavitt for. Jones abstained. Motion passed.
2. Motion: To accept the litter collection and removal contract from Mainscapes for 2019 and 2020 for \$14,678 per year and to accept the lawn maintenance contract from Mainscapes for 2019 and 2020 for \$8,958 per year.
Leavitt/Knowland. 5/0/0. Talmage, Fickling, Knowland, Leavitt and Jones for. Motion passed.
3. Motion: To move \$50,000 from the operating fund to the reserve fund.
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4. Motion: To adjourn the August 29, 2018 Board meeting at 9:30 pm.
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