

Churchill Community Foundation
Board Meeting Minutes
July 31, 2019

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 July 31, 2019.

Present:

Daniel Talmage
Amy Fickling
Will Knowland
Eric Leavitt
Joey Chambers
Patricia Jones-Butler

Others Present:

Alan Siefert, Management Agent,
Karelyn Donahue, Recording Secretary

Not Present:

Jennifer Jones

I. Call to Order

Mr. Talmage called the meeting to order at 7:33 p.m.

II. Management Report

a. Meeting Minutes

The Board reviewed the June 26, 2019 meeting minutes and made revisions.

Motion: To accept the June 26, 2019 meeting minutes as amended. Knowland/Chambers. 4/0/2. Talmage, Fickling, Chambers and Leavitt for. Knowland and Jones-Butler abstained. Motion passed.

b. Future Audits

The Board discussed the proposal for Strauss & Associates for tax and audit work for the years 2020, 2021 and 2022.

Motion: To accept the proposal from Strauss & Associates for tax and audit work for the years 2020, 2021 and 2020 for \$2,450 per year. Leavitt/Knowland. 6/0/0. Talmage, Fickling, Chambers, Knowland, Jones-Butler and Leavitt for. Motion passed.

c. Path Repairs

Mr. Siefert received one bid for the path repairs from O'Leary Asphalt for the path repairs. Patching and paving would be \$87,900 (Option 1), crackseal and sealcoating would be \$29,900 (Option 2) and patching only would be \$15,500 (Option 3). This

would be for the portion of path from marker #9 all the way around to marker #7 (3,003 square yards).

Motion: To accept the proposal from O'Leary Asphalt for patching, crackseal and sealcoating of the path for \$45,400 (Options 2 & 3) unless a better bid is received on or before August 15, 2019. This will be a reserve expense.
Knowland/Jones-Butler. 6/0/0. Talmage, Fickling, Chambers, Knowland, Jones-Butler and Leavitt for. Motion passed.

d. Tree Trimming

The Foundation received a complaint by a homeowner on Waterside Court regarding trees that overhang their property. These trees are between the lake and the path. The Board discussed the option of removing and/or pruning some of these trees and decided to seek the advice of a specialist.

Motion: To have a tree specialist assess the area in question and remove the one tree in question with the possibility of up to three per their discretion not to exceed \$2,500.
Leavitt/Jones-Butler. 6/0/0. Talmage, Fickling, Chambers, Knowland, Jones-Butler and Leavitt for. Motion passed.

e. Churchill East Village Stream/Grant

Mr. Siefert reported that the proposed project plans and the agreement with Potomac Conservancy have been filed with the State. Mr. Siefert is currently working with CPJ and the sub-associations on various easements and agreements for the project. The attorney will need to sign off on these.

CPJ provided a proposal for \$24,455 for the converting of the plans from the county into bid specifications, the seeking out of bids, the receiving and the reviewing of the bids.

Motion: To accept the proposal from CPJ for \$24,455 for bidding services.
Knowland/Leavitt. 5/1/0. Talmage, Chambers, Knowland, Jones-Butler and Leavitt for. Fickling against. Motion passed.

Bids have been sent out to six companies and are due August 9th. CPJ will be reviewing them and they will be brought to the next meeting.

f. Meadow Bridge

It was reported that Churchill Village-South is taking the lead on this project and there are several options being considered including moving the bridge, creating a boardwalk and a fiberglass bridge. Mr. Siefert will update as needed.

g. Operating Checklist/Pending Projects

The Board reviewed the operating checklist and pending projects with Mr. Siefert. The Board asked Mr. Siefert to add the path to the checklist and how often it should be sealcoated.

h. 2020 Proposed Budget

Mr. Siefert presented the first draft of the 2020 operating budget to the Board. The Board was in consensus that the assessment should remain the same for 2020. They also made some corrections. Mr. Siefert will make the corrections to the draft budget and email it to the Board before sending it out to the associations. The Board will approve at the September meeting.

III. Old Business

a. Water Quality Study

Mr. Talmage found a candidate for the Water Quality Study project. Mr. Knowland will talk to the candidate about what the project includes.

IV. New Business

V. Next Meeting

The next meeting of the Board of Directors for the Churchill Community Foundation will be Wednesday, August 28, 2019 at 7:30 p.m. at the Waters Landing Community Center.

VI. Adjournment

Motion: To adjourn the July 31, 2019 Board meeting at 9:03 pm. Knowland/Chambers. 6/0/0. Talmage, Fickling, Chambers, Knowland, Jones-Butler and Leavitt for. Motion passed.

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1. Motion: To accept the June 26, 2019 meeting minutes as amended. Knowland/Chambers. 4/0/2. Talmage, Fickling, Chambers and Leavitt for. Knowland and Jones-Butler abstained. Motion passed.
2. Motion: To accept the proposal from Strauss & Associates for tax and audit work for the years 2020, 2021 and 2020 for \$2,450 per year. Leavitt/Knowland. 6/0/0. Talmage, Fickling, Chambers, Knowland, Jones-Butler and Leavitt for. Motion passed.
3. Motion: To accept the proposal from O'Leary Asphalt for patching, crackseal and sealcoating of the path for \$45,400 (Options 2 & 3) unless a better bid is received on or before August 15, 2019. This will be a reserve expense. Knowland/Jones-Butler. 6/0/0. Talmage, Fickling, Chambers, Knowland, Jones-Butler and Leavitt for. Motion passed.
4. Motion: To have a tree specialist assess the area in question and remove the one tree in question with the possibility of up to three per their discretion not to exceed \$2,500. Leavitt/Jones-Butler. 6/0/0. Talmage, Fickling, Chambers, Knowland, Jones-Butler and Leavitt for. Motion passed.
5. Motion: To accept the proposal from CPJ for \$24,455 for bidding services. Knowland/Leavitt. 5/1/0. Talmage, Chambers, Knowland, Jones-Butler and Leavitt for. Fickling against. Motion passed.
6. Motion: To adjourn the July 31, 2019 Board meeting at 9:03 pm. Knowland/Chambers. 6/0/0. Talmage, Fickling, Chambers, Knowland, Jones-Butler and Leavitt for. Motion passed.