

**Churchill Community Foundation  
Board Meeting Minutes  
May 27, 2020**

The Board of Directors of the Churchill Community Foundation (CCF) met for the regularly scheduled monthly meeting via web-conference on May 27, 2020.

**Present:**

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

**Others Present:**

Alan Siefert, Management Agent  
Karelyn Donahue, Recording Secretary

**Not Present:**

**I. Call to Order**

Mr. Talmage called the meeting to order at 7:35 p.m.

**II. Management Report**

**a. Meeting Minutes**

The Board reviewed the April 29, 2020 meeting minutes and made revisions.

Motion: To accept the April 29, 2020 meeting minutes as amended.

Knowland/Jones-Butler. 6/0/1. Talmage, Fickling, Chambers, Knowland, Jones-Butler and Leavitt for and Jones abstaining. Motion passed.

**b. Churchill East Village Stream/Grant**

Mr. Siefert updated the Board that, unfortunately, the flood plain permit application had not been reviewed as of yet, but was reassured that it would be reviewed promptly. Also, he reported that some parking spaces are going to need to be utilized for the access point on Club Hill Drive. Mr. Siefert is working with Vanguard, the management company for CEV, to work on possibly renting the spaces during the project. Bourn Environmental has already staked the area and is eager to begin the work.

**c. Churchill Village South Meadow Bridge**

Mr. Siefert updated the Board that bids from Bourn Environmental and EQR were received and both indicated the cost would be around \$100,000 for the construction of the bridge and boardwalk, in addition to the cost of the bridge itself. Gabby Meyers

with KCI is working with York, the bridge company, to find a way to reduce the overall cost of the project.

**e. Path Repairs**

Mr. Siefert reported that the asphalt work on the path should begin in about two weeks. The Foundation will inform the sub-associations, post signs, and post information on the website and Facebook about the repairs.

**d. 2020 Annual Meeting**

As previously discussed, the rescheduled annual meeting has been put on hold until members are allowed to meet in person. A letter was sent to the sub-associations advising them of the situation.

**f. Operating Checklist/Pending Projects**

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

**III. Old Business**

**IV. New Business**

**a. Insurance Renewal – May 20, 2020**

Mr. Siefert informed the Board that the insurance premium was a few hundred dollars less than last year for the exact same coverages.

Motion: To approve the renewal of the insurance policy with John Manougian Insurance.

Leavitt/Chambers. 7/0/0. Talmage, Fickling, Chambers, Knowland, Jones-Butler, Leavitt and Jones for. Motion passed.

**b. Benches**

It was reported that the old benches on the Churchill South side of the lake need some repairs. The wood looks to be in good condition, but the metal looks to be warped. Mr. Siefert will look into repairing.

**c. Holes in Dam**

It was reported that there are approximately six small holes in front of the weir that appear to be dug up by some animals. Mr. Siefert stated that he will have the holes filled in and monitor them.

**d. Trees on Dam**

It was reported that there are 6 to 8 4' – 6' trees in front of the weir. Mr. Siefert stated that the landscaping company will be digging them up and replanting.

**e. CEV Stream Soil Level**

It was reported that the soil is above the water level in the CV stream due to the sinkhole/road blowout. Mr. Siefert stated that he will follow up with the County regarding our prior request for monetary damages.

**f. Vine Growth**

Mr. Knowland reported that there is a lot of new vine growth and that it needs to be cleared before it gets out of control.

**V. Next Meeting**

The next meeting of the Board of Directors for the Churchill Community Foundation will be Wednesday, June 24, 2020 at 7:30 p.m. at the Waters Landing Community Center or via web-conferencing depending on the current Maryland and CDC recommendations.

**VI. Adjournment**

Motion: To adjourn the May 27, 2020 Board meeting at 8:29 pm.  
Knowland/Jones-Butler. 7/0/0. Talmage, Fickling, Chambers, Knowland, Jones-Butler, Leavitt and Jones for. Motion passed.

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**Motion List**  
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1. Motion: To accept the April 29, 2020 meeting minutes as amended. Knowland/Jones-Butler. 6/0/1. Talmage, Fickling, Chambers, Knowland, Jones-Butler and Leavitt for and Jones abstaining. Motion passed.
2. Motion: To approve the renewal of the insurance policy with John Manougian Insurance. Leavitt/Chambers. 7/0/0. Talmage, Fickling, Chambers, Knowland, Jones-Butler, Leavitt and Jones for. Motion passed.
3. Motion: To adjourn the May 27, 2020 Board meeting at 8:29 pm. Knowland/Jones-Butler. 7/0/0. Talmage, Fickling, Chambers, Knowland, Jones-Butler, Leavitt and Jones for. Motion passed.