QUARTERLY MEETING OF CKMC

June 25, 2026 - 6:00 pm at the Clubhouse

Attendees: Karla Bunz, President of CKMC, Roland Mews Rep; Tom Van Pelt, Property Mgr, CKMC, DHBader; James Taylor, Property Mgr, CKMC, DH Bader; Alex Katzenberg, VP CKMC, Roland Green Rep; Sarah Taylor, Secretary, Condo 1 Rep; John Hehir, Treasurer; Alice Maas, Fallswood 2 Rep; Ben Civiletti, Fallswood 1 Rep; James McCabe, Goodlow House Rep; Elizabeth Leonard, Dunns Grove Rep; Julie Cahan, Hamil Court, Rep; Arsh Mirmiran, Caves Valley Partners, Developer
Quick recap

The CKMC board meeting focused on approving various renovation and maintenance projects for the community's pools and facilities. The board voted to approve DRD's contract for North Pool renovations and to add an $11,825 bench option, both coming under budget allocations. They also approved implementing a collection policy to address delinquent assessments and agreed to transition reserve funds to an ADF investment program managed by Vader to earn significantly higher interest rates. The board discussed ongoing issues with BGE utility work affecting lighting and drainage, and reviewed plans for pickleball line installation and potential clubhouse fencing modifications. Additional topics included updates on legal document revisions, financial reports showing positive trends despite some budget variances, and concerns about sidewalk safety following a serious fall incident.
Summary
Meeting Minutes and Introductions

Karla Bunz called the meeting to order and confirmed a quorum was present. The first order of business was to approve the April minutes, which was passed. The meeting then moved to introductions around the table, with participants sharing their names and affiliations. Attendees are listed at the top of this page
North Pool Renovation Discussion

The board discussed North Pool renovations, with Tom recommending DRD as the vendor to maintain consistency with the other pool. Tom proposed adding a $11,825 bench option to the renovation, though some residents questioned prioritizing this addition over needed roof repairs. This was deemed a favorable addition to the pool, as many people currently lounge on the steps of the pool. A member asked if renovating a pool is a priority in light of its expense and with other infrastructure issues needing work and the discussion revealed that both pool renovations and roof work were already allocated in the reserve study, with adequate funds available for the planned improvements.
North Pool Renovation and Policies

The meeting focused on voting for the North Pool renovation and adding a bench, which were both approved. Karla maintains that the board voted to re-do the north pool some time ago. Tom explained the benefits of using DRD for pool maintenance and winterization, citing efficiency and cost-effectiveness. With prices rising yearly, it would make sense to start the renovation soon.

Legal Considerations

Arsh questioned why he was at the meeting since he represents the commercial component of the community and not the residential . The meeting discussions were residential matters (ie pool and clubhouse) and he is part of the commercial portion of the community. It was explained that there is no REC (recreation) Charter and therefore no acknowledgment that there is a separate REC council and Commercial Council. Ursula, our lawyer is working on revising all of CKMC's working documents to ensure transparency.

Collection Policy

Karla and Alex recommended that the board adopt a draft collection policy for late payments, which includes provisions for cost of collection and interest. The Board voted to accept this, as some entities are consistently late in paying invoices, especially connected with the water bill.
Clubhouse Roofing Project

Karla discussed the roofing project for the clubhouse and the pavilion. Multiple roofing contractors have provided different estimates which makes choosing one over another difficult. The windows in the clubhouse are very old and would be expensive to replace, there is asbestos in the roofing materials and the support beams are compromised- all of these factors make it difficult to decide what methods to employ and which roofer to hire. For that reason, Becht Engineering was recommended to oversee the project due to its complexity, including asbestos removal. The team agreed to approve having Becht Engineering manage the bidding process to standardize requests for proposals and ensure apples-to-apples comparisons between vendors. However, the scope of Bechts work will be clearly defined before contract signing to avoid unnecessary expenses and labor.

Pool Area Fence Installation Proposal

Karla proposed installing a new wood fence at the Clubhouse pool, to close off access to the pool in compliance with pool laws, which would allow year-round rental of the clubhouse and maintain aesthetic consistency with existing fencing. The project would be completed during the winter pool season and would require a bid and drawings to be presented at the next meeting. Many fencing bids were received from various companies, but those plans might not be used and DH Bader might do the project with input from board members about fence design. Additional updates included pickleball line installation scheduled for July 23rd and the completion of a new logo installation next week.

BGE Utility Work Issues

Karla discussed ongoing issues with BGE utility work, including a recent incident where they cut electrical lines at Roland Mews that will require repairs starting next week. She explained that BGE is not responsible for the damage since the lines were unmarked by Miss Utility. BGE will cover the costs of digging and repair work will be done by CKMC. Karla expressed frustration with BGE's contractors, citing multiple issues including unannounced work, poor coordination, and safety concerns, noting that complaints have been raised at the highest levels but the situation remains problematic.

Bank Investment Program Approval

John Hehir, CKMC treasurer, presented an opportunity to improve the organization's bank accounts by transitioning to Bader's ADF investment program, which would increase the weighted average return from 0.5% to nearly 4% and generate approximately $28,000 in additional annualized interest compared to the current $4,000. The board approved moving forward with the investment program for the reserve money, with John explaining that the operating account would remain excluded due to its lockbox requirement. John also noted that while reserve cash has been growing steadily by $85,000 over the past three months, non-reserve cash has decreased by $154,000 over the same period.

Financial Metrics and Collections Review

John discussed financial metrics showing slow collections as a concern, though not alarming, and noted that receivables exceed the recommended 5% of budgeted annual assessment. He reviewed year-to-date financial results showing a more negative result than budgeted, primarily due to higher-than-expected pool and landscaping expenses. The discussion then shifted to outstanding receivables, with John identifying specific delinquent accounts that need collection action, including Fallswood 2 and Caves Valley properties.

Responsibility for the repair cost of a water main break is still in contention. An examination and test of the water loop will be conducted to determine the solution. Engineers from CVP and CKMC will be present.

The group began discussing a field meeting with engineers regarding drainage issues from Hamlet Hill Road and potential modifications to address water pooling problems near Kitty Calvert.

Infrastructure and Clubhouse Policy Updates

Arsh discussed potential modifications to speed bumps to improve stormwater drainage, suggesting an engineer from Kimberly Bourne be present during testing. Arsh believes that the speed bumps are preventing the water from draining into the drains and water is ending up at Kiddie Calvert.

The group then addressed a proposed clubhouse policy change regarding rental during pool season, deciding to delay implementation until next year rather than making temporary changes. Finally, they voted to update clubhouse rental rates, in accordance with cost of living increases. It was decided that the clubhouse could be making money if it were updated and made more attractive, even though parking is limited. Arsh suggested having a valet service from the clubhouse to one of his lots to solve the parking problem.

Pool Committee and Safety Issues

Two Board members discussed the need for a formal pool committee, noting that while there was previously a pool committee that oversaw the renovation choices, rules and overall pool operations. A recent incident occurred where a pool was closed and then reopened without proper notification, causing inconvenience to pool users. Several board members felt that homeowners should not be involved in regulating and changing pool hours and usage. It makes things confusing.

The slip and fall incident was discussed again as it occurred on a black sidewalk where there were non-working street lights, leading to discussions about potential solutions including brighter bulbs and reflective tape.

Traffic Safety Improvement Plans

Karla discussed traffic safety improvements, noting that speed bumps would cost $11,000 and proposed using pedestrian crossing signs instead at $50 each. With BGE doing so much work, it would be crazy to add speed bumps now, esp since the roads will be dug up by BGE when they do their work. She identified specific locations needing stop signs, particularly around the doctor’s office area where vehicles were flying out without stopping. A board member mentioned ongoing issues with construction cones blocking driveways and construction workers parking in unauthorized areas, though it was reported that there was good responsiveness from the city contact when issues were raised.

Falls Road Bike Lane Project

Arsh discussed ongoing issues with the Falls Road bike lane project, highlighting problems from last year’s Labor Day race where the city poorly managed cross-traffic. He explained that Poplar Hill residents are opposing a proposal to close Falls Road between Cold Spring and Northern for a bike lane, citing logistical issues and lack of benefit to the community. Arsh also mentioned challenges with city permits, noting that Cross Keys new nail salon’s construction permit might be approved in August.

Resident Discount in Village and Communication Updates

The board discussed a resident discount program that offers 10-15% discounts at the village restaurants and stores, There was discussion about profit and non-profit which was dismissed.

Communication

The group agreed to implement monthly newsletter updates to improve communication between the board and management about current events in the community. Several board members felt that communication was not adequate among board members and that board members need to be part of the decision making process. Board members represent the various condo boards to which they belong and should be part of all processes, as each board pays dues to be part of CKMC.

They also addressed concerns about a bright light installation near the south entrance deciding it needs to be adjusted to reduce brightness.

The meeting was adjourned at 7:15

Respectfully submitted,

Sarah Taylor