

**Habitat 1 Section A
Board Meeting Minutes
April 21, 2022**

The Board of Directors Meeting of Habitat 1 Section A was held at 7:00 pm on Thursday, April 21, 2022 via Zoom conference call.

Present:

Dick Olney	President
Larry Thomasson	Vice President
Patrick Schmitt	Treasurer
Scott Gibson	Secretary
Katie & Trevor Bozarth	Owners (1729 Aberdeen Ct)
Tess Colville	Brodie Management
Brittany Stoltzfus	Recording Secretary

- I. **Establishment of a Quorum and Call to Order:** Quorum of the Board was established and Mr. Olney called the meeting to order at 7:05 p.m.

II. **Owner's Forum:**

- Mr. and Mrs. Bozarth (1729 Aberdeen Ct) were in attendance to discuss their fence architectural requests that have been denied. Ms. Bozarth expressed concern over lack of privacy with the fence style as it is, especially being near the pond where a lot of people walk/congregate. The Bozarth's have a young child and are concerned with the recent uptick in crime nearby as well. Their current fence was blown over in the recent windstorm, so repair/replacement is needed as soon as possible. The previous two requests which included no spacing and a small spaced shadowbox style were denied. Mr. Thomasson mentioned he has recently had two proposals for fence replacement himself and the fence companies' standard measurement for spacing is 2-3 inches between boards. After discussion, the Board agreed the fence could be replaced as an exact replica of the fence at 1747 Aberdeen Drive at a total height of 6 feet.
- Mr. Bozarth asked about the two bushes outside of their fence and if owners are allowed to plant other plants in that area. Mr. Olney confirmed all land outside of the fence is common ground and therefore not open to plantings by owners. The Board noted the concern of once the unit is sold, future owners may not care for the owners then the maintenance or removal becomes an Association cost.
- Mr. Bozarth asked about changing grass to decking or a patio. The Board has approved several owner's requests for these additions, an architectural request is required.

III. **Minutes:**

- Mr. Schmitt made a motion to approve the February 17, 2022 closed session minutes as presented. Mr. Thomasson seconded. All in favor. Motion carried.

- Mr. Schmitt made a motion to approve the February 17, 2022 Board meeting minutes as presented. Mr. Olney seconded. All in favor. Motion carried.
- Mr. Schmitt made a motion to approve the March 17, 2022 Board meeting minutes as presented. Mr. Thomasson seconded. All in favor. Motion carried.
- Mr. Olney made a motion to approve the March 17, 2022 closed session minutes as presented. Mr. Schmitt seconded. All in favor. Motion carried.

III. Financials:

- Mr. Schmitt confirmed the difference in operating cash amount between the balance sheet and accounts receivable are due to outstanding/uncashed checks, payments that have not cleared, etc. Mr. Schmitt confirmed the difference in assessments received on the operating fund vs. the balance sheet include assessments paid in advance, past due balances being paid, attorney payments received, etc.
- Mr. Olney noted the miscellaneous admin expenses totaling \$115.20 and asked Ms. Colville why there were so many copies and how Brodie Management keeps track of the number of copies per community. Ms. Colville confirmed Brodie has a code for each property that must be used to make copies. The accounting department pulls reports monthly to determine the number of copies made for each community. Mr. Olney requested the last 6 months of copy reports for Habitat. Mr. Gibson noted this shows the importance of moving forward with the communication standards that are being worked on now and added if certain documents must be mailed, an effort can still be made to lower the number of pages for each mailing. Mr. Schmitt spoke with Kathleen Elmore on Monday, and she is currently looking into what the Documents and State rules say on which documents must be sent in hard copy. Mr. Schmitt hopes to have a diagram with specifics from Ms. Elmore by next meeting. He also added it would be beneficial to be more proactive with new owners to ensure they sign up for emails/electronic transmission at time of purchase. Mr. Schmitt spoke with Kathy at Brodie about getting email addresses from owners who have signed up for the direct pay for dues. Ms. Elmore will be asked to draft a document for owners to sign up for electronic communication that will be added to resale packages.
- Mr. Olney noted a \$66 invoice for gas/electric that is much higher than the average cost; Mr. Schmitt will look into it.
- Mr. Olney questioned BGE invoices in the amounts of \$230.98 and \$347.81; Mr. Schmitt will look into it.
- Ms. Colville is waiting to hear back from Mike with Brightview regarding the refund for landscaping services not rendered; she will follow up.

IV. Brodie Management's Operations Report:

- Three landscaping contract proposals were received: Brightview at \$24,565.56, Chavez at \$42,120 and Elite at \$19,476. Marty Mows was onsite last week but have not yet provided a proposal. The Board agreed they would like to wait for Marty Mows proposal before deciding. Ms. Colville

will send all information via email for the Board to vote on once Marty Mows proposal is received.

- GMC has completed the parking lot paving project and the final invoice has been received.
- Owner incident updates: 1729 Aberdeen owners attended the call tonight. There is no new update on 1727 Aberdeen. 2038 Aberdeen Drive withdrew their architectural request. 1733 Leisure reported water damage in their garage over a year ago. Ms. Colville has just found out about the damage and is working on finding out more information.
- Gutter cleaning – 2050 Friendly owner asked about gutter cleaning. Mr. Gibson noted it is probably time for the next cleaning. Ms. Colville will contact Specialty Rain Gutter.

V. New Business

- The Board agreed to do the spring walkthrough at 1 pm on May 5th.
- Mr. Thomasson requests a friendly reminder be sent to 2044 Friendly about bringing in their recycling bins the same day as pick up. Mr. Olney added for any bins left out (they all should be labeled with addresses per the Documents), letters should be sent to owners.
- Mr. Olney will draft a letter and send to Ms. Colville for distribution regarding speeding. The Board will have the speed bump reinstalled if the speeding continues.

VI. Old Business

- There are 4 driveways outstanding for paving (2 on Aberdeen Ct and 2 on Aberdeen Dr). Ms. Colville will request Ron with GMC provide tentative pricing so it can be budgeted for next year.
- Mr. Olney will follow up on the storage unit. The last few times he has checked, there were no larger units available.

VI. **Adjournment:** Mr. Olney made a motion to adjourn the Board meeting at 8:39pm. Mr. Schmitt seconded. All agreed.

The next Board meeting of Habitat 1 Section A will be the held-on **May 19, 2022 at 7:00 p.m. via Zoom conference call.**

These minutes were recorded and transcribed according to accepted business practice and were read/edited for accuracy by the Board prior to distribution.
Habitat 1 Section A, April 21, 2022

Approved as written: Richard B. Olney Date: June 29, 2022

Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus.