

**Habitat 1 Section A
Board Meeting Minutes
August 18, 2022**

The Board of Directors Meeting of Habitat 1 Section A was held following the Show Cause Hearing at 7:00 pm on Thursday, August 18, 2022 via Zoom conference call.

Present:

Dick Olney	President
Larry Thomasson	Vice President
Patrick Schmitt	Treasurer
Scott Gibson	Secretary
Casey Perryman	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. Minutes:

- Mr. Thomasson made a motion to approve the July 27, 2022 Board Meeting minutes as presented. Mr. Schmitt seconded. All in favor. Motion carried.

III. Financials:

- Mr. Olney asked about a miscellaneous administrative expense of \$552. Ms. Perryman explained that was for the recent newsletter and other mailings for July including the postage, envelope, and paper. The newsletters were mailed directly from the Annapolis office to save money. Ms. Perryman provided an overview of the financials ending July 31, 2022. The operating account has \$84,786.26 and reserves total \$919,853.80 (Suntrust \$37,669.39, Shore Bank \$52,827.62, Synchrony Bank \$258,756, and Edward Jones \$474,161.76). The total cash assets ending July 31st were \$1,004,640.06. Mr. Olney will be speaking with the Edward Jones representative tomorrow to discuss adding Ms. Perryman as a contact on the account, not to allow changes to be made, but to be able to have a real time accurate view of the account. The previous Property Manager had these same privileges. Utilities were over budget by \$27 for the month of July with a YTD actual of \$26,714 compared to the YTD budget of \$23,583 leaving a YTD negative variance of \$3,130 likely caused by the leak in 2050. Mr. Olney noted one electric bill was \$50.06 compared to the normal \$20 and asked Ms. Perryman to investigate. Contracts for the month of July had a positive variance of \$185 with a YTD Actual of \$35,028 compared to the YTD budget of \$25,292 leaving a negative YTD variance of \$9,737 due to overages in exterminating, snow removal and the grounds contract. Mr. Olney asked why there are two separate exterminating accounts to which Ms. Perryman replied one is for termites and the other the rats which are two separate companies with two separate contracts. Repairs/Maintenance had a positive variance for the month of July of \$1,079 with a YTD Actual of \$139,089 compared to the YTD budget of \$28,081 leaving a YTD negative variance of \$111,008 due to building repair/maintenance and landscaping.

Administrative expenses had a positive variance for July of \$5,141 with a YTD Actual of \$65,599 compared to YTD budget of \$61,852 leaving a YTD negative variance of \$3,747 due to insurance overage. The insurance premium was paid in one lump sum rather than monthly like the budget shows so the negative variance will decrease as the year goes on. Mr. Schmitt confirmed he completed the reserve transfer previously discussed. Mr. Gibson asked if the rate of .03% shown for Synchrony Bank is supposed to read 3% and Mr. Schmitt confirmed yes. This CD and the Suntrust are both up soon, Mr. Schmitt will shop around for best available rates. Mr. Schmitt asked if all owners over 60 days delinquent have been turned over to the attorney to which Ms. Perryman replied she will check with accounting.

IV. Brodie Management's Operations Report:

- Ms. Perryman will be meeting Kevin and the roof contractors on August 26th at 11 am to have a “kick off” meeting. An exact start date for the project will be provided at that meeting.
- 1701 Aberdeen Court – Ms. Perryman sent multiple emails to the owners with the Board's decision at the last meeting regarding the large tree in the backyard and no response was provided from the owner. Katchmark looked at the gutters and determined they are not in bad shape and a replacement at this time is unnecessary. Although the owner did not directly approach Management to have the tree trimmed, it needs trimming and is the owner's responsibility to maintain. Mr. Thomasson made a motion to send the owners a letter stating the tree is theirs and needs to be trimmed or they need to respond about the request for the Association to pay to have the tree removed. Mr. Schmitt seconded the motion. Mr. Gibson voted in favor; Mr. Olney opposed. Motion carries.
- 2062 Friendly – The slider was installed on August 16th. The window is on special order. AAction is working with the renter to move the contents from the garage so that work can begin.
- 2050 Happy – This item is on hold until the appropriate water bills are received. The deck electrical hasn't been finished, but the owner's property manager has been in touch with Ms. Perryman and confirmed the work will be completed, as well as the hose bib which will be done when the property is winterized. This actually applies to 2054 Happy but is labeled as 2050 as that is where the leak was discovered. Mr. Schmitt asked for a specific date on when the hose bib and electrical repairs will be handled. Ms. Perryman will follow up, the renters just moved out at the end of July and the property manager noted work would begin once the renters were out. Ms. Perryman confirmed the owner has provided documentation in writing to approve Brodie to speak with their property management company.
- 1733-1739 garage inspections – The inspections were completed; the work is scheduled to start this week or next. Kellie filed an insurance claim. Her insurance company asked why the work was not completed when the original leak happened to which Ms. Perryman provided all documentation requested

on August 11th; there has been no further communication since then. Mr. Schmitt noted two neighbors reported seeing an insurance adjuster on property last year. Ms. Perryman noted the owner paid last year's invoices with a personal check.

- Drainage – Larry with Aggressive Construction was on site for a meeting on Tuesday. He inspected the 4 areas of priority; a price/scope of work should be coming soon. Ms. Perryman will forward once received.
- Fireplace Inspections – Mr. Velten is still not in compliance.
- 2066 Happy – The owner called about a tree out front and the sidewalk. Larry with Aggressive looked at the sidewalk and an estimate is pending. Annapolis tree was previously approved by the Board to handle the tree removal and stump grinding, no date has been provided yet.
- 1720 Leisure – The slider above the garage is done, the screens were being installed today. The other slider had to be specially ordered and will be installed once received.
- Snow Contract – Ms. Perryman received the snow contract from Marty Mows on August 11th and sent to the Board for review. Mr. Schmitt asked if the other Board members had a chance to review the proposal from Rupert Landscaping as he is concerned with the performance of Marty Mows and worries they may not show up in the event of a snow emergency. The Rupert proposal is slightly higher mostly due to the cost of mulch. Mr. Schmitt proposed giving notice to Marty Mows and moving forward with Rupert. Mr. Olney agreed with the landscaping struggles, was impressed with Rupert's presentation and is okay with making the change as he too shares the snow concern as well as Marty Mows slow response to Management. The Marty Mows contract calls for 20 mows a year, but they have only mowed 4 times so far this year. Ms. Perryman added her concerns with several homeowner complaints regarding landscaping, the company not meeting their contract standards and no services provided for the large lump sum already paid to them. Mr. Olney made a motion to provide notice to terminate the contract with Marty Mows and start the process to move forward with Rupert Landscaping. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried. Mr. Olney confirmed there is a 30- or 60-day termination notice clause in their contract with Marty mows. Mr. Schmitt asked if Rupert could be invited to the next Board meeting to discuss mulching.
- 1723 Aberdeen Court – Homeowner previously spoke with Tess about the railroad ties causing trip hazards as they cause the water to build up on the sidewalk, also about a hole at the end of the driveway by the mailbox, and siding damage from 2009 tree fall. Larry with Aggressive inspected the area on August 16th, Ms. Perryman is waiting for his estimate/scope of work. Drain Pro took too long to respond, so Naumann was sent out for the sewage in her tub on 8/16. Ms. Perryman will forward the report from Naumann once received. Mr. Schmitt asked if the report could also be sent to Drain Pro. The parking lot hole will be addressed when the planned project starts. Mr. Schmitt found a

kit to repair the siding area as finding matching siding is very difficult. Mr. Olney noted the kit only has a small amount of material and could get expensive if the repair is for a large area. Ms. Perryman will look into it.

- 1726 Leisure leak – The bathroom drains from 1720 leaked into 1726 causing damage in the garage. NAC was originally sent out and determined the leak was owner responsibility; the owner has been notified she is responsible for her repairs as well as dry wall repairs to 1726. There have been repeat water issues from 1726 over the last year including a dishwasher leak the owner had repaired by Alpha Plumbing. Ms. Perryman has asked the owner for all contractor reports to ensure the contractor was licensed and both leaks have been completely corrected. Mr. Schmitt asked if mold remediation may be needed. Mr. Olney added several items in 1726's garage were damaged from the leak. NAC previously reported seeing the bathroom and kitchen in 1720 gutted as the homeowner seems to be making upgrades on her own. Ms. Perryman confirmed the 2 NAC bills will be billed back to the owner and she has also provided the owner with the Bylaws. Once the invoices are received from NAC, a letter explaining owner responsibility and the invoices will be mailed to the owner. Mr. Schmitt asked that something be added requiring documentation that the leaks were fixed in the letter. Ms. Perryman will contact Alpha plumbing directly to ask for the report and scope of work completed, she will forward to the Board once received.
- 1739 Leisure – Slider will be installed on 8/18; owner has been notified. There was a small issue with the front door as it is not standard. JNJ will be replacing it with one of the three approved standard doors.
- 2051 Happy – Larry with Aggressive reviewed the sidewalk area on August 16th. Larry originally suggested a slope from the front door, but after seeing the area, there is no room to make a slope without cutting the new sidewalk and lowering a section. The area cannot be raised any higher and as it is the water does not make it over the sidewalk to drain. Mr. Schmitt stated whatever is done needs to be ADA compliant. Mr. Thomasson noted the tree roots may be an issue as they raised the walk up originally which is what led to the sidewalk being replaced. Mr. Olney suggested a French drain be added on either side of the sidewalk and under the current sidewalk to allow for draining. Mr. Thomasson agreed and added leveling up the area where it meets as a "t." More will be discussed/walked through once Aggressive's estimate and recommendations are received.
- Bulk trash – large items being dumped/left have been an issue over the last few months. Ms. Perryman discussed the option of a dumpster, which all agreed would just invite nonresidents to dump trash in the dumpster. Ms. Perryman also noted a nearby community has a set price with a contractor to go around weekly and remove any large items that have been dumped. Mr. Thomasson added if the owner who dumps items is known, they need to be sent a letter and charged back for the cost Habitat pays to remove it. Mr. Schmitt mentioned offering a reward for any owner who reports someone dumping

items. Many issues started after the County stopped doing bulk pick up. The Association has spent approximately \$1,000 removing bulk trash items this year. Ms. Perryman will get a price from the contractor who checks the nearby community weekly for trash although the Board agrees this is something they do not want advertised as to prevent people from dumping simply because they know someone is coming to remove it.

- Ms. Perryman will be sending follow ups after each meeting with any documents requested, etc.
- Maintenance responsibilities – Ms. Perryman sent out a template for the maintenance responsibilities list. The Board needs to review and vote on approval for it to be sent out.
- The call log was presented in the form of the management report action items, this is how Ms. Perryman keeps on top of ongoing owner issues and easily updates the Board on the status. Ms. Perryman added the call log was much longer for the last meeting as it covered 1.5 months of calls. This time frame was only a few weeks so there were less calls to handle.
- Pat Martin with DrainPro scheduled the jetting to be done beginning August 29th. The cost is \$185 an hour; an exact time estimate/cost will be provided soon.

VI. Adjournment: Mr. Schmitt made a motion to end the meeting at 8:51 pm. Mr. Olney seconded. All in favor.

The next Board meeting of Habitat 1 Section A will be the held-on **September 22, 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, August 18, 2022

Approved as written: Richard Olney Date: 12-14-22

Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus.