

**Habitat 1 Section A
Board Meeting Minutes
December 15, 2022**

The Board of Directors Meeting of Habitat 1 Section A was held on Thursday, December 15, 2022 at 7:00 PM 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. **Call to Order:** Mr. Thomasson called the meeting to order at 7:08 pm. A quorum of the Board was established.
- II. **Minutes:**
 - Mr. Thomasson made a motion to approve the minutes from the October 26th Board meeting as presented. Mr. Schmitt seconded the motion. All in favor/none opposed. Motion carried.
 - Mr. Schmitt made a motion to approve the minutes from the October 26th Executive session as presented. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.
 - Mr. Schmitt made a motion to approve the October 26th Budget meeting minutes as presented. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.
- III. **Opening Comments:**
 - Mr. Thomasson reported a fridge/freezer dumped by the building that had the roof replaced and asked if the cost of removal could be charged to the owners of the building. Ms. Perryman said she will ask Elmore's office. Mr. Schmitt reported it appears the County may be collecting bulk trash again; he is waiting on a call back and will advise what he finds out.
 - Mr. Schmitt asked if there were outstanding items from the November meeting to be discussed. He apologized for being unable to attend the meeting. Ms. Perryman replied there is nothing outstanding from that meeting as only a working session was held due to lack of quorum. Any current open items will be discussed during the Management report tonight.
- IV. **Financials:**
 - Mr. Schmitt sent the draft audit to the Board. There are no items of major concern. Mr. Schmitt noted there is over \$250,000 in the Symphony Bank CD

which will have to be adjusted when it is up in June/July of 2023. There are two transfers between operating and reserves that need to be resolved; Mr. Schmitt is working with the comptroller to have this done by the end of the year. Mr. Schmitt wants to make sure the 2022 audit shows everything in line and balanced. Board members should advise Mr. Schmitt if any other areas of concern are found in the draft audit. Mr. Schmitt contacted Strauss and Associates to obtain the engagement letter for the 2022 audit in hopes to get the process started/completed earlier next year. Mr. Schmitt reached out to Jonas Brodie today as it seems Brodie had the draft audit for several weeks before it was sent out to the Board (only after Ms. Perryman questioned the delay). Mr. Gibson would like a date to expect the audit included in the engagement letter and also requested that all Board members are cc'd on emails regarding the audit.

- Mr. Schmitt noted he has made his position clear on the Edward Jones account and it is time to move the money somewhere else. Mr. Schmitt has tried communicating with Edward Jones and has not received the responses needed. Mr. Thomasson agrees the money should be moved and the Board should have been notified earlier by Edward Jones that the Association was losing money. Mr. Schmitt was originally told CDs were not an option. Mr. Thomasson would like the money moved to somewhere where there is a guarantee no money will be lost noting he is seeing the rates averaging around 4% for available CDs. Mr. Schmitt noted the Edward Jones money can be split into two separate \$200,000 CDs, 1 at 6 months and the other at 1 year, adding he would rather it be in a no interest account than an account that could potentially lose money. Mr. Olney agrees the money should be moved. Mr. Gibson suggested finding a service that would handle these accounts moving forward so it is not all on Mr. Schmitt to do so. Mr. Schmitt stated he will see what is available at SunTrust and Shore Bank. Ms. Perryman added that Alliance Bank has recently done a pitch to Brodie, and they only handle Condo Accounts, so they are well versed in what the Association would want. Ms. Perryman will send the contact information for Alliance to Mr. Schmitt. Mr. Thomasson made a motion to move the Edward Jones funds to a better position with Mr. Schmitt overseeing the move. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.

V. Brodie Management's Operations Report:

- There were no resale packages requested in November.
- 1720 Leisure – The owner had submitted an architectural request form to which the Board replied with questions. No response has been received from the owner. The contractor did contact Ms. Perryman, but no official responses were received from the owner. Mr. Olney asked about the pending \$500 bill for the account. Ms. Perryman replied it has not been paid. Mr. Schmitt stated there is nothing more to do until the owner replies.

- Building 27 trim – No revised estimate has been received. Mr. Schmitt stated during the walkthrough, fixing some bad soffit/corner pieces where animals could enter was discussed; however, the proposal shows a repair to the entire roof line. Mr. Thomasson replied that the contractor implied he could handle only the problem areas. Ms. Perryman received a response from the person who handles estimates at Katchmark who stated due to the Board having the roof replaced, Katchmark had assumed they wanted the entire line replaced. Ms. Perryman suggested tabling until spring. Mr. Schmitt asked the Board to look at the area/proposal and decide whether they want to patch or replace.
- Drainage estimates are still pending Board decision. Mr. Olney checked the sidewalk area previously discussed and noted only normal puddling, nothing major. Mr. Gibson asked if it is possible to have GMC bid as the majority of the cost is for concrete and GMC has the cheapest concrete price. Ms. Perryman replied that Brodie has been having several issues with GMC at other properties and she is currently in litigation with them and unable to work with them; however, she can ask someone else in the office to reach out of the Board would like. Mr. Schmitt and Mr. Olney agreed it is best to table these until spring because it is too cold for concrete work right now.
- 2073 Happy – lights – Calvert was out on December 5th and adjusted the sensor/timer per the owner's request. The owner called again noting the time was too short, Calvert fixed. The owner called a third time that the timer was now too long, Calvert fixed again. The owner has not called with any more issues.
- 2239 Aberdeen – Owner called about a potential roof issue. JnJ was out on December 13th and found there were no leaks, but the drywall tape on the ceiling is falling. Ms. Perryman explained it is similar to settlement cracks/chipping, not really falling off. Management is currently waiting on the report from the contractor on what repairs are recommended.
- 1703 – The owner called very upset that the gutter is full of leaves and leaves are all over the property. Ms. Perryman responded to the owner with what the landscaping contract pays for and offered for the owner to attend a meeting to discuss with the Board. The owner also reported chipmunks in her attic. Roger McGraw went out and sealed the points of entry. The owner called back reporting sounds of chipmunks stuck in the walls. Economy pest went out and did not see or hear anything; he left his contact information for the owner should they have future issues. The owner has not contacted Brodie with further problems.
- 2065 Happy – electrical – Calvert was originally called and found the issue to be a BGE issue. BGE came out and resolved the problem. Mr. Olney reported BGE fixed or replaced the line and there have been no more issues.
- 1726 Leisure – Complained about the stick/bucket and additional trash bags.

- Annual Meeting Notice was mailed December 9th and proxies are starting to be received. Mr. Gibson asked if the notice is sent to owners or renters. Ms. Perryman replied it is sent to whatever the preferred mailing address is in the portal.
- 2023 coupons were mailed. Mr. Thomasson asked if there were any calls regarding the increase to which Ms. Perryman replied no.

VI. Open Items

- Mr. Olney asked about the status of the window estimates. Ms. Perryman has reached out to Pella four times and still has not received a call back. Mr. Schmitt has a contact with Pella, he will try to get more information.
- Storage space- Mr. Olney sent an email to the Board with information on a new storage unit. Mr. Schmitt thinks the Board should get 1 of the available units, especially since there is 1 available on the second floor where the current unit is. Ms. Perryman was told everything can be done online to sign up for the new unit; however, there is only a 24-hour period to move everything over otherwise they would be considered in breach of contract. Ms. Perryman asked if they could pay 1 additional month on the old unit, she is waiting on a response. Mr. Olney has a 21-year-old grandson who would be able to assist with moving everything. Ms. Perryman will check the available dates/etc. tomorrow and forward to the Board. Mr. Gibson is off the week after Christmas and could assist during that time. Mr. Thomasson asked if the electrical panels were the only heavy items to which Mr. Olney replied the 2 meter stacks and a large/old filing cabinet. Mr. Thomasson has two hand trucks, one of which can handle 1000 lbs., that could be used to move the meter stacks. Mr. Olney noted there are carts available for use at the facility. Mr. Thomasson asked if there is a dumpster onsite to which Mr. Olney replied yes. Mr. Schmitt noted the plan is to throw away anything that is not needed and okay to be put in the regular trash.
- Bulk trash removal – Mr. Schmitt looked into the AA County trash regulations and noted several rules that are not being followed. He proposes a trash policy for Habitat should be drafted (number cans, etc.). Mr. Gibson suggested only doing bulk pickups every few months so residents see items will sit and hopefully deter them from dumping things. Mr. Olney authorized Ms. Perryman to schedule a bulk pick up for the refrigerator, bucket/stick, and other miscellaneous trash in Habitat. Mr. Olney would like a newsletter to be sent in the spring notifying residents of the trash issue and cost incurred to the Association. Mr. Schmitt will follow up with the County tomorrow to see if they have resumed bulk pickups.
- Mr. Olney asked about the \$12 charge to continue paying fees with checks. The attorney has advised the Board that this fee is not permitted; Jonas stated

it was okay because the Association itself is not charging the fee. Mr. Olney asked if money could be saved and not mail coupons to everyone. The Board discussed other payment options (multi months, etc.).

VI. **Adjournment:** Mr. Olney adjourned the meeting at 8:48 pm.

The next Board meeting of Habitat 1 Section A will be the held-on **January 19, 2023** following the **Annual Meeting** 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, December 15, 2022

Approved as written: RB Olney Date: 04-24-'23

Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus.