

**Habitat 1 Section A
Board Meeting Minutes
February 17, 2022**

The Board of Directors Meeting of Habitat 1 Section A was held at 7:00 pm on Thursday, February 17, 2022 via Zoom conference call.

Present:

Larry Thomasson	President
Dick Olney	Vice-President
Patrick Schmitt	Treasurer
Scott Gibson	Secretary
Tess Colville	Brodie Management

- I. **Establishment of a Quorum and Call to Order:** Quorum of the Board was established and Mr. Thomasson called the meeting to order at 7:21 p.m.
- II. **Election of Officers:**
 - Mr. Schmitt nominated Mr. Olney for President. Mr. Thomasson seconded. All in favor. Motion carried.
 - Mr. Thomasson nominated Mr. Schmitt for Treasurer. Mr. Olney seconded. All in favor. Motion carried.
 - Mr. Schmitt nominated Mr. Gibson for secretary. Mr. Thomasson seconded. All in favor. Motion carried.
 - Mr. Schmitt nominated Mr. Thomasson for Vice President. Mr. Olney seconded. All in favor. Motion carried.
- III. **Brodie Management's Operations Report:**
 - The broken gutter causing water to drain over the sidewalk/garage has been repaired as of yesterday.
 - The parking sign near 1727 Leisure that was discussed at last meeting was installed at the direction of the Board. Mr. Schmitt does not see any issue with the sign/car parked in that area aside from waiting for the striping to be complete to make it an official parking space. Mr. Olney confirmed there is only space to add one parking spot at that location.
 - 1723 Leisure issues will be looked at during the upcoming walkthrough.
 - Brightview provided a proposal for Dormant pruning. Mr. Olney and Mr. Schmitt raised concern that these items should be covered under the current landscaping contract. The current contract has maintenance pruning that seems to have not been done for the last two years. Mr. Olney suggested having a walkthrough with Mike (Brightview's new representative for Habitat). Mr. Thomasson agreed with the current contract covering these items. There is also a concern with pruning in the spring as it should be done in the fall, and it may be harmful for the plants. Mr. Schmitt noted that credits should be given for pruning that has not been done for the last two years. Ms.

Colville will follow up with Mike and schedule a walkthrough as well as confirm items on the contract.

- Naumann completed the repairs for the underground leak on February 8th and the sidewalk clean up in front of 1723 was done on February 9th. Mike Naumann confirmed the leak was the Association's responsibility. Mr. Olney asked if there were any photos taken to show the pipes and confirm responsibility. Ms. Colville will ask Mike. Mr. Olney wants to make sure all future leaks that require underground work have photos and documentation done to ensure who is responsible for the cost of repairs. Mr. Thomasson saw the work on this leak while being completed and confirmed the repair was near the manhole on Aberdeen and therefore the Association's responsibility. Mr. Olney added there were 2 separate leaks approximately 4-5 feet apart.

IV. Financial Report:

- Mr. Schmitt reported he will complete the transfer for the GMC payment soon.
- Mr. Schmitt confirmed with Kathy from Brodie that the fees charged by the new direct debit process were by mistake and were going to be refunded. There is no charge to use the direct debit option. If an owner still wants to mail their payment, the new drop box address is in Philadelphia. Mr. Schmitt's bank notified him to send the payment 5-7 days prior to the due date to account for longer mailing times. Ms. Colville will confirm how many owners have signed up for the direct debit option tomorrow. Mr. Gibson confirmed he received the fee refund. The Board discussed whether late fees should be reconsidered; though, they did agree there does not seem to be any issues as there have not been complaints from owners. Mr. Olney noticed several monthly payments seemed to be received late. The payments on the statement are showing later than usual. Mr. Schmitt confirmed the payments have been trending more towards the middle and end of the month.
- Mr. Olney asked about an electric bill that was \$144 (others were \$25-\$50). Mr. Schmitt noticed it as well and is requesting a copy of the bill to determine which address it is for. Ms. Colville will send Mr. Schmitt the bill.
- Ms. Colville announced that Bill Becker returned as the comptroller.

V. Open Discussion:

- Mr. Schmitt has confirmation that a hot tub policy is coming from the attorney. Kathleen Elmore is finalizing the communication issues list to generate a communication policy. This information is expected prior to the March meeting.
- Mr. Schmitt suggested formalizing a fence policy. Mr. Olney agreed it would be beneficial to have everything in writing. Mr. Schmitt will send the past information he has to the Board to discuss via email prior to the next meeting.
- 2038 Aberdeen Drive has requested to move their HVAC unit. The Board has previously declined other requests to move HVAC units. Considering the lines that attach to the HVAC into the unit, Mr. Thomason agrees with Mr. Schmitt that they should continue declining the requests to move the HVAC. Mr. Olney motions to deny the request. Mr. Thomasson seconded the motion.

All in favor. Mr. Gibson noted at some point they will have to reconsider the attic entry option as the conduits may no longer be usable, but for now, he is agreeing with the other Board members. All in favor. Motion carried.

- Mr. Olney asked about a policy for the doors. Mr. Schmitt and Mr. Thomasson noted the Board previously made a decision about three door options which were approved during a meeting and would be confirmed in the minutes. Mr. Olney suggested the standard be placed in writing and on the website to prevent any future issues with door requests. Mr. Schmitt has a fence graphic he can send as an option for the Board to consider adding in the fence policy. There is also no policy on standard lighting. Mr. Olney suggests finding 3 light options that would be required for any light replacements moving forward. Mr. Olney is concerned that owners are not keeping up on policies and there needs to be a way to remind owners of who is responsible for certain items (lighting, doors, etc.) and the rules to replace/maintain them. Mr. Schmitt and Mr. Thomasson agree it is important to announce changes, but the responsibility lies on the owner to look into the rules before making any exterior changes. Mr. Olney asked if information about the website and directing owners to the website would be included in the upcoming communications policy. Mr. Schmitt confirmed yes. For now, Mr. Schmitt will put the fence and door information on the website so owners can be directed there should they ask. Mr. Olney would also like the standard light be added.
- Ms. Colville will follow up for a date and timeframe of the GMC paving work. GMC had originally anticipated March or April. When Friendly Place was done, the road was not accessible for about a week. This project includes a retaining wall, paving, striping, and curb work so it will likely be longer than one week, but the roadway may not be blocked the entire time.

V. **Adjournment:** Mr. Schmitt made a motion to adjourn the Board meeting at 8:22pm. Mr. Thomasson seconded. All agreed.

The next Board meeting of Habitat 1 Section A will be the held-on **March 17, 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, February 17, 2022

Approved as written:

Richard B. Olney

Date:

June 29, 2022

Approved as amended:

Date:

Minutes respectfully submitted by transcriber, Brittany Stoltzfus.