

**Habitat 1 Section A
Board Meeting Minutes
July 27, 2022**

The Board of Directors Meeting of Habitat 1 Section A was held following the session with the Habitat lawyer at 7:00 pm on Thursday, July 27, 2022 via Zoom conference call.

Present:

Dick Olney	President
Larry Thomasson	Vice President
Patrick Schmitt	Treasurer
Scott Gibson	Secretary
Casey Perryman	Brodie Management

- I. **Establishment of a Quorum and Call to Order:** Quorum of the Board was established, and Mr. Olney called the meeting to order at 8:02 p.m.
- II. **Minutes:**
 - Mr. Schmitt made a motion to approve the June 16, 2022 Board Meeting minutes as presented. Mr. Olney seconded. All in favor. Motion carried.
 - Mr. Olney is pleased with the minutes.
 - Mr. Schmitt made a motion to approve the June 16, 2022 Executive Session minutes as presented. Mr. Olney seconded. All in favor. Motion carried.
- III. **Financials:**
 - Mr. Schmitt provided an overview of Habitat's financial standing stating the maintenance category is massively over budget, the water/sewer budget is tracking to be over, office expenses/postage is over budget. There is close to \$75,000 worth of work on a list to be considered. Mr. Schmitt commented that he is not concerned as the money is available, but the Board will need to be realistic when approving expenses moving forward as some items that are not urgent need to be deferred. Mr. Schmitt added they are not in a position to pull money from reserves for these items. Mr. Olney noted reserves are only for capital expenditures. Mr. Gibson noted several items on the list are capital expenditure items. Mr. Schmitt is not concerned with reserve study coming, the current reserve contributions are at minimum matching the suggested amount in the reserve study from 2018. A few large items have already been handled (roof replacements, paving projects). Concrete is a reserve item, but Mr. Gibson would like to see the reserve study before deciding on sidewalks and other non-urgent issues. Mr. Schmitt said a list will be needed for sidewalks to prioritize the need of replacement without significantly increasing fees next year. Mr. Olney stated many owners do not understand what exactly the budget includes and therefore do not understand why their requests cannot be immediately granted. Mr. Schmitt suggests the procedure for owner's requests moving forward should be acknowledgement of their request and notifying them the item will be added to the list and handled when they are able. Roof leaks, clogged pipes, etc. must be handled

immediately, but aesthetics are not priorities. Mr. Gibson would like to see expenses be financially categorized as they should be (windows, sliding doors) so the operating report does not look so inflated. Ms. Perryman added Management receives calls requesting items be handled as if the Community was an apartment building, so she suggested that some sort of communication be sent to owners stating what the association is responsible for and what the owner is responsible for. Mr. Olney noted the maintenance responsibility list would help with this. Mr. Schmitt will look at the list and have the Board finalize the list to be sent out to all owners. Mr. Schmitt added he agreed with Mr. Gibson that Habitat is in a better position than before and not in a crunch to build reserves, but they still need to be careful.

IV. Old Business:

- Resale package: Items need to be added (electronic communication, revised maintenance list for new owners to sign off on, inspection letter). Mr. Olney suggested a cover letter that summarizes the documents on what owners are responsible for vs. the association. Ms. Perryman reviewed the resale package, and she suggested a welcome packet be created that summarizes parking, rules, etc. The Board added there used to be a welcome package in their resale. Mr. Schmitt asked if it is possible to get a copy of the current resale package in an electronic form and Ms. Perryman replied yes, she will scan and send it all to the Board. Mr. Olney noted the resale was revised about 5 years ago. There should be an inspection report and a statement about the standing of the unit (violations outstanding) that are included in the package so new owners are aware of any issues prior to purchasing the unit. Ms. Perryman added there have been several events lately where the owners claim the unit was purchased in that condition and Management is unable to find any architectural requests on file from the previous owner.
- (Prior to the start of the meeting) - Mr. Olney asked when the mosquito program is set to start. Mr. Schmitt received a notice from the County last week for all required documents, the spray is not yet scheduled. Last year it was done on Saturdays. The State has not been as responsive on this program.

V. Brodie Management's Operations Report:

- Ms. Perryman apologized the Board had previously been told residents were not calling as she has been receiving several calls as noted on her report.
- Ms. Perryman was on site on the 19th and confirmed the grill was removed from 1741. Mr. Gibson noted he spoke to his tenants about it.
- The camera and antenna have been removed. Ms. Perryman noted the report had incorrect addresses for Leisure and Aberdeen, but she is aware and will update.
- Electrical – The owner claims the unit was purchased with the electrical wiring/GFI set up as it is now. Ms. Perryman has been unable to find any request from the previous owner with approval. Mr. Schmitt is concerned the wiring is not up to code and the Association would be responsible if someone

were to get hurt. The Board agreed that Management should send a Cease and Desist to remove the wiring. Mr. Schmitt added it was the mistake of Management/the Board to not properly inspect the unit before it sold, but it still needs to be removed. Mr. Schmitt would consider paying for the removal but is concerned it will start a precedent the Board will pay for others with similar issues. Mr. Olney believes if they have been failing to inspect properties, the responsibility is on the Association. Mr. Schmitt stated the rules are clearly stated in the Documents that the new owner should have read. Ms. Perryman is concerned with who is paying for the electric with the unknown of where the wiring originally connects into. Mr. Schmitt said it is likely the owner paying through their own electric since it is running out of the sliding door, but he is not 100% sure. Mr. Schmitt noted any additional violations like this need to be put on record immediately. Ms. Perryman suggested a walkthrough specifically to look for violations. Mr. Schmitt asked Ms. Perryman to check nearby units anytime she is on property for a specific unit and to bring any issues found to the Board. The owner is also stating he did not install the hose bib either. Ms. Perryman told the owner she would be back in touch about the water billing as it will be the end of the year until the leak period is fully billed for. The repair of the leak was just completed July 15th.

- Roof Replacement: The bids for replacing the roof of building 27 including the bid from Dedicated Roof and Hydro Solutions was sent to the Board. Mr. Schmitt made a motion to approve the Katchmark bid. Mr. Olney seconded. All in favor/motion carried. The contract from Katchmark was awaiting the full Board vote and it will be prepared now that it has been approved. Mr. Schmitt made a motion to approve Dedicated Roof and Hydro Solutions proposal. Mr. Thomasson seconded. All in favor/none opposed. Motion carried.
- Tree removal 2055 Happy Lane – The tree will be removed in 2 days. This was discussed prior to the start of the meeting. The contractor has requested the owner reserve a few parking spots around the tree. Mr. Olney is working with the owner to reserve the two spaces at the end of Leisure by posting notices Thursday evening that the spots are not open for parking Thursday evening and Friday morning. Mr. Olney asked Ms. Perryman to notify vendors that this request should be handled through Management and not owners for future projects.
- 2073 Happy owner called June 10th reporting overgrown bushes throughout the Community, flood lights out and stated there was a leak from the hatch in her ceiling. Marty Mows handled bush trimming throughout the Community, Calvert Mechanical repaired the flood lights and NAC concluded there is no active water leak/no damages. Ms. Perryman followed up with the owner after all work was completed.
- 1701 Aberdeen Ct. – Mr. Olney asked for Management to have the moss on the roof be inspected and while he was speaking with the owner, the owner

asked if the tree could be trimmed as it hangs over the roof. NAC determined the mold was caused by a tree branch falling on the gutter, causing water to puddle when it rains and with no sun in the area moss is forming. The owner intends on submitting an architectural request to replace the fence and discussed options with Mr. Olney on how to deal with the large tree where their fence is. Mr. Olney suggests the Board approve having the tree trimmed as they have for other owners with trees inside of backyards. Mr. Schmitt noted the tree will continue to grow back and need to be trimmed again in the future. Mr. Schmitt asked the Board if they should consider offering to pay to remove the tree. The Board agrees many owners do not maintain the large trees within their backyard. It will likely be \$6,000 - \$7,000 for the tree to be removed. Mr. Gibson suggested the Board could offer to share the cost with the owner. Mr. Schmitt is concerned the owner will want to replace with another tree which will end up being an issue in the future. Mr. Olney suggested the Board specify if they remove the tree, it cannot be replaced with another tree. Mr. Schmitt made a motion to send an offer to the owner for the Association to pay for the tree to be removed with the stipulation that it cannot be replaced with another tree, or the owner may opt to keep the tree if they pay to have it trimmed now and as needed moving forward. Mr. Olney seconded. Motion carried. The Board then discussed the cost to power wash the moss on the roof and repair the gutter which was proposed by NAC for \$1200. Mr. Olney suggested Katchmark be asked for a bid as they will be replacing the roof across the street and replacing gutters, etc. already which may lower the cost. Mr. Gibson agreed \$1200 seemed high and would like another bid. Mr. Schmitt is not sure the Association should pay for the repairs needed if the owner chooses to keep the tree. Ms. Perryman suggested they start with offering to the owner what was motioned and see their response before deciding about the power washing/gutter repair. Mr. Schmitt added the owner will be responsible for any future damages from the tree should they choose to keep it.

- 2062 Friendly called regarding overgrown bushes, the dining room window, sliding door and a leak in the garage. Marty Mows handled bush trimming. JNJ provided a proposal for the window and sliding door repair. Aaction provided a proposal for the garage work needed. Mr. Schmitt asked if the other garages in the building were inspected, and Ms. Perryman confirmed they were and the issue is contained in the 2062 garage. According to Aaction the water damage was caused by an old leak from the toilet in the unit above. The garage is mostly blocked and filled with the owner's belongings. Mr. Olney noted the wall was torn out to repair the original leak and then never repaired. He added that a lot of stuff will have to be removed from the garage to complete the repair. Mr. Olney noted he does not see the window included in JNJ's proposal only the sliding door. Ms. Perryman will follow up with JNJ for the window pricing. Mr. Thomasson asked if the necessary framework for the slider is included in the proposal and Mr. Schmitt confirmed it is for a total cost of \$2600. Mr. Schmitt made a motion to approve JNJ's

proposal for \$2600 for the sliding door and unknown amount for the window repair of 2062 Friendly as well as the \$2479.02 for Aaction to repair the garage. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried. Mr. Schmitt noted the homeowner with the toilet leak should have covered the garage repair.

- Bush pruning/trimming – Ms. Perryman stated Marty Mows contract calls for de-pruning in March and again in the fall. For the recent calls, Marty Mows did a quick trimming of new growth for no charge. A bigger trimming will be done in the fall after summer growth stops.
- Mr. Olney requested a parking lot estimate from GMC for work to be done next year. The proposal was received and emailed to the Board.
- 1733 – 1739 garage inspection: The garages in this building are the remaining garages on the Aaction proposal reviewed earlier. Mr. Schmitt summarized the situation that 1735 had a hot water heater burst in June/July. Kathy handled the call and part of the cost was billed back to the owner. Ms. Perryman confirmed that is correct and Management still has not been able to gain access to her garage since the original repair in order to assess the damages. Mr. Schmitt wants to know why Kathy did not handle the full repair properly. The damage of the other garages was caused by the hot water heater burst and therefore should have been the responsibility of the 1735 owner. Mr. Schmitt requested Ms. Perryman send the letter previously used for 2050 to use the right to gain access to the garage if the owner does not contact her this week. Ms. Perryman will ask Kathy for the history on this leak, how it was handled, what is recommended for moving forward with the other repairs needed and will forward the Board more information tomorrow. Mr. Schmitt believes NAC handled the original call; Ms. Perryman will check their invoices for more details. Mr. Schmitt had a few emails with Kathy regarding this situation when questioning some expenses. He will forward any information he finds to Ms. Perryman.
- Termite audit – Ms. Perryman completed a review of 2021 and 2022 (when Economy began handling inspections) and sent her report to the Board. Mr. Schmitt asked if Economy does any kind of application each year or inspections only. Ms. Perryman confirmed they only handle inspections and if termites are found, treatment cost is covered. Mr. Gibson noted he pays Terminix \$300 a year for preventative. Ms. Perryman offered to shop around options from other pest companies. Mr. Olney suggested the Board compile a list of what services they want that can be used to get proposals. The Board agrees preventative treatment with the old wood in the community is a good idea. There have been problems with Economy not being able to gain access to many units and some owners have tried to reschedule and were told there would be a fee to do so. Mr. Olney added the inspections are not thorough at all. The Board discussed the last-minute notice about the inspections and noted Management/the Board need to get notices out with more notice. Mr. Gibson agrees with doing more preventative treatment instead of inspections

unless the inspections are required by law. Mr. Olney suggested having an annual termite inspection notice for signature in resale packages to help get more units involved when inspections are done. Ms. Perryman has not seen any reports of owners calling Economy for inspections on the monthly reports received. Mr. Schmitt added that Habitat stopped using the last company because they had similar issues and he would prefer to consider a preventative treatment by a company that will provide a certificate of treatment guaranteeing their product for a year.

- Gutter cleaning – Ms. Perryman announced that several of her communities have reported issues with Specialty this year for gutter cleaning. Specialty has been on site, but their process is to use backpack blowers to blow out debris and no additional tools/action. Several complaints of debris being left on owner's sidewalks and flower beds were received as well as reports that gutters are still clogged. The current contract is up after the next cleaning which is scheduled for August 1st. Mr. Schmitt does not want to pay for the August cleaning and would like to get another company to handle gutter cleaning. Ms. Perryman will have to check the contract to see if they can pass on the August cleaning. The Board wants to make sure they are getting what is stated in the contract. Mr. Thomasson noted he would prefer they not be wearing backpack blowers on the roof, especially those that are new. Ms. Perryman has already received 1 proposal from another company and she will request 2 more.
- Drainage estimates – Ms. Perryman received estimates for drainage work from Marty Mows and she is not sure who/when they were requested. Mr. Schmitt stated he would like for the landscapers to only be used for contractual landscaping items to ensure they are receiving the basics they should be. There should be a dedicated company for drainage, trees, etc. Ms. Perryman suggested Aggressive Construction that has been used for the past 15 years in Meadowcroft. Mr. Olney and Mr. Schmitt would like to meet with Aggressive and Ms. Perryman to discuss drainage. There are three areas of drainage issues that are a priority. Mr. Schmitt added that Ms. Amos' sidewalk needs to be on the list too, although the Board agrees her gutter and downspout issues need to be addressed before the sidewalk work is done. The gutter will be replaced with the roof replacement this year which will determine if additional work is needed to fix the drainage issue. Ms. Perryman suggests having Aggressive look at the sidewalk area after the gutter replacement.
- Fireplace inspections – There is only one unit left outstanding. Management will send a Cease and Desist at direction of the Board.
- Newsletter – At the request of Mr. Olney, Ms. Perryman created and sent out the newsletter from the Brodie office to help save on costs. Mr. Schmitt thanked her for that.
- Trash bags on Friendly place were there for a few weeks but were picked up on June 28th.

- 2066 Happy– gutter/tree already discussed. Mr. Schmitt asked about the holly tree (at 2072 per Mr. Olney). Ms. Archer-Davies worked it out for Annapolis tree to remove for \$600 while they are already on site on the 29th.
- 2070 Leisure has a loose strip on her garage door and the metal siding beside the garage is missing. Ms. Perryman notified her the items will be added to this list and handled when they are able.
- Leisure way punch list was completed by GMC on July 14th. Mr. Olney found a few other minor issues and they have also been addressed by GMC. Mr. Olney noted to not hire roadway vendors to handle landscaping issues. There was an area that dirt needed to be moved and the contractors inadvertently covered a nearby swale and then seeded over it.
- Mr. Olney is working with Ms. Perryman to have 2 signs installed at the parking area at the end of Leisure Way. The signs will state the area is for snow removal, parking is not permitted during snow events, and cars will be towed at owner's expense. The current signs only say no parking, Mr. Olney wanted the towing option added.
- Ms. Perryman created a contractor list including all vendors used since 2016. The list was sent to the Board.
- Ms. Perryman was unable to find a signed snow pushing contract by the vendor. Mr. Olney has a copy but his is the only signature on it. Mr. Schmitt is concerned the vendor will be a no show when it snows and asked Ms. Perryman to find potential snow pushing contractors for this year.
- 2045 Friendly's repairs will be handled by NAC. The owner is pleased with their interaction thus far. The scope of work is due to the Board tomorrow. The plumber has been out to mark the lines in the front and rear of the unit to ensure no entry would be needed into the unit for repairs. Board agrees the work needs to be done as soon as possible to prevent future backups. The video did show tree roots and a collapsed pipe right outside of the unit's cleanout.
- 1723 Aberdeen owner contacted Management about water puddling on her sidewalk where the railroad tiles are that is a danger to her as she is handicapped, and the puddling water makes it slippery. Also, a tree fell on the unit during a snowstorm in 2009. The original contractors put gator tape on the siding, but it is no longer holding, and the siding is starting to fall off. Mr. Schmitt would like to visit this unit during the meeting planned on August 3rd to get a better idea of what is needed.
- Storage unit – Ms. Perryman is still working on this. The storage place put Habitat on a wait list for a 10x10 non climate controlled unit for no more than \$140 a month. Mr. Schmitt suggested the Board consider a different storage facility. Mr. Olney will go to the facility across from the current storage unit and get their pricing/availability. There is also a discrepancy with the current storage place as they claim Habitat is prepaid through June 2023, but the financials show a monthly payment of \$92. Ms. Perryman is working on

getting the contract and will let the Board know when she has more information.

- 1726 Leisure – Mr. Olney was stopped by the owner about water ponding in garage. NAC inspected and found water entering from the electrical meters exterior. NAC proposed to properly seal electric meter area and lines running in for a cost of \$500. Now Management is having a hard time getting the owner of 1726 to allow entrance into the garage. Mr. Schmitt is concerned with where the water will go once the holes are sealed and also asked if the other side of the meter stack wall had been inspected. Ms. Perryman will ask Frank at NAC. Mr. Olney noted when he inspected the water originally, it appeared to be wet on the other side from the electrical meter and he believes it may be coming from above somewhere. The water is also affecting 1720, as that owner called in reporting a “swimming pool” in her garage. Management confirmed it was not a large amount of water, but it was definitely damp.
- 2064 Happy – Mr. Olney reported a dead tree branch on the ground near the unit and noted the tree is barely hanging on; he would like it added to the running list of to-dos.
- Bulk trash has been an issue. There were 2 carpets dumped in the common area over a 2-week span. The same owner reported both.
- There was a discrepancy between the owners of 2050 and 2052 regarding a garage repair that was never made after a previous leak. The new owner of 2052 brought the open wall area to Management’s attention. Mr. Olney noted he knows the homeowners discussed it and believes they have resolved the issue, but the repair is still outstanding.
- 1739 Leisure – The garage issues are deferred until the last garage in the building (where the hot water heater burst) is inspected. JNJ provided a proposal to replace the front door and one sliding door for a total of \$4400. Mr. Schmitt made a motion to approve the front door replacement and sliding door replacement for \$4400 stipulating that the front door must be painted brown or the color of the unit.” Mr. Olney seconded the motion. Motion carried.
- 1720 Leisure – JNJ provided a proposal to replace two sliding doors for this unit. One door is quoted for \$2600 and the other is \$6588. The Board agrees that the higher cost must mean an upgraded door (not builder’s grade) and agreed if the owner wants to upgrade the door, she must pay the additional cost above the builder’s grade option.
- 2051 Happy owner called to report drainage issues during a heavy rainstorm. Ms. Perryman notified the owner this would be added to the list. This is the unit that the downspout was not carried under the sidewalk like it should have been.
- No reports on collections just started.

VI. Adjournment: Mr. Olney made a motion to end the meeting at 10:24 pm. Mr. Thomasson seconded. All in favor.

The next Board meeting of Habitat 1 Section A will be held on **August 18, 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, July 27, 2022

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

Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus.