

**Habitat 1 Section A
Board Meeting Minutes
June 16, 2022**

The Board of Directors Meeting of Habitat 1 Section A was held at 7:00 pm on Thursday, June 16, 2022 via Zoom conference call.

Present:

Dick Olney	President
Larry Thomasson	Vice President
Patrick Schmitt	Treasurer
Scott Gibson	Secretary
Casey	Brodie Management
Samantha Archer-Davies	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 7:21 p.m.

II. **Minutes:**

- Mr. Schmitt made a motion to approve the May 19, 2022 Board Meeting minutes as presented. Mr. Olney seconded. All in favor. Motion carried.
- Mr. Schmitt made a motion to approve the May 19, 2022 Executive Session minutes as presented. Mr. Olney seconded. All in favor. Motion carried.

III. **Financials:**

- Ms. Archer-Davies gave an overview of the May 2022 financials. The current cash on hand is \$147,251.40, the total reserves amount is \$782,178.86.
- Ms. Archer-Davies will check if GMC has been paid. Mr. Olney noted the issues found during the walkthrough have not been repaired yet. Ms. Archer-Davies will follow up with Ron.
- Utilities was over budget by \$2,610 for May. The YTD actual is \$25,055 vs a YTD budget of \$22,417 leaving a negative variance of \$2,638. The overage for May was due to an increase in water bills. Mr. Olney noted two meter readings were around \$1600 - \$1800 instead of the normal \$400 - \$500. Mr. Schmitt will look into it noting possible underground leaks or water rate increase. Mr. Gibson asked if either of these could have been caused by the water leak recently repaired.
- Contracts were under budget by \$1,624 with a YTD actual of \$17,723 vs a YTD budget of \$20,008 leaving a positive variance of \$2,285. Repairs/Maintenance had a positive variance of \$1,917 with a YTD actual of \$132,855 vs a YTD budget of \$18,915 leaving a negative variance of \$113,940.
- Administrative Expenses for the month of May had a positive variance of \$3,706 with a YTD actual of \$54,741 vs a YTD budget of \$43,322 leaving a negative variance of \$11,419. Ms. Archer-Davies and Ms. Perryman will check into the overages in office expenses and other financial items.
- The total expenses for the month of May were \$26,336 vs a budget of \$30,973 leaving a positive variance of \$4,637. The YTD actual expenses were

\$259,750 vs a budget of \$134,037 leaving a negative variance of \$125,713. The net surplus/deficit YTD was \$121,286 vs a budget of \$1,702 leaving a positive variance of \$122,989.

- Mr. Olney asked why the condo fee receivable amount never changes. Mr. Schmitt explained it is a guestimate based on the total annual amount divided by 12, a placeholder for late fees, interest, etc. The income of condo fees varies based on when deposits are received throughout the month. The actual amounts are reflected in the deposited amounts and the extra at the end of the year is explained with a journal entry to balance.

IV. Old Business:

- Mr. Schmitt reminded the Board they are now required by law to have a reserve study every 5 years. The current study was completed in 2018 and includes most of what is needed aside from a few additional items already completed (roof replacements and asphalt work). Mr. Schmitt will reach out to the company used in 2018 and see if an updated study can be done instead of a completely new study, which may save money. Mr. Olney agrees. Mr. Gibson also suggested inquiring if another company could update a study done by a different vendor. Ms. Archer-Davies offered another company option, Reserve Advisors.
- Mr. Schmitt was not satisfied with the hot tub policy proposed by the attorney, Kathleen Elmore. Ms. Elmore would like to attend a Board meeting (free of charge) to allow real-time conversation to discuss the hot tub policy and the electronic communications policy.
- Mr. Schmitt asked for the Board's opinions on the drafted door/fence standards he emailed. Mr. Olney noted the graphic states the wrong type of fence, it should say "shadow box" instead of "board on board." The Board agreed with a 2-inch gap. Mr. Schmitt will revise and resend for review.

V. Brodie Management's Operations Report:

- There were no new architectural requests.
- Katchmark and Roof Pro provided proposals to replace the roof of building 27. Roof Pro has been used with several other Brodie managed properties and they were provided the specs (not cost) from Katchmark's proposal in order to bid on the job. Mr. Schmitt noted the engineer inspection service needs to be involved and provide a bid as well – Mr. Olney will contact them. Mr. Olney is pleased with the price (\$39,980) from Katchmark. Mr. Schmitt wants to see why the cost is lower than the last roof replacement. Ms. Archer-Davies will forward the Roof Pro proposal to the Board.
- Termite Inspection – Economy Pest sent notices on May 21st and completed inspections on June 2-4. Once the report on those inspections is received, Management will forward it to the Board. Mr. Olney asked that Brodie follow up with Economy for the inspection report; he would like to have it before the next meeting if possible.
- The Rodent report is included in the Board package.

- Tree Removal – No bids have been returned for the tree inside the owner's fence on Happy Lane which was previously discussed. Bids were requested from Annapolis Tree, Bartlett Trees, and Marty Mows. The Board requests that no additional landscaping/tree projects be bid on by Marty Mows, they should be handling their landscaping contract items only. Marty Mows is late on the spring cleanup/mulching and are only mowing every 10-14 days instead of the contracted 7-10 days.
- There were no resale packages requested.
- Violations and Delinquencies to be discussed in closed session.

VI. Adjournment: Mr. Olney ended the open session and began a closed session meeting at 8:05 pm.

The next Board meeting of Habitat 1 Section A will be held on **July 21, 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, June 16, 2022

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

Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus.