

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

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

Present:

Dick Olney	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. Olney called the meeting to order at 7:10 p.m.

II. **Landscaping**

- Mr. Olney would like a report of work completed during each visit by the landscapers. The maintenance such as bed clean up, etc. is not being done. Ms. Colville confirmed other landscapers provide a report of all work done during each visit, so it should not be an issue for Brightview to do. Mr. Gibson added the proposal from Elite states they would provide such reports. The Elite proposal is \$19,000. Marty Mows at Habitat B is charging \$30,000 but they have more buildings/bigger area which was comparable with Brightview's quote. Mr. Schmitt suggested the Board create their own "sheet" or checklist for Brightview to fill out and request some pictures as well. Mr. Olney suggested a contract review be done and create an addendum to the contract in order to resign with Brightview. The Board wants to ensure the work being paid for is being completed. Mr. Schmitt questions the snow removal numbers from Brightview are accurate based on the regular landscape findings. Elite's proposal does include their snow removal numbers. Mr. Gibson thinks it is best to move on from Brightview. Mr. Schmitt agreed at this point Elite may be the best option but would like to consider waiting for Marty Mows. Maryland Tree was asked for an estimate as well, but that does not seem to be moving forward at this time. A decision needs to be made within the next month. Mr. Gibson noted it is important to get at least one other quote to see if Brightview is expensive or if Elite is cheap. Ms. Colville will follow up with Marty Mows to get them onsite as quickly as possible so they can provide an accurate proposal.

III. **Financials:**

- Mr. Schmitt requested Ms. Colville send the invoices labeled on the report as needing more action. The invoices are left over charges the former controller claimed was owed to reserves from operating. Mr. Schmitt started looking into these charges last year. He believes most, if not all, should actually be operating expenses under the maintenance and landscaping categories. The invoices have been paid, at this point, the decision is mostly an accounting call. The Board needs to review the invoices and decide if all or some should be

categorized under operating or if they should all be labeled as reserves and a reserve transfer for the full amount will be done to “pay back” the operating account. The invoices include the irrigation project, gutters/downspouts at a few locations, sidewalk installation, professional fees for roof/hydro, lighting, swales, drains, etc. No large, long-term items such as retaining walls or other infrastructure. The landscaping/irrigation items are borderline, but they are short term, non-reserve items, so they can be considered operating costs. The professional fees could be a reserve item since they were for the roofing project. Mr. Olney previously replied his opinions via email to Mr. Schmitt’s itemized list. Mr. Schmitt noted there is an additional invoice for GMC that is the deposit for the upcoming paving work and will be paid from reserves. Mr. Gibson noted concern over the age of these items and by changing where the funds are allocated could slate 2019/2020 as over budget and therefore affect future budgets. Mr. Schmitt replied that all funds have been paid and show on last year’s audit as funds due to operating from reserves. If the Board chooses not to do the reserve transfer and instead allocate the charges to the operating budget, it may leave a slight overage for 2021, but would not harm this year’s budget nor cause future fees to rise. Mr. Schmitt added the big difference is the operating funds are in a normal checking account and the reserves are interest bearing accounts. If the decision is made to keep the invoices as reserves charges, that amount would come out of the interest-bearing account. Mr. Gibson noted operating funds can be put into interest bearing accounts. Mr. Schmitt will resend the invoices to the Board for review and a decision can be made at the next meeting.

- Severn Savings bank was bought by or merged with South Country Bank. Mr. Schmitt noticed the same employees seem to be working there, but he has not had a chance to follow up on any changes caused by the buyout/merge. Any notice of changes would have been sent to Brodie Management. This bank holds the reserve money market account that receives the monthly reserve transfers. Approximately \$180,000 - \$200,000 currently in the account. Mr. Schmitt added there may be no concern with the change, but this is something he wanted the Board to be aware of. He will share information as he receives it.
- Due to the ongoing Russian sanctions and effects on sovereign debt, Mr. Schmitt would like to sit down with the Broker to ensure the financial items Habitat has bought and all funds are safe and should stay unaffected.

IV. Brodie Management’s Operations Report:

- Notices will be sent to owners to remind them trash/recycling containers need to be stored appropriately.
- GMC will be starting April 4th. The notice previously shared with Mr. Olney is being redone based on latest information received from GMC. Mr. Olney suggested Ms. Colville use the notice sent out for the Friendly Place work to be used as a template for this notice. Ms. Colville will confirm with Ron if Leisure Way will be closed for the entire 1-2 week project time or if it is only closed during working hours. Mr. Schmitt told Ms. Colville there are multiple owners who are handicapped on that road, so information must be clear to owners

regarding closing the road. Parking will be an issue during the time Leisure is closed. There is not a lot of available parking on surrounding streets due to other nearby residents parking on Aberdeen.

- Ms. Colville spoke with Carla Gibbons at ProCom in reference to the railing left on property by the lake. It should be repaired/removed from Habitat grounds in the next 2-3 weeks.
- Landscaping Contract – pending bids, discussed earlier.
- Brightview payments will be returned. No contract was signed, and work has not been being completed.
- Grounds update – the old tires have been removed and the grounds overall look okay. Ms. Colville noted lots of trash/debris throughout and suggested the Board consider hiring someone for now to keep up the grounds until a new landscaping contract is signed. There is also pruning outstanding and flower beds that need to be cleaned up. The Board discussed the benefits/concerns of hiring someone to complete all of this now vs. waiting for a new landscaper with the high priority set on hiring someone soon. The Board decided to ask the current bidding contractors to also provide a price for a one time clean up/pruning that can also be considered along with their service contract bid. Brightview has already provided a \$7,500 bid for mature pruning. Ms. Colville will follow up with Elite and Marty Mows.

V. New Business

- Brodie Management received a few complaints from the owner of 2066 Happy Lane. She is requesting the step at her front door be slanted and also that the downspout be connected underground to prevent water from puddling on the sidewalk. The Board met with her last year during a walkthrough. Mr. Schmitt clarified without changing the elevation of the sidewalk, it is not legal to make the step a ramp due to ADA guidelines. There is a certain slope height that cannot be exceeded without re-elevating. Her downspout cannot be changed without regrading in front of her unit and relocating the drains on the entire building. It is an extensive project that is not necessary at this time. The owner also reported a downspout seam being chewed by squirrels; to Ms. Colville it looks like the seam is deteriorating/falling apart. It is not leaking. Mr. Olney has seen a squirrel chewing on the gutter when walking his dog.
- Mr. Olney is looking for a report from Economy Pest for the rodent visits. Ms. Colville has the reports and will forward them to the Board. The Board request the reports are included in the monthly package.
- Mr. Olney is looking for a roof/roof date as soon as possible. Ms. Colville read up on the most recent repair and will get the recommendation to him soon.
- Mr. Olney wants a call log report included in the monthly package. All owners who call Brodie regarding Habitat 1A should be recorded on a call

sheet with who the caller was, their phone number, the reason for the call and the action taken on the call.

- Mr. Schmitt asked if there have been any drug complaints on Leisure Way. Ms. Colville and Mr. Olney both replied no. Mr. Olney did note seeing a few police cars there one night looking for someone, but that is the only activity he has seen.
- Mr. Olney asked about the 3 units with a fireplace that should be sending in an annual inspection report and insurance information. Mr. Schmitt will forward the fireplace policy to Ms. Colville. Mr. Schmitt confirmed the reports were received last year.

VI. Adjournment: Mr. Schmitt made a motion to adjourn the Board meeting at 8:11pm. Mr. Olney seconded. All agreed.

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

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

Approved as amended: _____ Date: _____

Minutes respectfully submitted by transcriber, Brittany Stoltzfus.