

**Habitat 1 Section A
Board Working Session Minutes
November 17, 2022**

The Board of Directors of Habitat 1 Section A held a working session on Thursday, November 17, 2022 at 7:00 PM via Zoom conference call.

Present:

Dick Olney	President
Larry Thomasson	Vice President
Kim Hickey	Owner (1726 Leisure Way)
Casey Perryman	Brodie Management
Brittany Stoltzfus	Recording Secretary

- I. **Call to Order:** The Board did not meet quorum tonight; a working session will be held in place of the Board meeting. Mr. Olney opened the working session at 7:07 PM.

II. **Minutes:**

- Minutes approval deferred to the next meeting.
- Mr. Olney asked if there were minutes pending his signature. Ms. Perryman replied July – September are approved and need signatures. Mr. Olney will stop by the Brodie office next week to handle.

III. **Owner Comments:**

- The owner of 1726 Leisure Way, Kim Hickey, joined the meeting at 7:17 pm. Ms. Perryman informed Ms. Hickey the Board is in a working session instead of a regular meeting due to lack of quorum noting that comments are welcome, but no action can be taken tonight. Ms. Hickey asked about an update on the VRBO rental she notified Management about. Ms. Perryman replied the owner was sent a cease and desist for short term rentals the day after the complaint was received. The owner in violation responded to the notice and has removed the short-term rental listing, now requiring a 30-day minimum to be in compliance with Habitat's Documents. The BBQ was also removed. Ms. Hickey reported the grill is back and there is someone in the unit currently. Ms. Perryman will follow up about the return of the BBQ and noted Management is aware there is a tenant in the unit and the owner is in the process of getting a copy of the lease to Management. Ms. Hickey reported trash cans are being left out in front of garages, etc. and it looks bad. Ms. Perryman replied that a reminder can be sent to residents via email about the trash rules. Ms. Hickey reported a bucket/stick in front of the mailboxes near her unit. Management is aware. Ms. Perryman explained that the Board has hired a contractor to do multiple bulk trash removals from items being left on common property and never removed, costing the Association \$3,000 YTD. The Board is considering options for such future services, which will be charged back to the Association if the responsible owner is unknown, which is the case most of the time. Ms. Perryman noted it would be helpful for residents to pitch in and remove items/move items to trash areas for removal during trash pickup. The Board has drafted a trash policy which is

being reviewed by the Attorney and once approved, will be sent to all owners/residents. Ms. Hickey appreciated receiving the letter stating what owners are responsible for vs what the Association is responsible for. Ms. Hickey stated there was minimal snow last year and there should be extra money in the snow budget for trash removal items such as the bucket. Ms. Perryman stated the budget for snow was \$8,600 and invoices totaled \$12,420 so there are no extra funds, adding the budget has overages in most line items. Ms. Hickey asked if the gutters will be cleaned soon adding that her building's gutters are full of debris. Ms. Perryman stated the contractor was just out for gutter cleaning the first week of November. Ms. Perryman requested that Ms. Hickey send an email stating her building did not have the gutters cleaned and it would be forwarded on to the gutter cleaning contractors for response. Ms. Hickey asked about the paint that was dumped into a drain and went into the pond, noting ProCom was supposed to contact Mr. Olney regarding the spill. Ms. Perryman and Mr. Olney confirmed they have not been contacted regarding a paint spill and to please put it into writing in an email. Mr. Olney will follow up with ProCom. Ms. Hickey signed out of the meeting at 7:28 pm.

IV. Financials:

- Mr. Thomasson is concerned about the email sent by Mr. Schmitt regarding the investment that took a big hit. Mr. Thomasson added there was a CD available with a 4.5% rate, which is low, but better than losing money and he is ready to approve moving the funds. Mr. Olney responded that at the time the investment was made, there was no way to foresee the upcoming market hits noting it was a sound investment at the time. Mr. Olney added that Edward Jones has CDs available for 4.65% rate for 12 months. Mr. Thomasson noted that is where the money currently is, which has led to a loss. Mr. Olney replied that there was a loss, but the CD would be a safe option and it would keep the money "in house" at Edward Jones. Mr. Olney noted the rate offered is good and allows recouping some of the lost funds. Mr. Olney is also willing to move the money to a CD and/or money market account. Mr. Olney added that the investment did not get the attention needed which led to some of the loss.
- Mr. Olney stated he is concerned with the 2 service bank charges. Ms. Perryman suggested he send his question to Mr. Schmitt as he is currently working with Brodie's Comptroller, Chris Giles, on many financial items.
- Mr. Olney noticed a charge of \$127.80 for copies, noting it seemed high considering it would be about 689 copies. Ms. Perryman replied that number includes anything printed for Habitat (invoices, a Board package for records, violation letters which require multiple copies) and they add up quickly. The page amount is determined by a monthly report of property codes Brodie is required to input for each copy/print. Mr. Olney asked if there is a report at the end of the year that will show copy amounts per month.
- Mr. Olney asked about a cut off amount for when a utility bill is high in comparison to others. Ms. Perryman stated the same 3 BGE invoices are higher every month and she has sent the backup on each account before, noting BGE claims the accounts are for PS (public services). These could include light posts, generators, etc. Mr.

Olney noted there are no streetlights in the Community. After discussion, the conclusion was made that there are stoplights on public property adjacent to Habitat which may be what the BGE accounts are covering. Mr. Olney will look around the areas of the provided addresses to try and determine what the accounts are paying for.

V. Brodie Management's Operations Report:

- Violations discussed in Closed Working Session.
- The architectural request for the fence at 1701 Aberdeen was approved. The request for 1720 is on hold pending answers from the owner to the Board's questions.
- Trim Proposal, Building 27 – Ms. Perryman sent the proposal for trim work on Building 27 post roof replacement. No feedback received.
- The drainage estimates are pending Board approval. Ms. Amos contacts Ms. Perryman weekly for updates.
- 1726 – running list of items that have been previously discussed. The sidewalk issue has been added to the list. Mr. Schmitt assessed the sidewalk and found no major issue. These items will be handled when possible.
- 2066 Happy – complained about nails popping out. JnJ was sent to repair, but the Owner said she was not ready and rescheduled for Friday. Mr. Olney noted seeing JnJ on site, Ms. Perryman will follow up.
- 1727 Leisure – This unit had the rodent issue due to problems with the siding. Roger McGraw found rotted wood behind the siding and made the repairs for this unit; however, he randomly inspected 5 other buildings and found the same issue with rotting wood at all of them. This is an action item that will need to be considered in 2023. Ms. Perryman asked Mr. McGraw to put his findings in writing which she will forward to the Board once received. Mr. Olney asked for photos and unit numbers as well.
- The maintenance responsibility document was sent out to all owners.
- The approved budget was sent to accounting on November 8th, coupons have been requested and will be mailed in December.
- Alpha/Prime plumbing update – Alpha responded to Ms. Perryman and were on site for inspection 2 or 3 days ago. Prime has never responded. Once the estimate/pictures/report is received from Alpha, Ms. Perryman will forward it to the Board.
- Pella Windows- Ms. Perryman has called two times with no return calls received. She will continue to follow up.

VI. Open Items

- Ms. Perryman summarized the outstanding action items as of tonight: Mr. Olney will come into Brodie to sign approved meeting minutes. Ms. Perryman will follow up about the BBQ and lease for 2032. An email about trash reminders was requested. CD discussion is needed by the Board. Mr. Olney will check the unknown BGE accounts. The email from McGraw about the siding issue is pending.

- Mr. Olney stated the trash has been an ongoing problem for years. The Board is in the process of reviewing the wording of the welcome package and may update the language to include more about trash. Once that is ready, then a notice can be sent to owners. Ms. Perryman will wait to send the trash notice. Mr. Olney noted he has already sent a proposed revised welcome package to the Board, hopefully there will be more information by next meeting.
- Mr. Thomasson asked about the estimate for the paving of the 4 outstanding driveways. There was a suggestion to seal coat Happy Lane for \$4200-\$4500. Mr. Thomasson does not believe seal coating is necessary on Happy Lane and would like to decline that option noting it is more for aesthetics and does not last. Mr. Olney agreed.
- The reserve study draft is expected by the end of the year. All requested information has been sent to the vendor.

VI. Adjournment: Mr. Olney closed the working session at 8:23 pm.

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

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

Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus.