

**Habitat 1 Section A
Board Meeting Minutes
October 26, 2022**

The Board of Directors Meeting of Habitat 1 Section A was held following the Budget meeting on Thursday, October 26, 2022 at 7:00 PM via Zoom conference call.

Present:

Dick Olney	President
Larry Thomasson	Vice President
Patrick Schmitt	Treasurer
Scott Gibson	Secretary
Casey Perryman	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 7:13 p.m.

II. Minutes:

- Mr. Schmitt requested that the Ruppert discussion and pre/post show cause hearing notes be included with the executive session minutes for September. Mr. Schmitt made a motion to approve the regular Board meeting minutes from September 22, 2022 as presented. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried. Mr. Schmitt made a motion to approve the executive session and show cause hearing minutes from September 22, 2022 after combining the executive session with Ruppert notes and pre/post show cause notes. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.

III. Financials:

- Ms. Perryman's financial report was provided in the Board package for review. Mr. Schmitt stated he plans to make a reserve transfer to cover the Katchmark invoice this month, so the balance will be \$0 for the month/audit. Ms. Perryman noted there were BGE bills incorrectly coded to Habitat that were caught, otherwise there was nothing major to report on. Mr. Olney asked about the water bills for 2054 post leak. Ms. Perryman replied that she has not heard from the Board what they would like to do about the \$1300 and the Naumann invoice. Mr. Schmitt suggested waiting until the water bill comes in next month so it can all be dealt with together. The owner asked if he is being charged and if so, he wants a leak adjustment from AA County. Mr. Schmitt asked Ms. Perryman to contact the County so when the bills come in, they have all of the information to make a decision and notify the owner. Mr. Olney asked that Management keep an eye on the water bills as he noticed another meter being replaced the other day. Mr. Gibson asked why Katchmark is coded under operating and not reserves. Mr. Schmitt replied that it will be paid out of operating, but it will be coded as a reserve expense for the audit.

IV. Brodie Management's Operations Report:

- There were no resale packages requested since the last meeting.
- Violations discussed in the Executive Session.
- The architectural request for the deck at 2051 Happy was approved and the work is underway.

- Building 27 roof replacement is complete as of October 18th.
- 1701 Aberdeen – Tree was removed on October 11th.
- 2062 Friendly – All work is complete, including the window.
- Drainage – Ms. Perryman is waiting on a decision from the Board on drainage proposals from Aggressive.
- 1720 Leisure – the oversized slider was installed today.
- 1726 Leisure – low priority items submitted by the owner will be handled after the higher priority projects are completed.
- 2054 Happy – Tree trimming complete.
- 1703 Aberdeen – Roof leak – The roof was tarped on October 5th; the roof was repaired on October 11th; the drywall repairs were completed on October 12th.
- 2066 Happy reported nails popping out. Management requested pictures. The owner has not responded.
- 1727 Leisure – The owner reported rodents were getting in due to an issue with the siding. Roger McGraw inspected on October 17th and found the wood behind the metal was rotted. The repair was approved and will be finished this week.

V. Open Items

- Mr. Schmitt sent the maintenance responsibility draft for Board review. Mr. Olney made a motion to approve the maintenance responsibility document as written. Mr. Schmitt seconded the motion. All in favor/none opposed. Motion carried. It was noted that the architectural form is not appropriately labeled on the document, Mr. Schmitt will update it to say Architectural Review Form and send to Ms. Perryman to distribute.
- Ms. Perryman contacted Alpha and Prime Plumbing. Alpha replied and is working on scheduling a date for inspection. Prime Plumbing said they would call to schedule, but they have not called yet.
- Ms. Perryman contacted Pella for window replacements and has not received a return call yet.
- Ms. Perryman will follow up with Pella and Prime Plumbing this week.
- The engagement letter and all documents were sent to MillerDodson for the Reserve Study.
- Ms. Perryman asked about the remaining meeting dates for 2022. Mr. Gibson asked that information for the Annual and Reconvened Annual be sent at the same time to save on mailing cost.
- Mr. Olney mentioned the broken window at 2066, he believes it's related to the tree that was removed. Ms. Perryman has not heard from the owner, but she is working on getting Pella out to handle. It is a single pane window and cannot be repaired, it must be replaced. Mr. Schmitt noted the Board would like to replace with energy efficient windows if possible.
- Mr. Gibson asked if the budget mailer can be printed front/back to save money. Ms. Perryman will have Savannah request black/white prints, double sided from the bulk printer.
- Mr. Gibson asked if the electronic communication form could be included in one of the upcoming mailings. Ms. Perryman just completed the template for review. Historically, the electronic communication form is included in the Annual meeting mailing. Ms. Perryman will send the template to the Board for approval.
- Ms. Perryman does an audit on the financials prior to completing the Board package each month. She found that there were invoices that were miscoded by accounting and charged

to Habitat that belonged to another Community. Mr. Schmitt asked if the auditor knows to look for this issue on the annual audit. Ms. Perryman has checked the financials for July through September. Mr. Schmitt asked how the Board can have confirmation that all mistakes were caught, and this will not continue to happen. Ms. Perryman will audit the financials from January – May 2022. Mr. Schmitt will speak with Chris about this as it has become a repetitive issue.

- Mr. Olney asked if Ms. Perryman received a request regarding permits for a fence. Ms. Perryman has not. Mr. Thomasson just had Long Fence replace his fence and they handle any necessary permits directly when needed. The Board considered updating the architectural request form to include a statement about permits.
- Mr. Gibson asked if the Annual meeting that will likely be postponed due to not reaching quorum could be held via Zoom. Mr. Olney thinks it would be beneficial to meet in person 3 or 4 times a year and hold the other meetings via Zoom. Mr. Schmitt noted the Board does several walkthroughs in person each year and most meetings are held online now. Mr. Thomasson is okay with in person or online.
- Ms. Perryman was asked to reach out to Judy Colbert who attempted to join the meeting but seemed unable to connect.
- The Board confirmed the remaining 2022 meetings for November 17th and if needed December 15th. The Annual meeting will be January 19, 2023 and the Reconvened Annual will be February 23, 2023.

VI. **Adjournment:** Mr. Thomasson made a motion to move to a closed session at 8:20 pm. Mr. Olney seconded. All in favor.

The next Board meeting of Habitat 1 Section A will be the held-on **November 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, October 26, 2022

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

Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus.