

Habitat 1 Section A
Board Meeting Minutes
October 17, 2024

The Board of Directors meeting for Habitat 1 Section A was held on Thursday, October 17, 2024 at 7:00 PM via Zoom conference call.

Present:

Dick Olney	President
Larry Thomasson	Vice President
Patrick Schmitt	Treasurer
Scott Gibson	Secretary
Andrea Merchant	Brodie Management
Brittany Stoltzfus	Transcriber

I. Call to Order: Mr. Olney called the meeting to order at 7:08 pm. A quorum was established.

II. Minutes:

- Mr. Schmitt made a motion to approve the September 19, 2024 Closed session minutes as presented. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.
- Mr. Olney made a motion to approve the September 19, 2024 Board meeting minutes as presented. Mr. Schmitt seconded the motion. All in favor/none opposed. Motion carried.

III. Financials:

- Mr. Schmitt sent a copy of the signed 2023 taxes to the Board. 2023 taxes are now paid in full. Strauss originally filed an extension through October 15th so there were no penalties/interest due. Mr. Schmitt asked the auditor how to get a different schedule for future audits/taxes, no response has been received.
- Kim Johnson with Shore Bank notified Mr. Olney that the branch Habitat uses has closed as of September 30th and she had two checks for \$9,958.33 each (reserve contributions). Habitat has been reassigned to the branch on West Street and Ms. Johnson personally took the checks to the new branch. All necessary parties, including Brodie's controller Chris Giles, have been notified of the branch change. Mr. Giles was going to contact the new branch to see if any paperwork needs to be signed to complete the transfer between branches. Mr. Schmitt will stop by the new branch sometime next week.

IV. Management Report:

- The cleanout project is complete. A clean map was sent to Alpha and DrainPro to mark the appropriate cleanout locations. One invoice (\$1,025.40) has been received and paid. Ms. Merchant was thanked for getting the project done. All existing cleanouts were found; no additional cleanouts need to be installed. Ms. Merchant will follow up with DrainPro about getting all lines scoped; the Board would like to get on their schedule before it gets cold.
- Maintenance Issues:
 - i. 2066 Happy Lane- The owner reported that the building power washing over the years has caused the building to be an eyesore, the caulking around the windows is missing, the aluminum trim needs replacing. Mr. Schmitt confirmed owners are responsible for maintaining the windows (caulking included), and the Board intends to begin looking at replacing the siding throughout the Community so no changes will be made to the current siding until it is all replaced. The owner reported

insulation is missing in the attic; Mr. Schmitt confirmed the units did not originally have insulation in the attic, it would have been added by owners. The owner would be responsible for replacing it. The owner also reported the sidewalk floods when it rains. The Board continues to be aware of the issue and the project is high on the priority list, estimates have been collected and the Board is exploring options. Mr. Olney will speak with the neighboring owner to see if they have the same flooding concerns.

- ii. 2071 Happy Lane – to be discussed in closed session.
 - iii. 2069 Happy adjacent to 2067 – Ruppert's proposal to remove the dead bush/tree on the corner of the 2069 patio was sent to the Board and includes additional aggressive trimming. The Board agreed to table the trimming project for now. Mr. Olney made a motion to approve the Ruppert proposal only for removing the dead tree/bush at 2069; the trimming throughout is deferred. Mr. Schmitt seconded the motion. All in favor/none opposed. Motion carried.
 - iv. Mr. Schmitt asked if there is any information available to who installed the green Habitat 1A sign at the corner of Aberdeen Drive/Court, Mr. Schmitt thinks Habitat should add a second sign. Ms. Merchant will look into it.
 - v. 2058 Friendly Place – The owner fertilized and sodded the yard per Board direction, photos included in the Board package.
 - vi. 1735 Leisure Way – The owner emailed October 6th about a roof leak. The owner claims he has reported this before, Ms. Merchant could not find any documentation and the Board is not aware of any reports. This roof has not yet been replaced. The only details Ms. Merchant found was from an old NAC chargeback to the unit from a 2021 leak from the hot water heater supply line. Ms. Merchant will reach out to the owner for more details on the leak and notify Mr. Olney ASAP. Katchmark is currently on site replacing a roof and the Board would like to have them inspect this roof if needed.
 - vii. 2050 Happy Lane – Roger McGraw is working with the owner to schedule a time to repair the ceiling crack.
 - viii. 2062 Happy Lane – JMJ will be out on October 26th to repair the front door. Photos were requested and will be filed.
- The call log was provided in the Board package. Mr. Schmitt will post the call log to the Board drive (only accessible by Board members). The Board asked that collection information not be included in the call log, including communication with the attorney or the owner regarding payments.
 - Economy was on site today and took photos of all traps, the updated information/photos will be forwarded to the Board.
 - Taxes – As stated earlier, 2023 taxes were signed and submitted to Brodie on 10.7.2024.
 - The crime insurance policy was renewed for 3 years, September 17, 2024 through September 17, 2027. The invoice has not yet been received.
 - Landscaping – Ruppert's site visit report/photos were included in the package. Mr. Olney will be taking photos and discussing some areas with Ruppert regarding weeding.
 - The proposed 2025 budget was mailed to owners on September 9, 2024. The budget meeting will be held after this meeting.
 - The 2024 Annual Meeting Notice was mailed on September 19, 2024.
 - Four resales have been ordered in 2024.

V. Old Business:

- Towing – Ms. Merchant is in the process of reviewing/signing the contract. Mr. Olney provided locations of where signs should be placed (requesting 4 additional signs in new locations). The towing company pays/installs the signs.
- Katchmark sent updated photos today. Ms. Merchant emailed Steve/called Angelo today and has been assured everything is in place for the engineer to be on site soon.
- Snow Removal – Mr. Olney sent an email to the Board with his thoughts regarding the snow proposal. The Board would prefer a clear document like last year specifically itemizing out the snow procedure. Mr. Olney and Mr. Schmitt agreed the cost of mobilization/materials used is high. The Board will discuss more at the next meeting.

VI. Adjournment: With no further business to discuss, Mr. Olney made a motion to adjourn the meeting at 8:09 pm. Mr. Schmitt seconded the motion. All in favor/none opposed. Motion carried.

The next Board meeting of Habitat 1 Section A is scheduled for November 21, 2024 at 7:00 p.m. via Zoom conference call. This will also be the 2024 Annual Meeting.

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 17, 2024

Approved as written: Richard B. Olney Date: 11-21-2024

Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus.