

Habitat 1 Section A
Board Meeting Minutes
September 24, 2026

The September Board of Directors meeting for Habitat 1 Section A was held on Thursday, September 24, 2026 at 6:00 PM via Zoom.

Present:

Patrick Schmitt	President
Larry Thomasson	Vice President
Dick Olney	Board Member (6:46 PM)
Holli Rutkowski	NaVion Management
Brittany Stoltzfus	Transcriber

- I. **Call to Order:** The Board started with a work session at 6:08 PM; there were no votes until Mr. Olney joined. Mr. Schmitt called the meeting to order at 6:46 PM when a quorum was established.
- II. **Minutes:** Mr. Thomasson made a motion to approve the August 20, 2026 Board meeting minutes as presented. Mr. Schmitt seconded the motion. All in favor/none opposed. Motion carried.
- III. **Management Report:**
 - Landscaping – Home Keys declined to bid. Ruppert, Chesapeake Landscape and Design, and Chapel Valley submitted proposals for the landscape contract. Ms. Rutkowski confirmed both Chapel Valley and Chesapeake Landscape and Design are good, reliable companies. Gutter cleaning is not included in any proposals. The Chapel Valley proposal includes snow removal; however, the contract has the wrong Association name. Chesapeake offers snow removal but did not include the service in the current proposal. Ms. Rutkowski asked for an updated proposal with the correct name from Chapel Valley and will request snow information be added to the Chesapeake proposal. The Ruppert proposal will be resent to the Board. The Board was asked to review and vote on the proposals via email by the end of the month.
 - Transition/Set up with NaVion – The transition from Brodie is officially complete. Mr. Schmitt still does not have access to the owner portal or Board viewable documents on the system. 95% of the upgrades to the CINC system are complete with a goal of being fully upgraded by the end of the year. All records are kept in CINC and the Board has access. Ms. Rutkowski will resend Mr. Thomasson the activation link and will contact CINC tomorrow regarding Mr. Schmitt's account access tomorrow.
 - Mr. Schmitt received an email from Megan about the GL reports. Mr. Schmitt needs clarification on what accounts have not been reconciled and when all will be complete. Currently the reports show \$58,000 in income, but there is not \$58,000 shown anywhere in the report; 2 months ago the amount was \$37,000. Ms. Rutkowski will have Megan follow up.
 - **Owner Communications:**
 - i. Owner reported overflowing trash by the pond, Management directed the owner to the Crofton Meadows Management company.
 - ii. 2054 Happy was contacted to remove the "for sale" sign.
 - iii. 2034 Aberdeen Drive reported the garage door chain is broken; owner was notified the chain is owner responsibility.

- iv. Mr. Schmitt continues to have owners reporting lack of communication from NaVion through various methods of contact. Ms. Rutkowski confirmed she responds to every call and email received. Mr. Schmitt will send an email blast to owners with the emergency phone number, correct email address, and the NaVion office number.
- v. 1729 Leisure submitted an invoice for chimney cleaning. Mr. Schmitt responded to the owner's email that proof of insurance is also required by October 15th.
- vi. 1715 Leisure asked when the next gutter cleaning is scheduled, stating the gutters for the building are full. The owner is not local and may not be aware of the recent gutter cleaning.
- vii. 1709 Aberdeen Court reported a tree limb down; Ruppert handled.
- Vendors should now submit invoices to a new email address since payments are processed through CINC instead of AvidXChange.
- Bills:
 - i. Mr. Schmitt reported 7 BGE bills that have not shown payments since March. Bree recently spoke with BGE and requested a paper copy of all account invoices. Mr. Schmitt explained the invoices for 1741 Leisure and 2066 Happy dated 3/18/26 were addressed to NaVion; however, there were not any more recent invoices for those two accounts and both accounts showed past due balances in March (\$415.01 and \$482.54). No journal entries show payments for those accounts. Mr. Schmitt is concerned about potential shut-off notices ahead of winter. Ms. Rutkowski acknowledged the concern and explained that Bree, the former head of utilities, admitted that not all accounts had been transferred. Her replacement, Brett, and Megan are now handling the utility bills. Ms. Rutkowski will discuss the bills with Brett and Megan and ask Shannon to cover the late fees.
 - ii. Mr. Schmitt reported only 52 of 54 water accounts showing bills, no payments have been made since May for some accounts even though bills dated 8/20/26 were received. Ms. Rutkowski confirmed NaVion received the invoices on 9/10 and 9/11, payments should be made within the next week or two.
 - iii. Bree has confirmed that all utility bills have been updated to NaVion. Mr. Schmitt asked when all utility account payments will be up to date. Ms. Rutkowski confirmed payments should be made within the next week. Mr. Schmitt requested NaVion to check for online account access for utilities, again noting concern with utilities not being paid on time.
 - iv. The charge for "Hamlet" was erroneously coded to Habitat; the error has been reversed and funds reimbursed.
 - v. 1705 chargeback was applied to the account, and a notice was sent to the owner. The owner was notified the bill would be their responsibility before the contractor was sent.
 - vi. Mr. Schmitt asked for an update on the 2062 Happy chargeback for the door that was determined to be damaged due to lack of proper maintenance.
- Wier Pest Control – Mr. Thomasson made a motion to approve the Wier Pest Contract as submitted to the Board. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried. Ms. Rutkowski will send the contract to Mr. Schmitt for signature.

IV. Old Business: There was no old business to discuss.

V. New Business: There was no new business discussed.

VI. Adjournment: With no further business to discuss, Mr. Schmitt made a motion to adjourn the meeting at 7:12 PM. Mr. Thomasson seconded the motion. All in favor/none opposed.
Motion carried.

The next Board meeting for Habitat 1 Section A will be held on Thursday, October 15, 2026 at 6:00 PM 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, September 24, 2026

Approved as written:



Date: 10-15-2026

Approved as amended: _____

Date: _____

Minutes respectfully submitted by Brittany Stoltzfus