

**Habitat 1 Section A
Board Meeting Minutes
April 20, 2023**

The Board of Directors meeting of Habitat 1 Section A was held on Thursday, April 20, 2023 at 7:00 PM via Zoom conference call.

Present:

Dick Olney	President
Larry Thomasson	Vice President
Patrick Schmitt	Treasurer
Scott Gibson	Secretary
Savannah Collier	Brodie Management
Brittany Stoltzfus	Recording Secretary

- I. **Call to Order:** Mr. Olney called the meeting to order at 7:04 pm. A quorum of the Board was established.
- II. **Minutes:** Mr. Schmitt made a motion to approve the March 16, 2023 Regular Board meeting minutes as presented. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.
- III. **Financials:**
 - Mr. Schmitt made a motion to approve payment for the Katchmark invoice for roof work. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.
 - The Management agreement expired on 2/28/2023. Mr. Schmitt made a motion to approve the 3-year agreement with Brodie Management with 2 amendments: 1 -The Board does not agree with the amendment to Section 2.8 raising the minimum required for 3 bids to \$2,500; and 2 – The Board would like to have up to 12 meetings per year as that is what the Habitat Documents call for. Mr. Thomasson seconded the motion. After discussion, all in favor/none opposed. Motion carried. The Board agreed to revisit the number of meetings per year once a consistent Property Manager is on board and has everything up to date for Habitat.
 - Mr. Schmitt is working on opening two CDs, one with Live Oak Community bank, the other with 1st Internet Bank, both have a rate of 5% currently. The reserves accounts on the summary page of the financial are not up to date, Synchrony CD has the correct amount, the Edward Jones account was closed, the other two are active accounts but the amounts are not accurate.
- IV. **Brodie Management's Operations Report:**
 - No resale packages were requested in the last month.
 - Violations discussed in closed session.
 - Architectural requests discussed in closed session.
 - Owner concerns:
 - Mr. Hickey reported an issue with the side window showing rot around the window frame. This appears to be the same issue as previously repaired at 2073. The Board has been monitoring the sidewalk reportedly flooding during rainstorms. During multiple visits, water only collected during the rain fall and dried up within a few hours. Mr. Olney made a motion to contract Roger McGraw to inspect the

- ground floor windows in all buildings for rotting concerns. Mr. Schmitt seconded the motion. All in favor/none opposed. Ms. Collier will coordinate with Roger McGraw.
- Building 16 roof replacement was completed. The Board approved payment for the invoice.
 - Drainage projects are currently on hold.
 - Meter stack replacements:
 - 2073 Happy – Karl with Calvert is working with BGE to coordinate a date for replacement.
 - 2053 Friendly – The meter stack replacement is done, the only pending repair is for Verizon to fix the cable boxes.
 - DrainPro – Mr. Schmitt will forward the list of missing cleanouts to Ms. Collier to follow up with DrainPro. DrainPro may need Habitat to coordinate the plumber. Once dates are set, the owners need to be notified prior to the work being completed.
 - 2056 Friendly – Ms. Collier will look into what has been paid and what is still outstanding. The work is completed, the financial side just needs to be reconciled with the insurance company.
 - Asphalt repairs - Friendly Place repairs are on hold for warmer weather. Mr. Olney suggested contacting GMC for an updated proposal on the asphalt repairs as well as the outstanding driveways on Aberdeen. The Board agreed. Mr. Olney will contact Ron with GMC.
 - Alpha plumbing claims the work they did was in their contract, and they did not dump the rocks in the swale. The Board agreed to have Ruppert provide pricing to remove the stone and replace it with the correct material.
 - Termite inspections – There was miscommunication between Ms. Archer-Davies and Economy. June 24th was supposed to be an additional day for make-up inspections that could not be completed during the regularly scheduled inspections on June 8, 9 and 10. Ms. Collier will follow up with Economy and will send postcard notices to owners in early May to allow enough time to schedule inspections. June 24th should be clarified as an alternate only date.
 - Spring inspections were completed on April 15th. Ms. Collier has started sending out letters. Ms. Collier will provide the Board with the working spreadsheet showing the inspection findings, letters sent, and responses received. The Board should be sent copies of all letters prior to sending. Findings of inspections included trash can violations, door painting needed, slider rail concerns, and a comcast cable box.
 - Power washing – The Board discussed the proposals received. Mr. Thomasson made a motion to approve Back in Time to complete power washing of all buildings for \$14,038.92. Brodie will send a notice to all affected owners with a warning to move vehicles/outside belongings prior to the power washing being done.

V. Open Forum:

- The Board discussed the highest cost item driving the reserve study funds requirement up is re-covering the buildings (vinyl, etc.). This work is anticipated for 2029-2030 at a cost of \$3,000,000. Mr. Schmitt proposed finding 3 bids to provide options for the Board with accurate pricing and material possibilities in order to appropriately fund the reserves. The Board also agreed this project should be spread out over a few years like the roof replacement was done. Once details are provided, the Board will ask the Reserve Study vendor to make adjustments as needed. Mr. Schmitt made a motion to instruct

Management to seek at least 3 proposals for contractors to provide options and pricing for recovering the exterior of all buildings. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.

- VI. Adjournment:** With no further business to discuss, Mr. Schmitt made a motion to adjourn the meeting at 8:31 pm. Mr. Thomasson seconded. All in favor/none opposed. Motion carried.

The next Board meeting of Habitat 1 Section A will be held **May 18, 2023 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, April 20, 2023

Approved as written: Richard Olney Date: 05-19-'23

Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus.