

**Habitat 1 Section A
Board Meeting Minutes
February 23, 2023**

The Board of Directors meeting of Habitat 1 Section A was held on Thursday, February 23, 2023 following the Reconvened Annual meeting at 7:00 PM via Zoom conference call.

Present:

Dick Olney	President
Larry Thomasson	Vice President
Patrick Schmitt	Treasurer
Scott Gibson	Secretary
Renee Twomey	Owner – 2073 Happy Lane
Samantha Archer-Davies	Brodie Management
Brittany Stoltzfus	Recording Secretary

- I. **Call to Order:** Mr. Olney called the meeting to order at 7:18 pm. A quorum of the Board was established.
- II. **Minutes:** Mr. Olney made a motion to approve the January 26, 2023 Show Cause Hearing and Regular Board meeting minutes as presented. Mr. Schmitt seconded the motion. All in favor/none opposed. Motion carried.
- III. **Financials:**
 - Mr. Schmitt noted he is in the process of opening the new CDs account with Alliance. The paperwork is being circulated between Jonas Brodie and the Board members for signatures. Mr. Schmitt is working to complete this as quickly as possible, and he will handle submitting the signed forms once done.
 - Mr. Schmitt emailed 3 power wash proposals for the Board to review. The Board discussed the parameters of the 3 bids received from Mid-Atlantic (\$13,500), MD Pro Wash (\$9,450), and Back in Time (\$14,000). Mid Atlantic and Back in Time bring their own water trucks to use, MD Pro Wash will use Habitat's water (which would add to the overall cost). The Board discussed lower psi vs. high psi power washing. Mr. Thomasson explained the psi cannot be too high or it will strip/damage the surfaces. The Board discussed the different cleaning chemicals/solutions proposed. Mr. Olney noted Mid Atlantic's proposals states oxidation is not removed to which Mr. Thomasson explained that would be the case for all companies as the psi would have to be too high for oxidation to be removed. Mr. Thomasson noted some proposals state windows/electrical would be taped up prior to power washing, but others did not, adding it is important that this is done to prevent damages. Ms. Archer-Davies confirmed that COI's were requested from all companies and none have been received yet. The Board agreed to wait on the insurance confirmation and additional details from MD Pro Wash prior to making a decision. A vote will be held via email once this information is received.
 - The Brodie Management renewal contract options were discussed. Habitat has been offered a 1-year contract with a 3% raise or a 3-year contract with a 2% raise each year. If the 3-year option is selected, the monthly cost would be \$4,040.18 for 2023, \$4,120.98 for 2024, and \$4,203.40 for 2025. There is a cancel clause in the contracts. There are two concerning items Mr. Schmitt would like to discuss with Mr. Brodie. The first is the raise in the amount of money the property manager is permitted to spend without Board approval

from \$1,000 to \$2,500. The second is a cap on how many meetings are covered without additional charges. Currently the contract covers up to 12 meetings, the new contract would only cover 6 and there are specifications about Zoom/online only meetings. Mr. Gibson noted the importance of having a consistent property manager before the Board could limit the number of monthly meetings. The other items with price increases throughout the contract (envelopes, stamps, etc.) are reasonable. The Board agreed for Mr. Schmitt to negotiate these items with Mr. Brodie as they are not comfortable with allowing a \$2,500 spending limit and the Board needs at least 10 meetings a year to run effectively until a consistent property manager is found. Mr. Schmitt made a motion to approve the 3-year contract with Brodie Management pending the outcome of discussion of spending limit and number of meetings covered. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.

- Economy pest control termite renewal – Per the direction of Mr. Schmitt, Ms. Perryman signed/renewed the contract with Economy to cover termite inspections for this year. Mr. Schmitt would like the Board to consider shopping other companies for future years as the charge is high and not all units are inspected and rarely is any treatment needed. In addition, no preventative items are included in the cost. Mr. Olney suggested the Board decide what exactly they want in a pest control company and then Brodie can bid out the specific parameters. Mr. Gibson asked what the long term plan is with the bait stations to which Mr. Schmitt replied they are still needed due to ongoing issues with surrounding communities and the pond. Mr. Gibson suggested another option be considered such as a handyman to refill the stations, considering the plan is in place it is just a matter of maintaining at this point.
- The Board paused the meeting from 8:01 pm to 8:27 pm to discuss the ongoing Reserve Study.
- Mr. Schmitt announced the insurance renewal premium was lower than last year at a total of \$13,800 vs. the \$16,000 budgeted.

IV. Brodie Management's Operations Report:

- There were no resale packages requested since the last meeting.
- Violations will be addressed in closed session.
- Architectural Requests will be addressed in closed session.
- Delinquencies will be addressed in closed session.
- Building 27 – a proposal was approved and signed 1/20/23. Currently waiting for a date from Katchmark.
- Building 16 – proposal not yet approved. The Board asked for a proposal for consideration. Mr. Olney would like to lock in the price. Mr. Olney made a motion to approve the Katchmark bid for Building 16 roof replacement. Mr. Schmitt seconded the motion. All in favor/none opposed. Motion carried.
- Drainage estimates – Larry with Aggressive resent the proposals. Ms. Archer-Davies will recirculate them to the Board. Mr. Olney noted the work near 1723 Aberdeen Ct. should be done around the time of the parking lot repairs to avoid engineering/drainage issues. Mr. Schmitt added there is work proposed for the corner nearby as well, both are related to the catch basin at the end of the driveway. Mr. Olney also asked that Ms. Archer-Davies resend the GMC estimates for the parking areas.
- 2073 Happy/2053 Friendly – meter stack permits are in. Calvert will notify Brodie of the schedule once a date is given by BGE. Mr. Schmitt asked Ms. Archer-Davies to follow up with Calvert tomorrow.

- DrainPro – DrainPro was given entry to 6 units to look for the stacks in order to find the missing cleanouts. No stacks were found/accessible. Mr. Schmitt explained it is likely the drains were buried at some point and a contractor along with DrainPro will likely have to do exploration by cutting into walls to locate the stacks and then camera from there to either find the clean out or where to install a new clean out. DrainPro was asked if they have their own contractor to partner with or if Habitat needs to find someone; the Board is waiting for their response. The Board agrees it is important to find/establish the clean outs considering the drain age, tree roots, etc.
- 2073 Happy – Discussed during the annual meeting. Ms. Archer-Davies will follow up with Roger McGraw. Mike from Economy installed a second bait station on the other side of the building.
- 2056 Friendly – An insurance claim was filed with Habitat's insurance company as the damage exceeds \$10,000. The owner of 2056 was out of town when the cold hose on the washer burst causing a flood and significant subsequent damage. Clear Restoration handled the mitigation of 2056 (unit and garage) and the mitigation/restoration of 2062's garage. The owner is handling the reconstruction of their unit to include upgrades. The total covering mitigation of both 2056 and 2062 as well as the restoration of 2062's garage is \$17,238.14. The builder's grade estimate for 2056 is \$5,344.73 for a total claim of \$22,582.87. State Farm was asked to reopen the claim on 2/8/23 with the invoices received thus far. Ms. Archer-Davies will follow up with AAA for the interior claim of 2056.
- 2062 Happy – The owner emailed about rotting wood at the front door threshold. Ms. Archer-Davies will follow up with having a contractor out to inspect/provide a proposal.
- 1726 Leisure – The same owner complaints are still pending and on the prioritized to-do list.
- Friendly Place – asphalt work needed to fix damages causing during plumbing repairs; waiting for warmer weather to proceed.
- Mr. Thomasson reported a neighbor stating the small rocks in the swale wash down onto the sidewalk in heavy rains. Mr. Schmitt asked Ms. Archer-Davies to ask Alpha Plumbing.
- Termite inspections – Will be held on June 8, 9 and 10. Notices will be sent to owners to schedule the first week of May. Ms. Archer-Davies will request an alternate weekend date from Economy with the hope more owners will participate.

V. **Adjournment:** Mr. Olney made a motion to adjourn the meeting at 8:52 pm. Mr. Thomasson seconded. All in favor/none opposed. Motion carried.

The next Board meeting of Habitat 1 Section A will be the held-on **March 16, 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, February 23, 2023

Approved as written: RB Olney Date: 04-24-23

Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus.