

**Habitat 1 Section A
Board Meeting Minutes
June 22, 2023**

The Board of Directors meeting of Habitat 1 Section A was held on Thursday, June 22, 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 7:02 pm. A quorum of the Board was established.
- II. **Minutes:** Mr. Schmitt made a motion to approve the May 18, 2023 Regular Board meeting minutes with one correction; 1st Internet Bank's rate should read 5.00%. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried. Mr. Schmitt made a motion to approve the May 18, 2023 Closed session minutes as presented. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.
- III. **Financials:**
 - Updated CD information for the 3 new CDs was sent via email to the Board. Synchrony has approximately \$258,000 at a rate of 3%, 1st Internet has \$200,596 at a rate of 4.95%, and Live Oak has \$200,279 at a rate of 5%.
 - Mr. Schmitt will complete transfers to pay the roof and paving invoices.
 - Water bills: Upon review, there are several water bills over \$500. Ms. Collier will find the location for the invoices over \$500 and have Roger McGraw out to inspect for potential leaks/running water. There is one invoice that is \$1,300 which is for the building at 2032 Aberdeen Drive. Previous underground pipe repairs were made, the current issue appears to be closer to the road near the meter. Naumann will be contacted to check this area as they performed the previous repair.
 - Mr. Olney noted \$400+ in charges from Brodie for services per the management agreement.
- IV. **Brodie Management's Operations Report:**
 - 2 resale packages were released in May: 2058 Friendly on 5/17, 1739 Leisure on 5/24.
 - Violations discussed in closed session.
 - Architectural requests discussed in closed session.
 - 1720-1726 Leisure lower windows: Roger McGraw was out to inspect today; a proposal is pending. The owner was upset because she was not notified of the contractor coming today (Management was not made aware in advance to provide notice). Mr. McGraw found "bad wood" at all windows. The Board discussed the

lack of initiative of the company who recently replaced the windows, noting the wood damage was likely there when the windows were replaced. Mr. Schmitt made a motion to approve Roger McGraw to make window frame repairs pending approval of the cost of the estimate. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.

- 1741 Sliding door: Mr. McGraw inspected the door today and found no obvious issues. A time will be scheduled for a hole to be cut to investigate the water issue further.
- Meter Stack Replacements – Karl from Calvert is working with AA County to update his paperwork as his previous Certificate of Insurance had expired. Once his paperwork is settled, Karl will schedule the replacement with BGE. Karl has a new contact with BGE who is an inspector which should allow for scheduling to be done quicker than previous meter stack replacements. As soon as the replacement is scheduled, Ms. Collier will notify the owners affected. The Board is still waiting for a proposal for 2 new complete meter stacks including appropriate breakers, etc.
- DrainPro – Ms. Collier will find out if DrainPro will open the wall where necessary to camera for the missing cleanouts or will Habitat need to have a contractor meet with DrainPro. The meeting for the contractor(s) should be set for mid-July so that notice can be provided in ample time to the owners. If DrainPro is unable to locate a cleanout, they should be asked to install one where needed.
- Power washing – Back In Time was not willing to use ladders to clean decks with the solid front which made them inaccessible from the ground level. BIT wanted to enter and exit through the unit which Mr. Olney did not permit.
- Siding Replacement – The information provided by Carlson Structural Engineering is not what the Board is looking for. Mr. Schmitt will draft a detailed explanation of what is being requested, i.e., an estimate, not a full detailed proposal. Once complete, Ms. Collier will forward the request to Carlson and DHR Roofing. Ameristruct-Hare Engineering is not interested in a project of this size as they are in the process of retiring/closing the business.
- GMC Paving – The contract has been signed to replace 2 parking pads/aprons and the patch needed on Friendly. Ms. Collier will follow up with Ron regarding the areas recently redone by the County which were included in the original proposal/contract but no longer need addressed. The mailbox area specifically has been done and the mailboxes will not need to be removed/remounted.
- Termite Inspections – 43 units had inspections completed during the main inspection dates. The extra inspection date is this Saturday. Kathleen Elmore is working on a draft policy that will require owners to pay for the pest company to come out for reinspection if they fail to schedule during the community set inspection dates. It is important for units to be inspected yearly due to the buildings being mostly made of wood and the age of the buildings.
- Landscaping – Ruppert has completed what they saw as “de-mulching” by lowering the mulch line from the siding of the buildings and removing minimal mulch from the property. Ms. Collier noted Ruppert is very literal in their contracts and claims

they have upheld their contractual obligation of lowering the mulch line from the siding. In the future, the Board will request additional bids for comparison and will be more specific in the wording of contracts with Ruppert.

- V. **Adjournment:** With no further business to discuss, Mr. Schmitt made a motion to adjourn the meeting at 8:13 pm. Mr. Thomasson seconded. All in favor/none opposed. Motion carried.

The next Board meeting of Habitat 1 Section A will be held July 20, 2023 at 7:00 p.m. via Zoom conference call.
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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, June 22, 2023

Approved as written: Richard Obney Date: 07-21-'23

Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus.