

**Habitat 1 Section A
Board Meeting Minutes
March 16, 2023**

The Board of Directors meeting of Habitat 1 Section A was held on Thursday, March 16, 2023 at 7:00 PM via Zoom conference call.

Present:

Dick Olney	President
Larry Thomasson	Vice President
Patrick Schmitt	Treasurer
Scott Gibson	Secretary
Samantha Archer-Davies	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 February 23, 2023 Regular Board meeting minutes as presented. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried. Mr. Schmitt made a motion to approve the February 23, 2023 Closed session meeting minutes as presented. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.
- III. **Financials:**
 - Mr. Schmitt reported that in the process of opening the new account with Alliance, Mr. Brodie raised concern that not all products by Alliance are fully FDIC insured. Mr. Schmitt stated the CDs are insured up to \$250,000. Anything over \$250,000 and any Money Market accounts are not insured. Mr. Schmitt did not move forward with opening the account, he would like the Board's input. Another option would be to open independent CDs for \$200,000 each at different institutions. Mr. Thomasson is on board with simplifying, as long as the money is secure and whatever is easiest for Mr. Schmitt since he oversees the accounts. Mr. Olney is okay with using Alliance for their FDIC insured products as long as the guarantee is in writing and the account does not exceed \$250,000. Mr. Schmitt found other rate options: Ally has a 12-month CD for 5%, Community Commercial has a 18-month CD for 4.7%, the bigger banks (PNC/BOA) have rates closer to 4% or lower. Mr. Olney supports the move to the independent CDs for either 12/18 months and the Board will continue to shop for the best investments moving forward. The Board agreed the extra money should not be kept in the operating account and needs to be transferred soon. Mr. Gibson found information on CD-ARS, a standardized system that many banks use to get up to \$50 million in FDIC coverage; Mr. Schmitt will look into it. Mr. Olney noted the Board will be together in person next Wednesday and could sign paperwork if it is ready by then. Mr. Olney asked about the status of the Signature Bank account as he has heard rumors the bank is in trouble. Mr. Schmitt replied the account is over \$250,000 however he has not heard of any concerns with the bank. Mr. Schmitt will continue to monitor.

IV. Old Business:

- Mr. Schmitt reported he is still working with Mr. Brodie on the specifics of the new Management contract, specifically the extra meetings.
- Mr. Olney asked about the email Patrick referenced regarding the estimates for concrete. Ms. Archer-Davies will recirculate.
- Mr. Olney asked about the status of the Annapolis office; the office has been without power for 2 days. Ms. Archer-Davies reported they hope the power will be back on tomorrow, it was a building wide issue.
- Mr. Schmitt noted there are 3 or 4 outstanding items from last meeting. Ms. Archer-Davies replied the package was delayed for today's meeting due to computer program issues and Management was waiting on a few additional documents.
 - i. 3 of 4 COIs were received for power washing companies. Mr. Schmitt would like a new company be asked for a proposal due to not receiving a COI from Back in Time. Savannah, If Back in Time sent COI please send to Patrick. **If they have not sent COI Patrick wants another proposal from a another contractor**
 - ii. Roger McGraw will be out to Ms. Toomey's unit next week to seal the areas of concern for rodent entry. The delay was due to Mr. McGraw. Mr. Schmitt stated the proposal for \$300 did not include all of the areas that were noted in the pictures from the owner. Ms. Archer-Davies will confirm what work is needed with Mr. McGraw. **Reach out to Roger on 4.22**
 - iii. Meter Stacks – There are issues with Calvert Mechanical, BGE and permits. Ms. Archer-Davies will follow up with Calvert and notify Mr. Schmitt with updates.
 - iv. Alpha plumbing dumped rocks in the swale nearby the unit they were working at. Ms. Archer-Davies will follow up with plumber.
 - v. Mr. Schmitt made a motion to get the attorney involved if no response is received from the owner of 2048 Friendly by the April 17, 2023 deadline. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried. **Speak with Elmore on 4.21**

IV. Brodie Management's Operations Report:

- Building 27 – The trim work was completed.
- Building 16 roof replacement was approved last meeting. Ms. Archer-Davies was notified today that Katchmark set a date of March 22nd. The Board asked Management to engage the engineer, set up meetings needed between the contractor/engineer, send notices to the building owners, and mark off parking if needed. **Complete**
- Drainage- Ms. Archer-Davies requested more information from the Board on the pending drainage work. Mr. Schmitt replied this work is on hold for now due to the weather and until the money is available for these repairs.
- Drain Pro – Ms. Archer-Davies has reached back out twice and has received no reply. Mr. Schmitt asked Management to continue following up, the Board wants to either identify locations of the existing cleanout or establish new cleanouts for those 6 buildings. The Board also needs to know if Drain Pro has their own contractor for this work or if Habitat needs to provide their own.
- 2056 Friendly – The interior repairs are pending, the owner is using their own contractor and is adding betterments. **Check in with owner.**
- Mr. Olney asked if a well check can be done on Mr. Bowman. Mr. Schmitt noted the attorney should handle this as Mr. Bowman has been directed to speak with the attorney only.

- Friendly Place asphalt repairs – Waiting on warmer weather.
- Snow Signs – Roger McGraw picked up and installed the snow signs.
- Termite inspections will be done on June 8, 9, and 10. Notices will be sent to owners the first week of May. Per the Board's request, Economy has proposed June 24th as an additional weekend day for inspections. The Board agreed. **Savannah, please set up Calendar reminder to send out notices first week of May**

V. Closing Comments:

- Mr. Olney asked where the monthly assessments are shown on the balance sheet. Mr. Schmitt explained it is in the detailed report; Mr. Schmitt will send the detailed report to Mr. Olney.
- Mr. Olney asked for the report from the pest control company regarding the rodent traps. Ms. Archer-Davies will follow up and send the report to the Board. **Savannah, Please reach out to Economy for report. Please reach out to Dick if you need more information.**
- Mr. Olney reported it is time to discuss the spring walkabout, noting sometime around the April meeting would be ideal. The Board agreed on Saturday, April 15th at 1 pm and will meet on Happy Lane.
- Mr. Olney reported many residents are not listening to the trash regulations and are placing items out for pick up that will not be picked up. Also, the trash company is inconsistent on what they do/do not pick up, sometimes picking items up that were left the week before. Mr. Olney will take photos of the items left behind without green stickers from the trash company so they can be reported to the collection company.

VI. Adjournment: With no further business to discuss, Mr. Schmitt made a motion to adjourn the meeting at 7:51 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 **April 20, 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, March 16, 2023

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

Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus.