

**Habitat 1 Section A
Board Meeting Minutes
May 18, 2023**

The Board of Directors meeting of Habitat 1 Section A was held on Thursday, May 18, 2023 at 7:00 PM via Zoom conference call.

Present:

Dick Olney	President
Larry Thomasson	Vice President (joined at 7:27pm)
Patrick Schmitt	Treasurer
Scott Gibson	Secretary
Savannah Coller	Brodie Management
Brittany Stoltzfus	Recording Secretary

- I. **Call to Order:** Mr. Olney called the meeting to order at 7:15 pm. A quorum of the Board was established.
- II. **Minutes:** Mr. Schmitt made a motion to approve the April 20, 2023 Regular Board meeting minutes as presented. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried. Mr. Schmitt made a motion to approve the April 20, 2023 Closed session minutes as presented. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.
- III. **Financials:**
 - A new CD was opened at 1st Internet Bank for a 12-month term at a 5.00% yield. The account is confirmed fully funded. Mr. Schmitt is in the process of funding a second account at Live Oak Bank. Once complete, there will be three open CDs (Live Oak, 1st Internet, Synchrony) all roughly making 5% annually.
 - The Board is still working on finalizing the reserve study. A statement of work for siding (as previously discussed) is still pending.
 - Mr. Gibson asked about potential money market checking accounts. Currently, Habitat has two open, approximately \$38,000 at Truist (previously SunTrust) and approximately \$145,000 at Shore United Bank. These accounts are generally used as holding until there is enough to open a new CD. Mr. Schmitt noted he saw a 4.6% rate for a savings account with Chase Bank and Edward Jones has a FDIC backed money market at 4.4%.
- 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.
 - Drainage projects are currently on hold.
 - 2073 Happy Meter stack replacement – Karl last emailed BGE on May 3rd; there has still been no response. Ms. Coller will follow up next week to see what can be done to move things along. Mr. Schmitt requested Calvert be asked for 2 more meter stack proposals which was discussed during the field meeting. There is a 4-5 month lead time on the meter stacks and there are no extras in storage currently.
 - DrainPro – Mr. Schmitt will have the confirmed list of addresses to Ms. Coller by the end of the month. There are a few units that have not provided access for confirmation yet.
 - Power washing – Back in Time was approved at the last meeting. The cleaning is scheduled for May 31 through June 2 and owners were sent a notice on May 9th. Back in

Time also sent a notice to owners. Mr. Schmitt requested the price for ordering the blue notice, the Community is trying to be more economical with mailings.

- Siding – Ms. Collier has contacted 3 engineers to advise on options for siding. DHR Roofing has not replied. Carlson Structural Engineering replied and asked for a map. Ameristruct-Hare Engineering has not replied. Ms. Collier will follow up.
- 1720 – 1726 Leisure Way lower windows – Roger McGraw stated on May 15th that he would be on site this week to look at the windows and provide a proposal. No proposals received as of today, Ms. Collier will follow up. The Board approved the \$150 expenditure to remove the cladding and inspect the building windows.
- Friendly asphalt work – The Board will review the updated GMC proposal. Mr. Olney stated the price is basically the same as the previous proposal aside from a small increase in the price of asphalt. Mr. Olney requested the proposal be separated into 4 parts, so the Board has options on approving a few at a time, all at a time, etc. There was a separate category added for the joint between the asphalt/street and concrete at the head of the driveway. The concrete work consists of the transition from street to pad and 2 drains. There are 2 driveways on Aberdeen Ct and 2 on Aberdeen Dr remaining. 2 are larger/more expensive than the other 2. Ms. Collier will ask the County who is responsible for the transition asphalt on Aberdeen Dr. The Board discussed how many of the 4 remaining driveways can be afforded this year as well as the outstanding drainage projects. After discussion, Mr. Schmitt made a motion to approve replacement of 2 parking pads/aprons. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried. The Board will select the 2 most in need of replacement to complete this year. The other 2 will be done next year.
- Rocks in Swale – Ruppert and GMC were asked for estimates to remove the rocks/replace with the appropriate material. GMC quoted \$1250 for the two small spots and the swale, Mr. Olney gave approval to move forward.
- Gutter Cleaning – Ms. Collier contacted Specialty for a detailed list of what was done and received a response that there would be an additional charge to provide detailed information/photos. Ms. Collier will check when the contract is up and follow up with Mr. Schmitt.
- Termite Inspections are scheduled for June 8 – 10 with a make-up date of June 24th. Notices were sent May 1st but only 4 units have scheduled. Another notice is going on Unity tomorrow. Mr. Schmitt would like to investigate the possibility of adding a rule that if owners refuse to have their annual termite inspection, a fine/penalty would be imposed. Mr. Olney agrees. The policy would be “Annual Termite Inspection Participation Policy” and the owner would be responsible to pay the cost to have the pest company out for a second visit (usually \$50-\$75). Mr. Olney made a motion to work with the attorney to draft a policy for annual termite inspection participation. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried. Mr. Olney stated the notice sent to schedule this year’s inspection wasn’t clear that the owner needs to actually call and schedule an appointment, rather it read as if the inspections are automatically being done on those days. Ms. Collier will be creating a more precise notice and will send it to the Board for review before mailing.
- 1741 Leisure – There is a leak from the top of the sliding door leading into the garages. Roger McGraw was contacted and provided a date of May 15th to inspect. The tenants waited all day and Mr. McGraw never showed up. Ms. Collier emailed letting Mr. McGraw

know the tenants had waited all day and asked for a new date for inspection. No response yet.

- 1729 Leisure Way – The owner's stepmother came to the office and asked questions about the unit following the owner's passing. There was a question about the tree on the left of the patio causing the patio to lift due to roots. The Board requested a proposal from Ruppert to remove the roots in the area of the patio as it is a very large tree and is otherwise healthy. The other questions were about resale packages and found documents in the unit (original Habitat plats).

V. New Business:

- Ruppert Planting/Water proposals – The Board requested moving from perennials to annuals, something that will come back yearly. The Board also agreed to pass on the watering proposal.
- Summer meetings – After discussion, the Board agreed there are several items open and upcoming deadlines for violations. There will be a June and July meeting, the Board will decide later about August.

VI. Old Business:

- 2062 Friendly – Ms. Collier asked for clarification about the Clearwater Restoration invoices for water mitigation and reconstruction in February. This was an insurance claim item that should already have been taken care of. Ms. Collier will send the information she has and will follow up with accounting.

VII. Adjournment: With no further business to discuss, Mr. Olney made a motion to adjourn the meeting at 8:12 pm. Mr. Schmitt seconded. All in favor/none opposed. Motion carried.

The next Board meeting of Habitat 1 Section A will be held June 15, 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, May 18, 2023

Approved as written: Richard Olney Date: 06-23-'23

Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus.