

Habitat 1 Section A
Board Meeting Minutes
August 15, 2024

The Board of Directors meeting of Habitat 1 Section A was held on Thursday, August 15, 2024 at 7:00 PM via Zoom conference call.

Present:

Dick Olney	President
Larry Thomasson	Vice President
Patrick Schmitt	Treasurer
Andrea Merchant	Brodie Management
Brittany Stoltzfus	Transcriber

I. **Call to Order:** Mr. Olney called the meeting to order at 7:07 pm. A quorum of the Board was established.

II. **Minutes:**

- Mr. Schmitt made a motion to approve the July 18, 2024 regular Board meeting minutes as presented. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.
- Mr. Thomasson made a motion to approve the July 18, 2024 Closed session minutes as presented. Mr. Schmitt seconded the motion. All in favor/none opposed. Motion carried.
- Mr. Schmitt made a motion to approve the July 10, 2024 (2048 Friendly) Show Cause Hearing Minutes with one edit; the outcome of the July 22nd Board vote/attorney letter should be included in the minutes. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.

III. **Open Items/New Business:**

- **Roof Replacement** – Mr. Schmitt made a motion to accept the roof replacement proposal for the 1701 Aberdeen Court building at a cost of \$42,230, and the inspection proposal for \$950 a day for up to 4 days. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried. Mr. Schmitt will sign and submit the contract tonight. Once scheduled, Ms. Merchant will send a notice to the owners of the building.
- **Architectural Guidelines and Review/Approval Process** – Ms. Elmore was directed to review the current guidelines and procedures for architectural requests and submit suggestions for needed edits (i.e., a project completion date should be included on the request form).
- **2056 Friendly repairs** – Roger McGraw's contractors were seen on site Monday/Tuesday this week and appeared to be finishing up and putting the siding back in place. No price has been discussed. Ms. Merchant will follow up with Mr. McGraw again and notify the Board with an update. Mr. Schmitt noted the Board is also looking for the original cause of the water leak/cause of damage.

are required for the truss. Mr. Schmitt stated the report claims the contractor did the inspection in the hatch, Dilip replied he was on site May 22nd and looked up through the attic. Dilip also added that the note means if the contractors see discrepancy in the provided report, the engineer must be contacted before work is done. Mr. Olney added that photos would be helpful, and the report indicates there was no visual inspection of the trusses because it states external inspection.

Dilip then went through a few notes in the report, specifically page 3- note 2 that the existing ceiling has to be demolished and drywall will be removed, then #6 details the truss repair. Mr. Schmitt asked about the page 4 note stating the butt joint to the existing roof truss will be field determined, Dilip replied that the engineer will look once the contractor removes the drywall and then will know exactly where to connect to the existing truss. There was further discussion of the drawings missing portions of the ceiling, measurements, and the bedroom area; Dilip stated everything was in the report and recommended the Board have the Association's engineer review.

Mr. Gibson asked why the report states the roof must come off, Dilip replied it can be repaired from inside, it would be up to the contractor how to make the repair.

Ms. Thomson stated she does not understand what the problem is with the plan provided. Mr. Schmitt reiterated the issues in the letter that were also read tonight. Ms. Thomson replied she does not understand what specifically needs to be changed about the plans other than a few note updates. Mr. Schmitt explained the Board needs a prescriptive design, not something the contractor will determine how to repair. Ms. Thomson asked if the Board wants the drywall to be removed for further inspection before submitting the application. Mr. Schmitt replied if the engineer needs that to make a design, then yes, currently it is unknown what damage there is to the current truss. Dilip then stated the drywall "braces" the structure and 2x4s would be needed to secure the structure.

Mr. Olney noted there are no photos of the existing bedroom ceiling or what currently exists in the attic. Mr. Olney's first request is for photos of the existing attic condition. Dilip replied he has photos of the attic, but they are dark. Dilip stated the trusses are standard residential trusses so he can guess based on the shape of the roof, wherever the cut was made is where the joint/rebuild will be connected in line with the existing roof trusses. Dilip added the R6 and R9 note explain the bottom extends all the way out and there would be a standard anchor used to hold the truss to the wall.

Ms. Thomson summarized that visuals are needed to clarify and the location of one connection is unknown. Ms. Thomson then asked if the other issues had been resolved or if a different design is needed, specifically what changes are needed. Mr. Schmitt again stated the owners need to refer to the original comments. The Board tried to explain further that the plan is incomplete, and again stating the current condition must be known to have a good design. There was further discussion about removing the drywall and whether permission from the Board/a permit is needed to remove the drywall.

- Fire pits/Grills – The Board discussed whether to engage Ms. Elmore to create a fire pit/grill policy or keep the rules as stated in the Documents currently. After discussion, the Board agreed it would be best to have a general policy in place that is in line with the Fire Code, which may require grills to be removed. There has been more than one instance, even recently, of grills melting siding from being too close to the building. There is also concern of noise, nuisance with fire pits. Mr. Schmitt will ask Ms. Elmore to create a policy for consideration.
- Fireplace Inspections – The letters for fireplace inspections should be sent in September.
- Meter Stacks – The Board approved the purchase of 2 meter stacks to keep in storage. Ms. Merchant will follow up with Calvert to ensure the order is placed.

IV. Financials:

- Mr. Schmitt emailed the Board a proposed 2025 budget. Mr. Olney has had discussions with others in the property management industry and all agreed 3% is on par with current increases. Mr. Schmitt noted many places are including a 3% increase per year in their leases. Mr. Olney made a motion to send the proposed budget as presented for distribution to the owners for comments. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried. There was discussion of, and agreement to, move the Budget meeting to October allowing additional time for approval/mailling coupons since the draft was ready early. The budget hearing will be October 17, 2024.
- The CDs that matured in June and July have been reappropriated. There are no other CDs maturing currently.
- Electric Bills – There was extensive discussion about the electric bills for the community. It was recently discovered that the bill for 2067 Happy had not been received/paid for 2 years and the reason for the lack of billing/payment needs to be investigated. In addition, there is confusion and disagreement on exactly how many accounts Habitat has and the validity/data on the spreadsheet of accounts. The Board would like Brodie to have a contact at BGE to allow for direct questions/answers when needed. There was also discussion that the meter stack issue/rerouting of electrical by Calvert could have played a role in the billing errors. Mr. Schmitt requested an exact list of all accounts BGE has for Habitat. Also, clarification on account 5140 on the general ledger, the last 2 columns (\$317.89 and \$5.95). Ms. Merchant will follow up with Calvert and BGE and update the Board.

V. Management Report:

- Ms. Merchant is still in the process of getting updates on all open items and asked if the Board would be okay with holding the Management report tonight. Instead, she will send an updated report out via email in the next day or two once she has had the time to speak with Ms. Gonzales and Ms. Bell for updates. This will allow a working document for Ms. Merchant to work from and the Board can add any items that are still pending and not included in the action list. The Board agreed that was fine.
- Cleanouts – Ms. Merchant has contacted DrainPro several times and has not received a return call/email. The Board asked that Ms. Merchant continue reaching

out as DrainPro is already aware of the project/property. The locksmith will need to be on site. There are 6 buildings that the contractors will need to gain access to find or install a cleanout. Also, the Board had requested a proposal be provided from DrainPro to camera the lines and jet where needed for the entire community, Ms. Merchant will follow up.

- VI. **Adjournment:** With no further business to discuss, Mr. Schmitt made a motion to adjourn the meeting at 8:16 pm. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.

The next Board meeting of Habitat 1 Section A is scheduled for September 19, 2024 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, August 15, 2024

Approved as written: Richard B. Olney Date: 09-19-2024

Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus.