

**Habitat 1 Section A
Board Meeting Minutes
May 16, 2024**

The Board of Directors meeting of Habitat 1 Section A was held on Thursday, May 16, 2024 at 7:00 PM via Zoom conference call.

Present:

Dick Olney	President
Larry Thomasson	Vice President
Patrick Schmitt	Treasurer
Scott Gibson	Secretary
Savannah Coller	Brodie Management
Kathy Gonzales	Brodie Management
Brittany Stoltzfus	Transcriber
Ryan M	Owner, 2058 Friendly (until 7:23 PM)

- **Owner Forum:** Ryan joined the meeting at 7:14 PM and expressed apologies for having the patio work completed without first submitting and getting an approved architectural request. Ryan was unaware of the required process and would like to see what can be done to rectify the situation peacefully. Mr. Olney explained the Board is okay with the patio, the concern is with the condition the common area was left by the contractor (expected sod to repair but grass seed was laid instead, several small rocks were left in the nearby grassy areas). The Board agreed that Management will be out tomorrow to take pictures of the common area, the area will be monitored for the next 30 days and if grass is not growing properly, the owner will need to work with the Board to have the area fixed correctly. Also, the owner was asked to rake the small stones out of the grassy area as there is concern mowers could kick up rocks which could damage windows/cars. Ryan agreed to the requests and noted he shared the same frustration with the condition of the area left by the contractors. Mr. Thomasson has a rake the owner can borrow; he will put it in the patio area tomorrow. Mr. Schmitt welcomed Ryan to the neighborhood and stated the signed architectural form with tonight's stipulations will be sent to keep for records. Ryan will follow the correct procedure in the future and will clean the rocks out on Saturday. Ryan logged out of the meeting at 7:23 PM.
- **Call to Order:** Mr. Olney called the meeting to order at 7:23 pm. A quorum of the Board was established.
- **Minutes:**
 - Mr. Schmitt made a motion to approve the April 18, 2024 regular Board meeting and Closed session minutes as presented. Mr.

Thomasson seconded the motion. All in favor/none opposed. Motion carried.

- Mr. Olney made a motion to approve the July 20, 2023 regular Board meeting and Closed session minutes as presented. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.
- Mr. Schmitt made a motion to approve the November 16, 2023 regular Board meeting and Closed session minutes as presented. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.

- **Financials:**

- The 1st Internet Bank CD was rolled over at a rate of 5.12% as discussed at the last meeting. The new maturity date is May 10, 2025.
- The Live Oak CD matures 6/1/2024. Mr. Schmitt has been unable to find better rates for 12-month CDs and requested permission to roll over the CD if better rates are not secured before June 1st. Mr. Thomasson made a motion that the Live Oak CD should be moved to a new CD if a better rate is found before June 1st, if not, the CD should be rolled over at that time. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.
- Katchmark's final invoice was paid this past Wednesday; they are now paid in full for the 2024 roof project.
- BGE has confirmed all work is done aside from repairing an electrical issue at 1731 Aberdeen Ct (scheduled for 5/22). BGE put down seed/straw in the grassy area damaged, but no driveway pads were damaged. The Board discussed whether they want to move forward with the expenditure for the last two driveway pads in 2024. After discussion, the Board asked Management to request an updated proposal from GMC and once received, the Board will decide whether to proceed in 2024 or 2025 based on the cost.
- Mr. Schmitt is looking into options to move some of the funds from the 1st Severn Bank Money Market account as their current interest rate is minimal. Mr. Olney will get rates from Chase Bank tomorrow. The Board discussed how much would be moved from the money market and agreed on \$100,000 - \$150,000 depending on whether the driveway pads are done this year or next.

- **Management Report:**

- There was a resale provided on April 30th for 1728 Leisure Way. Ms. Collier completed an exterior inspection which found no violations; however, due to her injury she was unable to do an interior inspection. Moving forward, based on the new policy, all units need an interior inspection before the resale package can be released.

- Violations and Architectural requests will be reviewed in Closed session.
- Cleanouts – Drain Pro and Alpha are ready to schedule the work. Drain Pro's pricing is pending, Alpha proposed \$3,658 (\$1,829 per day for 3 cleanouts each day). The Board agreed to move forward with scheduling. Notices need to be sent to owners as soon as the locksmith is scheduled. Ms. Elmore drafted the notice template. Ms. Collier will reach out to the new owners of units that would not allow garage access last year. Ms. Collier will confirm with Alpha that they would be able to cut holes in the drywall if needed. Mr. Schmitt noted contractors need to be on standby to repair the drywall once the cleanouts are installed. The plumber needs to be prepared to install cleanouts inside or outside.
- 2067 Happy Electric – Calvert Mechanical replaced the switch/receptacle and repaired the light. There were no issues found in the surrounding garages. The invoice will be sent to the Board once received.
- Gutter Cleaning – Completed the week of May 2nd, notice was emailed to owners on May 2nd.
- 1729 & 1725 Leisure leak – 1725 leaked into 1729, Naumann repaired the leak and inspected for other damages. Management was told that ServPro was called by 1725 and 1725 is handling with their insurance. The leak was reported to be caused by a toilet problem. 1725 has been asked for all documentation. 1725 and 1729 are working together to have the damage in 1729 repaired. 1727 has not responded to Management to confirm whether they had any damages. Naumann has been called to that building 3 or 4 times this month. The Board requested Management engage Naumann to complete a visual inspection of all units in that building (kitchen/bathroom/garage pipes) to ensure there are no ongoing issues. Management should coordinate inspections with Naumann/unit owners. If an owner does not respond, a letter should be sent with a scheduled date/time that the Board will use their right of entry if the owner is not present.
- BGE Repairs – Discussed earlier. 1731 Aberdeen Ct repairs scheduled for 5/22.
- Management has created a maintenance log for all owner calls/property repairs/projects which will be sent to the Board weekly along with detailed work orders. Mr. Olney noted all incidents should include who called/when/why/what happened/follow up details.
- **Old Business:**
 - 1711 Leisure Way – The owner is handling repairs with his insurance; he has been made aware of his responsibility to pay for repairs. Management submitted a chargeback for the plumbing bill.

- **1731 Leisure Way** – Per Mr. Gibson’s suggestion, Eli’s was asked for a proposal to repair nail pops in the ceiling from the roof replacement. Mr. Schmitt made a motion to approve Eli’s proposal for \$1,012 for repairs to both units affected. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.
- **2062 Happy Door** – The Board asked if Management received clarification on the door proposal. Mr. Olney reported the work was completed 2 or 3 weeks ago; the whole door frame was rebuilt with the same door reinstalled after. Ms. Collier did not get an invoice and was not aware the work was already completed. Ms. Collier will get details from JMJ and forward them to the Board.
- Mr. Olney asked Ms. Collier to be more proactive with follow-up. If vendors or owners are not responding to emails, calls need to be made and then everything should be logged in the maintenance log.
- **Spring Inspections** – The Board agreed to schedule inspections after the next meeting once the 30 days wait period is up for the grass near 2058.
- **Adjournment:** With no further business to discuss, Mr. Schmitt made a motion to adjourn the meeting at 8:04 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 **June 20, 2024 at 7:00 p.m. via Zoom conference call**. The Board will decide whether to hold a July and/or August meeting at the June meeting.

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 16, 2024

Approved as written: Richard Olney Date: 06-20-24

Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus.