

Habitat 1 Section A
Board Meeting Minutes
September 19, 2024

The Board of Directors meeting of Habitat 1 Section A was held on Thursday, September 19, 2024 at 7:00 PM via Zoom conference call.

Present:

Dick Olney	President
Larry Thomasson	Vice President (joined at 7:28 pm)
Patrick Schmitt	Treasurer
Kathy Infantino	Owner, 2067 Happy Lane
Andrea Merchant	Brodie Management
Brittany Stoltzfus	Transcriber

- I. **Call to Order:** Mr. Olney called the meeting to order at 7:02 pm. A quorum of the Board was established at 7:28 pm. No motions were made until a quorum was present.
- II. **Owner's Forum:** Ms. Infantino is a part owner along with the resident, Matt, for 2067 Happy Lane; she joined in on the call to hear what is going on around the Community.
- III. **Management Report:**
 - All cleanout notices have been sent to applicable owners. Vendors are scheduled for October 1st and 2nd.
 - The crime insurance policy was renewed for 3 years.
 - Ms. Merchant is in the process of obtaining an updated snow removal contract from Ruppert. Management has requested a Board member be the "snow captain" who would discuss the plan with Ms. Merchant in the case of a snow event. All directions from the snow captain will be in writing, which will then be compared with the services billed to ensure the billing is accurate. Mr. Olney will be the snow captain since he lives on site, Mr. Schmitt will be the next to call if Mr. Olney is unavailable. The Board will review the updated contract once available.
 - Ruppert was asked to provide two separate proposals for the large tree in the triangle area/hillside near 1703; the prices proposed will be to trim the tree or to remove the tree. Ms. Merchant will request 2 additional bids for comparison. Proposals should be available for review in the next week and a half.
 - Mr. Schmitt asked about the shrubs. Ms. Merchant asked for direction as she was not yet the manager and she is unsure what exactly happened. An owner sent in a photo of the area where the shrubs were removed and is requesting new shrubs be planted. It is unknown who removed the shrubs. Ms. Merchant will follow up with the owner for any background information, then she will ask Ruppert; the Board/Ms. Merchant did not approve the removal.
 - Ms. Merchant contacted NCR towing and was provided with an updated contract. Ms. Merchant sent some questions back to NCR and once she receives a response, the proposal will be forwarded to the Board. NCR did confirm email signature for contract approval is fine.
 - Mr. Schmitt asked if the action item list is Ms. Merchant's management report. Ms. Merchant confirmed yes, the action item list will be updated as new information is available along with the weekly status update sent to the Board.

- Accounting confirmed the check Mr. Schmitt sent for the \$100,000 transfer for invoices was received. The account reflects the additional funds as of today.
- Calvert ordered 2 meter stacks. The first payment due was ~\$7,000 and was approved for processing. Ms. Merchant will forward the invoice to Mr. Schmitt.
- The bulk trash items reported have been removed.
- Ms. Merchant has a note to follow up on the door for 1743 Leisure Way on the 10/31/24 deadline. As of today, the new door has not been installed.
- It was confirmed that the numbers on the rat trap report are stating how many pieces of bait were added to each trap.
- Ms. Merchant followed up with the owner who had reported hearing animal noises in the wall. Economy inspected the unit and did not find anything. The owner is no longer hearing the noise. Ms. Merchant will get a report in writing from Economy for the file confirming nothing was found during their inspection. There was discussion clarifying that the owner originally reported the noises a year ago, Ms. Merchant had reached out to follow up with the owner, and after Economy's inspection, there are no new issues to report. Mr. Schmitt directed Ms. Merchant to close the issue and put all documentation in the file.
- There was extensive discussion about the Economy rat trap report, why so much bait was replaced in August, the lack of information provided in the report, and whether there is still rat activity in the area that warrants a continued contract. Ms. Merchant was directed to ask Economy for more detail on their report, including pictures if possible. The Board is trying to determine if there is still a rat problem and if so, the treatment is not proving to be effective; the Board may choose to go a different direction next year once the current contract expires in 2025. The rat trap contract is separate from the termite inspections contract. Brodie was also asked to add this topic to the agenda for the December meeting to allow 60-90 days before the contract renewal to consider other options/terminate the contract if needed.
- 2067 Fence – Mr. Olney will go to inspect the fence, and handle the small maintenance needed to repair.
- 2056/2062 Friendly – There was discussion about the \$11,450 invoice from Roger McGraw and the lack of explanation on the invoice regarding work done/materials used, and no confirmation of what originally caused the damage. Management will request a written explanation of the scope of work, extent of the damages, repairs completed, and the origination of what caused the damage.
- Budget letters – Ms. Merchant will ask Kenesha how many pieces of mail were sent for the budget meeting; Mr. Olney received his but Mr. Schmitt has not. Mr. Thomasson is not sure he has received it either.

IV. Minutes:

- Mr. Schmitt made a motion to approve the August 15, 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 August 15, 2024 Closed session minutes as presented. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.

V. Financials:

- There is no news to report this month. Mr. Schmitt will be reviewing the invoice total for the meter stacks to see if a reserve transfer is needed to cover the expense.

- The 2023 audit and taxes have still not been provided by the auditor. Ms. Merchant sent an email to Brodie's Controller for an update.
- The federal reserve lowered interest rates by .5%, CD rates will likely go down following the change. There is currently \$130,000 in the money market account and monthly fees continue to be deposited for the reserve installment. Considering there are no other large expenses anticipated this year, Mr. Schmitt recommends the Board consider moving some of the money into a CD to lock in the current rates before they go down. Ms. Merchant did advise that some money be kept liquid, if the Board wants to move any money, the request should be sent to her in writing. The Board supported moving some of the funds from the money market. Mr. Schmitt will shop rates and let the Board know what he finds. Mr. Schmitt confirmed all major projects from this year have been paid, the only potentially remaining transfer would be \$7,000 for the meter stacks.

VI. Architectural Request:

- The Board asked if Ms. Infantino had any questions regarding their response to the architectural request asking for additional information. The owner does not have any questions at this time. The Board clarified they are looking for a list of materials to be used/dimensions and/or photos of what is currently there. Mr. Olney will work with Ms. Merchant tomorrow to clarify details to get a quick response for the owner.

- VII. Adjournment: With no further business to discuss, Mr. Thomasson made a motion to adjourn the meeting at 8:03 pm. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.

The next Board meeting of Habitat 1 Section A is scheduled for October 17, 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, September 19, 2024

Approved as written: Richard B. Olney Date: 10-17-2024

Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus.