

**Habitat 1 Section A
Board Meeting Minutes
April 17, 2025**

The April Board of Directors meeting for Habitat 1 Section A was held on Thursday, April 17, 2025 at 7:00 PM via Zoom conference call.

Present:

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

- I. **Call to Order:** Mr. Olney called the meeting to order at 6:46 PM. A quorum of the Board was established.
- II. **Minutes:**
 - Mr. Schmitt made a motion to approve the March 20, 2025 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 March 20, 2025 Closed session minutes as presented. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.
- III. **Financials:**
 - Mr. Schmitt received the monthly invoices today and has not been able to review them yet. The running balance needs to be determined to confirm the amount that should be transferred from reserves to operating, likely \$20,000 - \$25,000. Mr. Schmitt will email an update to the Board.
 - BGE – Mr. Schmitt confirmed with BGE today that in November 2022 the account for the meter at 2048 Aberdeen Drive was created for the owner/tenant who has been paying the bill since. BGE confirmed that anyone can create a new account for an address provided. In this case there was likely either a glitch when BGE updated their system in 2022 or when the owner/tenant created the account for the unit's electricity; somehow, they also assumed responsibility for the other meter. As of today, Mr. Schmitt had an account created for service at 2048 Aberdeen Drive for the common area meter, the first bill should be received in 30-45 days. The account number/meter number are the same as before it was switched to the owner/tenant. The owner and tenant at 2048 AD have not been responding to calls/letters.
 - Invoices for 1709 Leisure Way – Mr. Schmitt made a motion to approve payment for the repair invoices for 1709 Leisure Way pending a final review of the invoices by Mr. Schmitt and Mr. Olney. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried. Mr. Olney confirmed Eli's crew performed high quality work in 1709 and 1713. The invoice also includes \$485 for inspection/time spent at 1711 LW.
 - Additional Eli Invoices – There is an invoice for \$692.57 to repair the siding at 2048 and flashing at 2032 damaged in the recent windstorms. The door was repaired and the invoice paid for 2062 Happy, there has been no further communication from the owner.

IV. Management Report:

- Termite Contract Renewal – Mr. Schmitt made a motion to approve and sign the proposed Economy Pest Control renewal contract as proposed. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried. The contract for rat treatment is renewed on a different schedule. The Board requested Ms. Merchant ask Economy for dates between June 6-8 or June 12-15 for inspections. Once the dates are confirmed, Mr. Schmitt will prepare the notice to be sent to owners which will include the new Termite Inspection Policy and the notice of failure to schedule inspection will result in the owner paying the reinspection fee. The owner will need to call Economy to schedule their inspection. Ms. Merchant will verify the reinspection fee with Economy.
- 1713 Leisure garage ceiling will be discussed in closed session.
- 2066 Happy – The owner reported concern with a lack of insulation in the bedroom and water puddling on the sidewalk. The owner has been advised that the insulation is the owner's responsibility and the sidewalk is on the list to be repaired when funds are available.
- 2063 Happy (Stacked windows) – The Board discussed the different types of windows and the likely large expense to replace. Eli will be asked for an estimate next month when the current projects are complete. The window replacements will likely be done in phases similar to the roof replacements. There are at least 2 other buildings with cracked/broken windows. The price could possibly be \$4,000 - \$5,000 per building.
- 2058 Happy – Ms. Merchant notified the owner the water spigot is the owner's responsibility.
- 2057/2053 Happy – Brodie received an after hours call on Sunday April 6th for a plumbing backup. DrainPro cleaned the line and found baby wipes. This building has had plumbing clogs before caused by baby wipes in the lines. There was discussion about how to pinpoint which unit is using the baby wipes and therefore causing the clogs/backups. The normal procedure when Management receives a call for a plumbing backup is to have the resident contact their plumber first, then if the plumber determines the clog is in the main line, the Association sends a plumber to clear the main line to the county line. Ms. Merchant has been requesting photos/video from the resident's plumber confirming the clog is in the main line. It is also possible that the resident's plumber (Pumphrey's Plumbing) is pushing the wipes into the main line when the unit line is cleared. The Board requested the Drain Pro invoice be sent to the Board for review before approving for payment. There was additional discussion about amending the process for backups to ensure the Association is not paying for something the owner is creating. It may be best to contact all units in the building when a backup occurs. There was also discussion about having a list of approved plumbers that must be used in order for any reimbursement, which would provide confidence that the clog was in the main line and not caused by a specific unit. The Board will talk with some plumbers and create a new protocol for how to handle plumbing backups moving forward.
- 1731 Aberdeen Court recently had a backup in their tub and provided a report/receipt stating there was no video; however, the backup was beyond the building. The owner is requesting reimbursement for the \$675 invoice.
- 2073/2071 Happy – Ms. Toomey contacted Mr. Olney to report water leaking into her unit. Roger McGraw traced the water to Ms. Davis' refrigerator line. Ms. Davis has been in touch with her insurance company and the HO6 policy is handling. Roger McGraw will be completing the repairs for Ms. Toomey's unit and Ms. Davis will provide an insurance check to cover the cost. Mr. Olney confirmed there was a remodeling truck at Ms. Davis' unit today.

- 2067 Leisure – The owner reported an issue with carpenter bees. Ms. Merchant had Economy treat the area. There have been no further complaints.
- Ms. Amos has been notified her sidewalk is on the list for future repairs. Ms. Merchant was told to ask the owner if she wants the Association to remove the ties she put down around the sidewalk if she calls in again.
- 1732 Leisure – The owner reported the grass is still torn up from the repairs done after the 2038 Aberdeen Drive leak two years ago. Ms. Merchant will get a price from Ruppert to rake/seed the area.
- 1719 Aberdeen Court – The owner is reporting an issue with sidewalk puddling and rotten wood around the sidewalk. Ms. Merchant will notify the owner this sidewalk is on the list for replacement when able.
- Leisure Way asphalt – The County repaired the asphalt, there are a few joint areas that need to be sealed; Mr. Olney is working on it.
- Drain Pro – There was some confusion with Drain Pro sending invoices to an old Brodie email for a previous property manager. The Board has requested that all old accounts are deleted/closed/or forwarded to Ms. Merchant to ensure nothing is missed.
- Ruppert reports are in the Board package for review. Everything was contract work.
- Resales – Note – There is a \$100 inspection fee from Brodie for the resale inspection which should be charged to the selling owner's account.
 - i. 2060 Friendly – Ms. Merchant will send the draft certification to the Board for a final decision.
 - ii. 2051 Happy – A violation was noted for extending the living room over the foyer. The resale package was provided with the violation noted. The Board asked to be notified as soon as the settlement sheet is in so a notice can be sent to the new owner.
- Mosquito Treatment – Habitat applied and was approved for mosquito treatment from the county. Treatment will be done on Tuesday nights; a notice will be posted on website.

V. **Adjournment:** With no further business to discuss, Mr. Schmitt made a motion to adjourn the meeting at 8:02 pm. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.

The next Board meeting of Habitat 1 Section A will be held on Thursday, May 15, 2025 at 7:00 PM 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, April 17, 2025

Approved as written: Richard B. Olney Date: 05-15-2025

Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus.