

Habitat 1 Section A
Board Meeting Minutes
August 21, 2025

The August Board of Directors meeting for Habitat 1 Section A was held on Thursday, August 21, 2025 at 7:00 PM via Zoom conference call.

Present:

Dick Olney	President
Larry Thomasson	Vice President
Patrick Schmitt	Treasurer
Scott Gibson	Secretary (present at 7:23 PM)
William Wilson	Owner, 2053 Friendly Place (present until 7:13 PM)
Andrea Merchant	Brodie Management
Brittany Stoltzfus	Transcriber

- I. **Call to Order:** Mr. Olney called the meeting to order at 7:03 PM. A quorum of the Board was established.
- II. **Owner's Forum:** Mr. Wilson reported rotten wood under the glass sliding door for his unit and the front door is off level, preventing a storm door from being able to be installed. Mr. Olney confirmed owners are responsible for the screen door which would require an approved architectural request form for installation/replacement of one of the three pre-approved screen doors. The Board will need a contractor to determine whether the door and/or framing need to be repaired or replaced, and what caused the wood deterioration. Owners are responsible for general maintenance and maintaining windows/doors with caulking, etc. Mr. Wilson confirmed there is no water intrusion inside the unit due to the grading around the doors, but the area does flood for 24 hours or so after a lot of rain. Mr. Wilson explained the wood is bare around the door due to the framing being unlevel and therefore unable for metal flashing to be applied. There is a V-shaped slope by the slider which causes water to pool in that area. Mr. Wilson found the door was unlevel when he removed the storm door to fix it and was unable to reinstall. Mr. Wilson confirmed there was rotted wood replaced around the windows of the door a few years ago. Mr. Wilson did confirm he put new caulking around the windows and doors in the past. The Board agreed to send Roger McGraw out to investigate the issue and determine the cause of the damage to confirm who is responsible for repair costs. Mr. Wilson signed off the meeting at 7:13 PM.
- III. **Minutes:**
 - Mr. Schmitt made a motion to approve the July 17, 2025 Board meeting minutes as presented. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.
 - Mr. Olney made a motion to approve the July 17, 2025 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 17, 2025 Show Cause Hearing minutes for 1709 Leisure Way as presented. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.
 - Mr. Schmitt made a motion to approve the July 17, 2025 Show Cause Hearing minutes for 1717 Leisure Way with one edit; the fine amount should read \$250 initial fine and \$50 per

day until abated. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.

- Mr. Schmitt made a motion to approve the July 17, 2025 Show Cause Hearing minutes for 2050 Happy Lane as presented. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.

IV. Financials:

- Brodie is down a controller; financials will be delayed for the month of July.

V. Old Business:

- Resale Policy – Jonas Brodie confirmed the Habitat resale policy will be followed as long as the inspection/paperwork/Board approval is provided within the timeline paid for by the owner through HomeWise. The Board requested a detailed breakdown of what is included in the \$250+ charge from HomeWise and what the Brodie/HomeWise actual costs are to create the package. Mr. Schmitt noted MD law limits the resale package cost to \$311 maximum and the actual cost to create the package cannot exceed the charge. Mr. Schmitt made a motion to have the Habitat attorney write a letter to Brodie with the policy for Habitat resale packages. Brodie must sign and return a copy to the attorney. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.
- Inspection double charges – There was an issue with one owner being double charged for the resale package during the transition of adding the \$100 inspection charge to HomeWise. The owner has been refunded the duplicate charge and Ms. Merchant confirmed there were no other owners erroneously charged.
- Termite Inspections – The Board was provided a report of all inspected units and the date of inspection. There are ~25 units that did not have an inspection. 1715 LW was inspected in advance, 1723 AC scheduled and rescheduled their inspection, but Economy did not show for the rescheduled date. No evidence of termites was found during this year's inspections. The Board discussed that the inspections are not thorough enough and the displeasure with Economy. The Board agreed to send the remaining 25 unit owners a letter warning noncompliance of the termite inspection policy and that if inspections are not completed within a designated timeframe, the Board will pursue further action. The Board then discussed the Economy contract which includes inspections prior to unit sales that Economy has not been completing. The Board agreed to bid out the termite contract.
- Novex/mice – 1732 and 1734 Leisure were serviced on August 18th and a hanger was left on the door of 1728 and 1730 Leisure when the owners were unreachable. 2068 Aberdeen was serviced; 2066 Aberdeen had an appointment scheduled for August 18th but did not open the door. Messages were left for the owners of 2072 and 2074 Aberdeen. 2058 and 2062 Happy were serviced. 2060 Happy was scheduled for August 17th but did not open the door; a door hanger was left at 2056 Happy. Ms. Merchant will continue following up with the units that have not been serviced and Novex will be back out next week. The Board asked Ms. Merchant to send a letter to the units that still need to be serviced providing a date/time to be available for Novex; if the owner does not comply the Board will use their emergency right to entry and have a locksmith open the doors for the unit to be serviced.
- Calvert electrical/meter stacks – The extra meters arrived early. All fuses have been changed. Carl is working on permits for the first meter stack replacement and once approval is received, the documents will be duplicated for the additional meter stack replacement using the same specs. Ms. Merchant asked Carl to email the Board with updates.

- Rain garden – Mr. Thomasson created three holes in the membrane and installed pipes to assist with the water drainage. Mr. Olney confirmed the water drained within 24 hours. The water hazard has been taken care of.
- Roof repairs – 2067 Happy roof repairs are completed, and pictures have been provided. Brodie received the ~\$1,700 invoice.
- Gutter cleaning – All gutters were cleaned; photos were sent to the Board. Mr. Olney noted Specialty sent an email explaining they only clear the gutters down to the ground, they are not responsible for clearing under the ground level per their license. Ms. Merchant will send the current contract to the Board; a new company may be considered for next year.

VI. **Management Report:**

- 2026 Snow Removal Contract – Ruppert provided the proposed contract for service from October 1, 2025 through April 16, 2026. The current landscaping contract ends December 31, 2025. The Board agreed it was too late to consider other snow contracts, but the landscaping contract should be bid out. Ms. Merchant was asked to get a proposal from MD Tree and Landscaping and Marty Mows. The Board also agreed to request a proposal from Complete Landscaping. Mr. Schmitt made a motion to approve the Ruppert snow contract for 10/2025 through 4/2026 after the Board reviews the contract and confirms agreement with the rates. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.
- The remaining Management report items are unit specific and will be discussed in closed session.

VII. **New Business:** There was no new business to discuss.

VIII. **Adjournment:** With no further business to discuss, Mr. Schmitt made a motion to adjourn the meeting at 8:21 pm. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.

The next Board meeting of Habitat 1 Section A will be held on Thursday, September 18, 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, August 21, 2025

Approved as written: Richard B. Olney Date: 09-18-2025
Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus