

Habitat 1 Section A
Board Meeting Minutes
July 17, 2025

The July Board of Directors meeting for Habitat 1 Section A was held on Thursday, July 17, 2025 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 7:05 PM. A quorum of the Board was established.
- II. **Minutes:**
 - Mr. Schmitt made a motion to approve the June 19, 2025 Board meeting minutes as presented. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.
 - Mr. Schmitt made a motion to approve the June 19, 2025 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 June 19, 2025 Show Cause Hearing minutes for 1735 Leisure Way as presented. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.
- III. **Financials:**
 - Mr. Schmitt will look into the Shore United money market and/or CD options this week. Edward Jones is an option, but Mr. Schmitt is trying to find another institution because Habitat already has \$250,000 invested there. The auditor has previously recommended not to keep too many funds at one institution.
 - Utility invoices were sent to the Board in a separate email from the Board package.
- IV. **Management Report:**
 - The Brodie policy for chargebacks and resales are in the Board package. With counsel from Jim and Jonas Brodie, Ms. Merchant altered the Brodie resale policy to fit Habitat's requirement for an interior inspection. HomeWise allows the homeowner to pay to expedite the processing of resale documents. The options are "rush" for a 5-7-day turnaround or "non-rush" for a 2-week turnaround. The Board made it clear that Brodie should not release resales until the inspection is complete and the Board has approved all related documentation for the inspection results. The Board would like the inspection policy followed, including acknowledgement of inspection results from the agents, seller, and Board before the HomeWise documents are released. Mr. Schmitt made a motion that per Habitat's policy, HomeWise resale information should not be transmitted to a prospective seller until the Habitat inspection has been

completed, billed, paid for, and documentation completed. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried. Ms. Merchant will speak with Jonas about tonight's motion; Jonas is welcome to contact Mr. Schmitt with any questions.

- Termite inspections are scheduled to begin tomorrow. Economy did not provide the preliminary schedule as requested. The present Board members have appointments scheduled tomorrow but have not received any kind of follow-up or notification from Economy. Ms. Merchant will email Economy again tonight requesting the number of units scheduled. The Board will be sending a notice to owners that there is one more weekend remaining to be scheduled for inspection without a cost to the owner. Mr. Olney will print the notice and post it on all mailboxes tomorrow.
- Novex provided a proposal to provide mouse control bait stations to units with a reported issue; a station would be placed in the attic and garage of those units at a cost of \$250 per unit. Currently there have been reports from 1735 and 1736. Mr. Schmitt made a motion to approve Novex to place traps at 8 units in the 2 buildings where issues have been reported. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried. Ms. Merchant will contact Novex to schedule.
- 1715 Leisure Way – Roger McGraw completed repairs to 1715 LW from the leak originating in 1709 LW. Roger did not charge for work done in the 1709 garage. Mr. Schmitt will review any additional invoices before Brodie files any chargebacks; this is essentially a 3rd leak incident.
- Calvert/Electrical–
 - i. Calvert has filed for permits to install the two new meter stacks on the list. BGE has not yet committed to an installation date. Ms. Merchant will get an estimate or bill (if already approved) for the installation cost from Calvert.
 - ii. Mr. Schmitt made a motion to approve the Calvert proposal of \$23,760 to purchase two new meter stacks and to pay the deposit of 1/3 of the total cost. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.
 - iii. Calvert completed the fuse updates to 8 or 9 locations and the old light removal/cap off at 2064. Any unpaid invoices for fuses/lights should be paid.
- 2048 Friendly/Morabito – Mr. Schmitt made a motion to approve the proposal for \$4,800 to complete the inspection at 2048 Friendly. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried. The owners have requested their property manager, James, be present for the inspection. The Board okayed the manager's presence as long as the vendor understands the report is to be provided to Brodie/the Board, not the owners.
- Rain garden – The Board will look together tomorrow to consider a solution to the potential safety hazard around the existing drainage area. Mr. Thomasson will also be adding holes in the membrane to see if the water will absorb quicker.
- Roof Replacement/Repairs
 - i. The 1733-1739 replacement has been completed. The engineer and Katchmark reports are in the Board package. Only 1 owner has reported nail pops that need to be addressed. Mr. Olney requested that Ms. Merchant have either Eli or Roger take care of it.
 - ii. 2058 leak – Andrew at Katchmark provided two options, a repair proposal for \$1,950 or a replacement for \$40,550. Andrew noted this would not be the first repair to the roof, which is why the price for replacement was provided. Mr.

Olney noted that this repair was already completed. Katchmark foreman confirmed the ridge cap was replaced. Mr. Schmitt made a motion to approve payment to Katchmark in the amount of \$1,950 for the roof repairs to 2058. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.

- iii. 2067 Happy reported a leak. Andrew will be providing a proposal which will be sent to the Board upon receipt.
- iv. Friendly roof – Katchmark visually inspected the sagging roof on Friendly. Andrew reported the roof is not in urgent need of replacement, the issue is due to the struts size/structural. The roof is older and showing signs of wear and tear, but there are no roof leaking issues. Ms. Merchant will send the updated report received today to the Board.

- The email authorization letter and other forms recently submitted were misdated, on the website. Ms. Merchant was asked to update dates on all communications/forms in the future. The owner was also asked to submit the lease for his renters; the documents are pending.
- Resale – The inspection cost was assessed, and no violations were reported by the Board for 1745 Leisure Way. Ms. Merchant will send the Board the resale certificate.
- All gutters were cleaned; Ms. Merchant will email the photos to the Board.

V. New/Old Business: There was no new/old business to discuss.

VI. Adjournment: With no further business to discuss, Mr. Schmitt made a motion to adjourn the meeting at 7:55 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, August 21, 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, July 17, 2025

Approved as written: Richard B. Olney Date: 08.21.2025
Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus