

Habitat 1 Section A
Board Meeting Minutes
September 18, 2025

The September Board of Directors meeting for Habitat 1 Section A was held on Thursday, September 18, 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 7:17 PM)
Andrea Merchant	Brodie Management
Brittany Stoltzfus	Transcriber

- I. **Call to Order:** Mr. Olney called the meeting to order at 7:06 PM. A quorum of the Board was established.
- II. **Minutes:**
 - Mr. Schmitt made a motion to approve the August 21, 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 August 21, 2025 Closed session minutes as presented. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.
 - Mr. Olney made a motion that any minutes presented to the Board should be the version drafted by the transcriber Brittany, without Management comments. Mr. Schmitt seconded the motion. All in favor/none opposed. Motion carried.
- III. **Financials:**
 - Mr. Schmitt withdrew \$50,000 from the Shore United money market account in the form of a cashier's check which will be mailed to Brodie tomorrow morning. The funds are to be deposited into the operating account and used for outstanding bills.
 - Mr. Olney asked if Brodie has a new Controller yet. Ms. Merchant replied not to her knowledge. The Board requested notification of who the acting Controller is and what date the August and September financials will be provided to the Board.
- IV. **Action Items/Management Report:**
 - 2036 Aberdeen Drive – The owner has submitted an architectural request to replace the front door. Per the Board's direction at the last meeting, Roger McGraw was sent to assess the door/frame. McGraw reported nothing wrong with the front door or associated trim; however, maintenance items such as caulking for the door and window are needed. McGraw recommends removing the cladding, repairing damage, and replacing the cladding with screws and polyurethane. McGraw also noted the porch light is hanging, likely due to the vent being improperly installed allowing water to get behind the light fixture. There is no record of the vent installation. The Board unanimously agreed to deny the architectural request and to send a list of the

maintenance items recommended by McGraw to the owner. Once the owner addresses the maintenance items, the Board will reconsider the door architectural request. Mr. Schmitt will draft a letter informing the owner of the decision and maintenance items that must be addressed. Mr. Schmitt will inspect and take photos of the vent McGraw referenced and send the pictures to the Board. If there is damage caused by the vent, the owner will be responsible for the repair costs.

- Owner door replacement requests – The Board extensively discussed whether to allow owners to replace unit front doors at their own cost. Mr. Gibson and Mr. Olney agreed if the door is 1 of the 3 approved doors, let the owner replace the door at their own cost. Mr. Schmitt is concerned allowing owners to replace doors as the front door is considered a limited common element and belongs to the Association. Mr. Schmitt also mentioned concern with a non-licensed contractor replacing doors, potentially leading to building damage if installed incorrectly. Mr. Gibson responded if that happens, the Association pays to replace the door with the cheapest/basic approved door. Mr. Thomasson is okay with allowing owners to replace front doors as long as the door is one of the approved options, the work is performed by a licensed contractor, and the owner understands the door is still a limited common element that belongs to the Association.
- 2053 Friendly – The owner attended the last meeting to discuss damage to the front door/trim. McGraw found a combination of issues, including missing fasteners which is allowing water to get behind the cladding. McGraw recommends removing the cladding, making necessary repairs, and reinstalling the cladding. McGraw explained the issues/needed repairs to the owner. The slider frame damage is due to water from the ground getting up underneath the siding, freezing and thawing in a repeated process which has caused the flashing to buckle. The Board agreed the slider repairs are the Association's responsibility and the front door repairs are the owner's responsibility due to lack of maintenance causing the damage. Mr. Schmitt will draft a letter to the owner. Ms. Merchant will get a price from Roger McGraw for the slider repairs; the Board must approve the price before the work is approved.
- 2062 Happy – The owner told Management he would attend tonight's meeting to discuss the chargeback with the Board as he does not agree to paying. Management will look for the report from Roger McGraw.
- 1717 Aberdeen Ct – The owner has requested to replace the front door. The Board agreed to approve the replacement as long as the door selected is 1 of the 3 approved doors. The owner is a licensed contractor and has completed work on another unit he owns in the community.
- Ruppert Proposals for 2059 Happy and 1723 Aberdeen Court wood/paver work are tabled for now.
- 2067 Happy – The roof repairs were done. The owner was notified that his partner would not be able to serve on the Board as she is not an owner on the deed; however, she can represent the property on behalf of the owner if the owner provides written consent. There has been no further communication from the owner.
- 1729 Aberdeen Ct – The owner sent photos of areas needing caulking. Ms. Merchant provided the owner a list of owner responsibilities vs. Association responsibilities. There has been no further communication.
- 1745 Leisure – The Board approved Calvert to manufacture and install a telephone interface cover while onsite for the meter stack replacement for a cost of ~\$250.

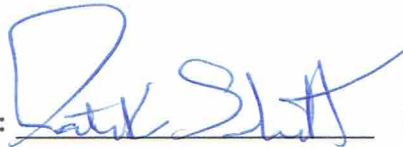
- Meter Stack Replacements – Calvert is still working on the permits. The new “storage” units already arrived. Calvert will be asked to use the stacks previously in storage for these two replacements and move the newly received stacks to the storage unit for future replacements. 1725 and 1717 AC are set to be replaced next.
- 2058 Happy – Ms. Merchant never heard back from Katchmark whether they did any roof work at that unit. Mr. Olney asked for information about the work done/contractor used and never received the requested information. Roger McGraw will be sent to inspect the two decks to ensure the work was done correctly and the area is sealed/flushed properly. The Board will determine who pays for the inspection costs once the report is received.
- Snow Contract – Ms. Merchant had one unit added to the list for sidewalk clearing. Mr. Olney requested 1731 Leisure be removed from the list and 1731 Aberdeen Court be added. The contract requires approval from the Board snow reps, then Management before any snow removal/treatment is done. Mr. Schmitt made a motion to approve the 2025-2026 snow contract with the changes discussed. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.
- Novex – All charges for the Novex bait treatments are the Association’s responsibility. The Board is considering charging back the locksmith cost. Ms. Merchant received an email from the owner of 1734 Leisure today reporting a mouse chewing inside the wall. Greg at Novex told Management if there is a mouse in the wall, it will either find a way out or it will die in the wall. The owner wanted the drywall removed to search for the mouse. The owner originally reported seeing mice in his unit June 1st and he used live traps to release the mice outside. Novex will be asked if there is anything else that can be done (aside from opening the wall – the Board does not support this). Management has not received reports of mice from any other unit in the building. Owners should contact Management if further treatment is needed, then Management will contact Novex. Owners should not be contacting Novex directly.
- 2054 Aberdeen Drive – The owner is on the Board for the nearby community Nantucket. The owner put a temporary patch on the roof. Katchmark will make the repairs for ~\$1,000.
- 1733 Leisure – The owner is reporting water leaking into the kitchen cabinets that touch the ceiling. The roof was recently replaced and is likely not the cause of the leak. The owner will be advised to have a plumber inspect the pipes in the attic and check the vent pipe/dryer vent.
- Drain Pond – Mr. Olney reported the area where Mr. Thomasson drained the holes to help with drainage is no longer working as intended. With the heavy rain this week, water has been sitting and not draining properly. The Board will watch the area over the next few days.
- 1720 Leisure – Mr. Schmitt inspected the area and will draft a letter notifying the owner that the bricks need to be removed and the pea gravel needs to be fully removed/dug out. The owner can replace with large river rock/stone as long as the rock sits lower than the adjacent sidewalk. The drainage problem is directly caused by the bricks/small gravel currently there. Ms. Merchant will forward the architectural request to the Board.
- Communication Log – All emails, calls, etc. are tracked on the communication log. There has not been a lot of communication from owners this month.

- Resale Package Cost – The state of MD caps resale package costs at \$311.24. The package cost is not meant to turn a profit. Ms. Merchant was asked to provide the Board a specific breakdown of Brodie's cost to create a resale package.

V. **Adjournment:** With no further business to discuss, Mr. Schmitt made a motion to adjourn the meeting at 9:15 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, October 16, 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, September 18, 2025

Approved as written:  Date: 12-11-25

Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus