

Habitat 1 Section A
Board Meeting Minutes
August 20, 2026

The August Board of Directors meeting for Habitat 1 Section A was held on Thursday, August 20, 2026 at 6:00 PM via Zoom.

Present:

Patrick Schmitt	President
Larry Thomasson	Vice President
Dick Olney	Board Member
Bobby Fulmore	Owner, 2056 Friendly
Dominic	Owner, 2060 Friendly (joined at 6:49 PM)
Holli Rutkowski	NaVion Management
Brittany Stoltzfus	Transcriber

- I. **Call to Order:** Mr. Schmitt called the meeting to order at 6:13 PM. A quorum of the Board was established.
- II. **Owner Forum:** Mr. Fulmore reported a tree on Leisure that could fall at any time. The Board confirmed the tree will be removed tomorrow along with a few other trees.
- III. **Minutes:**
 - Mr. Olney made a motion to approve the June 18, 2026 Board meeting minutes as presented. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.
- IV. **Management Report:**
 - Gussey's completed the "test run" gutter cleaning. There were very few concerns, and the Board is in favor of signing a longer contract for future cleanings. The proposal is for one year, discounts are given based on how many cleanings per year (10% for 2 cleanings, 15% for 3 cleanings, and 20% for 4 cleanings). Mr. Olney made a motion to approve Gussey's proposal for 4 cleanings per year. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried. The Board stressed the importance of spring and fall cleanings due to the abundance of trees in the community. Ms. Rutkowski will send the contract to Mr. Schmitt to sign. The first cleaning of the new contract will be scheduled for mid to late October and the second for mid to late December before the end of the year.
 - All records from Brodie have been transferred and have been uploaded into NaVion's system. Mr. Schmitt asked if NaVion requested all correspondence files. Ms. Rutkowski will ask Ms. Conrad and confirmed there were aging reports for owners, past contracts, budgets, audits, insurance policies, tax returns, Board member terms, bank statements, Habitat Documents, and owner history. Mr. Schmitt asked what NaVion has done to confirm the account statements provided by Brodie are accurate. NaVion has had to rely on the information from Brodie, owners must provide proof of payment if a balance was forwarded incorrectly. There have been no complaints or arguments from any owners on the account balances.
 - Owner communications – Mr. Schmitt asked if NaVion has received any communications from owners. Ms. Rutkowski responded that a few people have called about a suspected roof leak (determined not to be a roof leak), nail pops, and other small miscellaneous items.

Some owners have sent emails requesting window repair, hornet nest removal, etc. A workorder was started and Economy was scheduled for August 18th to remove the hornet nest. Mr. Schmitt has been approached by 3 or 4 owners during recent community visits who all reported a lack of communication/response from NaVion. Ms. Rutkowski explained that her direct line voicemail is checked regularly and she will speak with Ms. Conrad about voicemails on the main line not being responded to. The Board would like a call report for all contact from Habitat owners moving forward. A spreadsheet listing the date of contact, address/owner name, what the call was about, and what the response was should be included in the spreadsheet. The biggest concern with the previous management company was lack of communication with owners, so the Board wants to ensure owner issues are addressed by NaVion. The Board also recommended personal extensions be clarified on the general phone line so messages go directly to Ms. Rutkowski.

- 63 owners have activated the new CINC Super account, 51 are still awaiting activation. The notices to sign up for CINC have been very confusing, multiple emails have been sent, even to those owners who have activated an account. Ms. Rutkowski will provide the feedback to Ms. Conrad.
- GL report – all financial reports were emailed to the Board.
- Water/sewer bills – Brodie received the first quarter water bills (through April) in May and NaVion submitted payment in June. Mr. Schmitt requested copies of all utility bills be sent to the Board. Mr. Olney recommends NaVion confirm what name is on all water/electric/sewer bills to ensure everything has been changed from Brodie. Ms. Rutkowski will have accounting contact all utilities/contractors to ensure the billing information has been changed. Mr. Olney requested all address change confirmations be provided in writing. Brett in accounting is in the process of getting authorization to access any online accounts for utilities.
- Pest Control – 3 proposals were reviewed. American Pest declined to bid on general pest control, there will be a separate charge to install bait stations for rodent pest control, and any needed termite treatments will be discounted (included with the annual termite inspection contract). Economy proposed \$2,430 for a one-time general pest control treatment, rodent control will continue as is, and any termite treatment needed would have a 10% discount included with the annual termite inspection contract. Weir offered a monthly general pest treatment for \$2,100 annually, no additional discounts given for termite treatment with the annual termite inspection contract and offered a fair plan for rodent control. Management will resend the Weir proposal for the Board to further review.
- Landscaping – A proposal request has been sent to 4 landscaping companies and should be available for review in the next 2-3 weeks. The Board will discuss it further at the next meeting.
- 1705 Leisure – Roger McGraw completed repairs.
- 2048 Friendly – The tagged vehicle was moved, the owner never responded to the message from management. Ms. Rutkowski personally tags vehicles when reported. Mr. Olney requested a report from management after any onsite visits with an update of any violations found, property condition, etc.
- The 2025 Audit was received at 4 PM today and will be emailed to the Board.
- Property Walkthrough – Ms. Rutkowski confirmed a July walkthrough was done alongside Mr. Olney. Most items noted involved landscaping and the lack of performance by Ruppert. The August walkthrough is tentatively scheduled for next Tuesday or Wednesday.

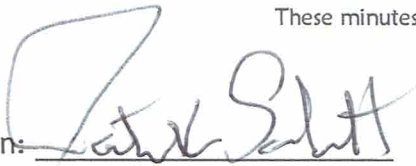
V. Old Business: Old business items will be discussed in closed session.

- VI. New Business: There was no new business discussed.
- VII. Open Forum: Dominic asked for the best way to contact the Board directly. Any questions/concerns can be emailed to Habitat1SectionA@gmail.com.
- VIII. Adjournment: With no further business to discuss, Mr. Olney made a motion to adjourn the meeting at 7:23 PM. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.

The next Board meeting for Habitat 1 Section A will be held on Thursday, September 24, 2026 at 6:00 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 20, 2026

Approved as written:



Date:

9-24-2026

Approved as amended:

Date:

Minutes respectfully submitted by Brittany Stoltzfus