

Habitat 1 Section A
Board Meeting Minutes
May 21, 2026

The May Board of Directors meeting for Habitat 1 Section A was held on Thursday, May 21, 2026 at 6:00 PM via Zoom.

Present:

Patrick Schmitt	President
Larry Thomasson	Vice President
Scott Gibson	Secretary
Dick Olney	Board Member
Renee Twomey	Owner – 2073 Happy
Dylan Seidlitz	Owner – 2062 Happy
Shannon Conrad	NaVion Management
Holli Rutkowski	NaVion Management
Brittany Stoltzfus	Transcriber

- I. **Call to Order:** Mr. Schmitt called the meeting to order at 6:03 PM. A quorum of the Board was established.
- II. **Owner Forum:**
 - Mr. Seidlitz reported ongoing issues with cars parking in the fire lane along Happy, causing safety concerns with blocked views and only one lane open. During Covid, the Board unofficially stopped enforcing parking on Happy and Leisure; however, the areas remained AA County No Parking Zones. Technically the streets are privately owned by Habitat, and owners could be cited and towed by the Association. The Board could contact the County and ask for county enforcement. There was further discussion about whether to send a notice to residents, begin towing vehicles, and/or contact the County to enforce the No Parking areas. The Board already planned to send a parking mailing reviewing the Parking Rules and Regulations and parking sticker requirements; a reminder about No Parking Zones will be included in the mailing. Mr. Schmitt will then reach out to the local commander for County enforcement on all Habitat streets to be fair.
 - Ms. Twomey would like to follow up on the architectural request form submitted in April. The email was sent to the Board on May 14th without any attachments. Ms. Conrad will resend the request form and supporting documentation to the Board.
- III. **Minutes:**
 - Mr. Olney made a motion to approve the February 19 Board meeting minutes as presented. Mr. Gibson seconded the motion. All in favor/none opposed. Motion carried.
 - Approval of the February Closed Session minutes and Show Cause Hearing minutes are deferred to the Closed Session.
- IV. **Contract Approvals:** The Board voted via email on the following contract approvals.
 - Katchmark – Mr. Olney made a motion to affirm the Board's email approval for Katchmark to replace the building 19 roof (2049-2055 Friendly) at a cost of \$42,600. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.

- DRHS Roof Inspection – Mr. Olney made a motion to affirm the Board's email approval for DRHS to complete the roof inspection at a cost of \$4,400. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.

V. Financials:

- Account Signer Resolution – Mr. Olney made a motion to approve the Account Signer Resolution as presented to the Board via email. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.
- Account Resolution – Per the attorney, the Bylaws Article III, Section 2(h)(8) states any income above operating expenses will be placed in Federally insured institutions. The Board already follows this practice; the resolution is reaffirming the process in writing for clarity. Mr. Olney made a motion to adopt the resolution as presented. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.
- Live Oak CD – The Live Oak CD is set to mature on June 1st. The current CD rate is 4.1%, as of yesterday Live Oak is offering a rollover rate of 4%. Mr. Olney made a motion to roll over the Live Oak CD on June 1st if the rate is 4% or better. If the rate has dropped, the Board will decide by June 10th how to proceed. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.
- 1st Internet Bank CD – The 1st Internet Bank CD rolled over on May 9th from a 3.6% to a 3.67% rate. The Board agreed it is not worth the penalty to close the CD early to get a better rate. Mr. Thomasson made a motion to keep the 1st Internet Bank CD as is until maturity date next year. Mr. Olney seconded the motion. All in favor/none opposed. Motion carried.
- Reserve Transfers for the roof replacement – Mr. Olney made a motion to move the funds for Katchmark and the DRHS roof inspection from the Shore United Money Market account. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried. Mr. Olney confirmed the gutter was included in the proposal and the work was completed this week.

VI. Management Report:

- Ms. Conrad is unavailable for the scheduled June 18th Board meeting. Ms. Rutkowski can attend on behalf of NaVion. The Board has agreed to keep the meeting on June 18th with Ms. Rutkowski in attendance.
- Owner Communications – The Board asked if NaVion has received any communication from owners. Ms. Conrad confirmed owners have contacted NaVion for various needs; any items requiring Board guidance were sent to the Board.
- The owner of 1729 Aberdeen Ct. called today to report that siding needs to be replaced. Mr. Olney will look at the area and advise NaVion whether to proceed with Roger McGraw.
- Owner Electric Bill for shared meter – The 4 garages and outdoor lights for the building have been temporarily metered through 1728 Leisure until the meter stack can be replaced (BGE delay). The Board offered to pay the cost difference between the 2025 bill and 2026 bill to cover the additional electric charges for the garages/outdoor lights. The owner claims the offer is unacceptable and is requesting between \$225 and \$350 per month. The most recent bill totaled \$496. The owner also requested everything to be disconnected from her meter immediately. Mr. Schmitt will reach out to Calvert tomorrow to either move the connections to another meter, potentially to Mr. Gibson's unit, or disconnect the garages/outside lights completely until the meter is changed. The Board would like to review the 1728 bills for 2025 and 2026 before confirming the amount to reimburse. Mr.

Schmitt made a motion that if Calvert is unable to override the issue, the garage/outdoor lights electricity will be turned off until resolved. Mr. Gibson seconded the motion. All in favor/none opposed. Motion carried.

- 2058 Happy Denial – The owner claims he never received any correspondence. NaVion has tracking information for the mailed letter as well as verbal and email confirmation of receipt. The owner has accumulated several months of fines and still has not submitted the required documentation for work completed. Management will forward all information to the Board.
- 2059 Happy – The Board requested a copy of the resale certificate.
- Pest Control – Based on NaVion's investigation, it was determined the pest control contract expired in December. The Board would be interested in reviewing proposals for a combo contract covering general pest control, termites, and rodents. NaVion will bring proposals to the June or July meeting.
- Parking Mailing – As discussed, a mailing will be sent reviewing the Parking Rules and Regulations as well as permit/sticker requirements. Mr. Schmitt will look for an old notice for NaVion to use as a template.
- Landscaping Contract – The Board has been unhappy with the services provided by Ruppert. NaVion will get grounds contract proposals for the June Board meeting. The Board is interested in a company that will focus on the regular landscaping maintenance and a separate contractor for tree trimming or landscape projects. NaVion has worked with JAMS and Chesapeake Landscape and Design. The Board would prefer a supervisor to be onsite during visits to ensure the work is being done by contract. Ms. Conrad recommends narrowing down to 1 or 2 companies that will meet with the Board onsite to ensure everyone is on the same page with what is included in the grounds contract.
- 2023 Audit – NaVion has requested all information from Strauss, once received the audit will be posted on the website. Mr. Schmitt needs the 2023 audit before the 2024 draft can be approved. Strauss told Ms. Conrad "We're fine" when asked if any additional information is needed to complete the 2025 audit. It is standard procedure to file an extension on taxes and complete audits in the summer/fall.
- Monthly Dues/Late Fees – Mr. Schmitt is concerned that ~24 or 25 units have not been making regular payments. Ms. Rutkowski confirmed NaVion has an email address for all but 14 owners. Ms. Conrad confirmed that as of today, only 9 owners have not paid up through May, so accounts are catching up. It is normal to have some delays with a change in Management companies. NaVion sends a reminder notice at 30 days late, a warning notice at 60 days late, and a certified demand at 90 days past due. Ms. Conrad confirmed it is the owner's legal requirement to notify Management of any change of mailing address. If any payments were made to Brodie after the Management change, the payments will be returned. Mr. Olney made a motion to extend the late fee waiver one more month; late fees will resume in July. Mr. Thomasson seconded the motion. All in favor/none opposed. Motion carried.
- Sidewalks/Concrete – GMC has provided a budget proposal per concrete square/address for areas that need correction. Mr. Olney noted 1723 Aberdeen Ct. was missed and needs to be added. Mr. Gibson noted the contractor needs to be clear on areas where concrete will need to be leveled out/drainage concerns, etc. Ms. Conrad will ask GMC if they have photos of the areas noted in the plan. The Board agreed to try and meet before the next Board meeting to look at the areas highlighted and have an idea of scope/timeline. Ms. Conrad explained GMC's proposal is a budget proposal, once a scope has been confirmed, NaVion will request 3 comparative bids for the Board to choose from. Concrete work should be done in bulk for best pricing.

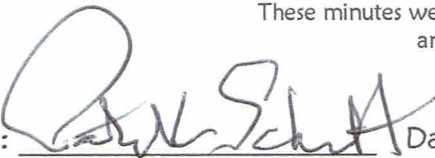
- Gutter Cleaning – Mr. Schmitt explained that Habitat paid a lot of money for gutter cleaning last year and during the recent Katchmark/DRHS inspections, the gutters were found to be so full trees are growing. The Board asked how to ensure work is done properly and the gutters are being fully cleared. Ms. Conrad will request before and after pictures from the contractor. Ms. Conrad recommends starting with 1 cleaning through a new company (NaVion has recommendations) and if the Board is pleased with the results, a contract can be signed for more cleanings. Mr. Olney added the contract needs to include underground clearing also, not just gutters. Mr. Schmitt made a motion to sign for 1 cleaning with Gussies at a cost of \$2,559.20. The Board will check the work after the cleaning is done. Mr. Gibson seconded the motion. All in favor/none opposed. Motion carried. Mr. Gibson noted Specialty provides before/after pictures for his other community. Ms. Rutkowski will contact Gussies tomorrow.
- Power Washing – The proposals received were pricey and it is unclear whether there is money in the budget for power washing this year. Ms. Conrad will resend the power washing proposals for the Board to consider approval for later this year or in 2027. NaVion recommends doing power washing in phases for a more affordable amount each year.

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

VIII. Adjournment: With no further business to discuss, Mr. Olney made a motion to adjourn the meeting at 7:52 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, June 18, 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, May 21, 2026

Approved as written:  Date: 6-18-2026

Approved as amended: _____ Date: _____

Minutes respectfully submitted by Brittany Stoltzfus