



APPLEGATE, A CONDOMINIUM

Special Board Meeting | Thursday, March 27, 2023 | 7:00 PM

Meeting Minutes

I. Call to Order & Roll Call

The Board meeting was called to order, Thursday, March 27, 2023, via Zoom at 7:06 pm with Bernetta Reese, President and CEO, presiding. President Reese conducted the roll call of the Board. All officers and members were present, and quorum was met.

Attendees: Bernetta Reese, President and CEO, Catherine Walfall, Vice President, Margaree (Lundy) Major, Member-at-Large, and LaShauna Tillmon, Sentry Management.

II. Approval of Agenda & Minutes

The agenda was adopted as presented by unanimous consent. Approval of meeting minutes were tabled until the next meeting.

III. Announcements & Open Forum

Transition to Sentry Management: Sentry Management, Inc. is Applegate's new management company:

- Postcards and welcome packages were sent via U.S. mail.
- HOA payments were temporarily paused in January and February.
- Payments will resume in March (late fees waived for February & March).
- Owners should keep a copy of all payment records.
- Owner requests should be sent to Sentry via the portal or email at Maryland@sentrymgt.com.

Insurance Policy: Ms. Tillmon explained the process to obtain a certificate of insurance for mortgage companies and the process to file a claim must be routed through management. President Reese also highlighted the insurance policy renewal.

Parking Passes: Parking pass enforcement began on March 1, 2023. Any owners or residents that still need passes may schedule to pick up passes from the management office. Replacement parking permits will only be issued once a written request has been submitted to the Board and payment has been made. Permits and hang tags must be properly displayed in vehicles from 12AM (midnight) to 6AM.

Open Forum

Madame President conducted the open forum.

IV. Association Funds



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- 🍏 **Invoices & Vendors:** President Reese provided an update on invoices and upcoming expenses for March & April and discussed the transition of payments to Sentry. Ms. Tillmon explained internal processes and confirmed payments will be sent out when approved by the Board.
- 🍏 **Monthly Assessments:** President Reese confirmed with Ms. Tillmon that payments are coming in and noted the Board is awaiting a clear picture of the Association's current finances and operating budget. Ms. Tillmon explained the process for balancing and shifting funds if needed.
- 🍏 **Review of Bank Accounts:** President Reese noted the Board is awaiting receipt of bank statements for the Association's new bank account with Pacific Western. Ms. Tillmon will contact banking to check for statements and determine how many Board Members can be added to the account. President Reese confirmed the Fulton Bank CD account has been closed and the funds have been moved to Truist. The Board is awaiting a purchase card for the new account and Ms. Tillmon noted the request is pending completion of account set up.
- 🍏 **FY23 Budget Distribution:** The adopted budget for FY2023 has been distributed and uploaded to the owner's portal.

V. Vendor Proposals & Projects

- 🍏 **Votes on Proposals:**
Ms. Walfall motioned to accept the proposal from R&M Landscaping and Construction for the clubhouse repairs and renovation with contingencies to adjust the proposal as needed and not to exceed \$40,000. The motion was seconded by Ms. Major. The Board voted unanimously in favor and the motion passed. President Reese also asked the Board to go in person to the clubhouse to review all repairs and renovation areas needed and be prepared to make decisions to assist with the project.
- 🍏 **Projects:** President Reese asked the Board to set aside time to plan for the mailbox project and key distribution and to review all other proposals. The Board agreed to provide input for a decision within the week. The Board also discussed other community projects, including shutters and colors that need to be corrected.

Ms. Major motioned to accept with the PSA proposal from BYLT to provide



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emergency services for the community or other services as needed pending approval from our attorney's office. The motion was seconded by Ms. Walfall. The Board voted unanimously in favor and the motion passed. The Board also discussed PSA agreements with potential vendors and asked to do a test run with each vendor to see how they operate and perform.

VI. Community Requests

- 🍏 **Maintenance Requests:** President Reese requested a list of all outstanding requests to be included the weekly report from Sentry.
- 🍏 **Architectural Change Requests:** President Reese requested the Ms. Walfall as Covenants Committee Chair to assist with review and compiling a list of any outstanding architectural change requests, including forwarding email requests to Sentry.
- 🍏 **Reasonable Accommodation Requests:** President Reese reminded the Board there may be spaces that need to be moved and may need further discussion. The Board and Sentry will work together to review handicap spaces with paint that is fading and need to be repainted.

VII. Annual Meeting

- 🍏 **Notices & Voting:** President Reese noted the call for nominations was sent out on March 15th, reviewed the nomination process with the Board, and highlighted the nomination deadline of March 31st. President Reese also noted proposed amendments will be sent out with the annual meeting notice in April. Ms. Tillmon informed the Board DocuSign can be used for proxies and voting.

VIII. Adjournment to Executive Session

The Board moved to closed session to discuss business transactions, personnel, and legal matters. The open portion of the meeting was adjourned at 9:52 PM.

These minutes were approved by the Board of Directors.