



# APPLEGATE, A CONDOMINIUM

Special Board Meeting | Thursday, November 17, 2022 | 7:00 PM

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## Meeting Minutes

### I. Call to Order & Roll Call

The special meeting of the Board of Directors was called to order on Thursday, November 17, 2022, via Zoom at 7:00 PM with Bernetta Reese, President and CEO, presiding. Madame President conducted the roll call of the Board. All officers and members were present, and quorum was met.

Attendees: Bernetta Reese, President and CEO, Natalie Bennett, Secretary and Treasurer, and Catherine Walfall, Member-at-Large.

### II. Approval of Agenda & Minutes

The agenda was adopted as presented by unanimous consent. Approval of meeting minutes was tabled.

### III. Ratification of Email Votes

The following Board actions and votes were ratified by unanimous consent:

- Reimbursement of Travel/Gas Expenses for the Board President (October 31, 2022)
- Shanco Services for Roof Repairs – Phase I (November 2, 2022)
- GreenSweep Contract for Snow Removal Service (November 2, 2022)
- 2023 GreenSweep Contract for Grounds Maintenance, Landscaping, and Leaf Removal Service (November 2, 2022)
- Lane’s Termite/Pest Inc. for Termite Treatment Service on Candy Apple Lane (November 8, 2022)
- Toepfer for Chimney Repairs on 4336 Applegate Lane (November 10, 2022)
- Cromwell for Asphalt Repairs – Four Sections of the Community (November 10, 2022)

### IV. Announcements & Open Forum

**Closed Meetings:** By the authority granted under Article IV. Section 13. (b) (ii) of the Bylaws and Section 11 – 109.1 of the Maryland Condominium Act, the Board of Directors held the following closed meetings:

- Saturday, October 20, 2022, at 2PM at Cherry View Condominium with SHANCO to review services.
- Thursday, November 3, 2022, at 5PM via Zoom to discuss sensitive maintenance requests, business transactions, personnel and legal matters.



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- Friday, November 4, 2022, at 9AM in the Community Center with RCFP to conduct repairs.
- Monday, November 7, 2022, at 5PM via Zoom to discuss sensitive maintenance requests, business transactions, personnel, and legal matters.
- Thursday, November 8, 2022, at 5PM via Zoom to discuss business transactions and personnel matters.
- Wednesday, November 9, 2022, at 6:30PM with J & L Towing to complete training.
- Wednesday, November 16, 2022, at 5PM at the Community Center to discuss confidential records and personnel matters.

## Open Forum

Madame President conducted the open forum.

## V. Association Funds

### • **Reports and Expenditures**

- **Financial Report:** President Reese requested Ms. Bennett 1) check with the management company to ensure the attorney's checks are being deposited in the month received, 2) obtain a September financial report for auditing purposes, 3) review all bank accounts, 4) verify invoices and dates, 5) ensure financial reports are accurate, and 6) review aging report to determine how many owners are/are not in good standing. The Board reviewed November 2022 expenses, including vendor payments. President Reese proposed aligning the budget for improved clarity.
- **Monthly Assessments:** Ms. Bennett will request the complete monthly assessment for September 2022 from Blackstone. President Reese requested verification of the numbers by the December meeting.
- **Tax Records:** The Board is still waiting for tax records from federal and state. President Reese requested Ms. Bennett work with Blackstone to update the Association's Maryland Business Express account.

## VI. Community Parking

### • **Parking Passes**

- **Parking Permits:** Ms. Walfall reported that parking stickers and hang tags have arrived. The Board will create the envelope labels for pass distribution and mail merge for assigned spaces. The Board will also obtain temporary parking passes from the towing company.



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- **Parking Spaces:** President Reese noted there should be 261 assigned parking spaces based on the number of units in the community and spaces need to be renumbered to fix the numbering. The mail merge will assist with notifying owners of their new parking space number. Visitor spaces will be relabeled on the curb as well as on the asphalt. The Declaration amendment will allow for the restriction of delinquent owners' parking passes and privileges, following the recent change to the Maryland Condominium Act. The Board hopes to pass this amendment at the annual meeting.

## VII. Budget and Projects

- **Budget FY22:** The Board will consult Blackstone Management, the attorney, or the auditor to determine the best way to amend the budget and repurpose extra funds.
- **FY22 Projects and Services:** The Board discussed roofs, mailboxes, junk removal, tree stumps, the community center, wheel ruts, speed bumps, and restriping.
  - **Roofs:** Following review with the vendor, it was determined that more than 30 roofs require repair. The Board was given the option of paying for the entire project upfront or splitting it into two phases, with a minimum of 30 roofs for the first phase and a deposit of 1/3 of the total project cost.
  - **Mailboxes:** Mailbox replacement is anticipated to start in January 2023. A deposit is required to begin the project.
  - **Tree Stumps:** Ms. Bennett motioned to approve the proposal from Genesis Landscaping & Junk Removal for the removal of 47 tree stumps in the community. The Board voted unanimously in favor and the motion passed.
  - **Community Center:** The Board discussed scheduling time to meet with vendors and obtaining price points for a renovation project.
  - **Wheel Ruts:** Wheel ruts were deferred to 2023.
  - **Restriping:** The restriping project is scheduled for December.
- **Budget FY23:** The Board is working on the budget and reviewing proposals for projects and services to include in the budget.
- **FY23 Projects and Services:** President Reese highlighted projects for 2023, including the website, community center and playground area, windows, shutters and door frames, rails and dryer vents, yard landscaping, concrete, pole lights, and unit address signs.



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- **Pole Lights: Ms. Bennett motioned to accept the proposal from REYCO Electrical Services to upgrade to LED lights. The Board voted unanimously in favor and the motion passed.**

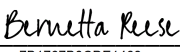
## VIII. Adjournment to Executive Session

The Board moved to closed session to discuss business transactions, personnel, and legal matters. The open portion of the meeting was adjourned at 10:10 p.m.

These minutes were approved by the Board of Directors.

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 Margaree "Bonnie" Lundy, Secretary

5/4/2023  
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 Date

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 Bernetta Reese, President and CEO

5/4/2023  
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