



APPLEGATE, A CONDOMINIUM

Board Meeting | Thursday, February 23, 2023 | 7:00 PM

Meeting Minutes

I. Call to Order & Roll Call

The Board meeting was called to order, Thursday, February 23, 2023, via Zoom at 7:00 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 Todd Wawrzeniak, 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. Ratification of Email Votes

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

- Selection of Sentry Management, Inc. as New Management Company (February 1, 2023)
- Genesis to Repair Retainer Wall Behind Unit 4109 Applegate Ct (February 13, 2023)
- Genesis to Fix Erosion and Yard Swamp at 4332 Apple Orchard Lane (February 13, 2023)
- GreenSweep Service for Basketball Hoop Removal and Installation (February 13, 2023)
- Genesis Landscaping Services for Tree Removal and Clean Up in Common Area across from 4302-4348 Applegate Lane (February 13, 2023)

IV. Announcements

Closed Meetings: By the authority granted under Article V. Section 13. of the Bylaws and Section 11-109.1 of the Maryland Condominium Act, the Board of Directors held the following meetings:

- Wednesday, February 1, 2023, at 6:30PM via Zoom to discuss personnel and emergency matters.
- Thursday, February 16, 2023, at 4PM in person with Sentry to discuss services and onboarding.
- Thursday, February 23, 2023, at 9AM in person with Sentry to discuss Community Center repairs.



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- Thursday, February 23, 2023, at 11:30AM via Zoom with Sentry to discuss budget procedures.

Parking Passes: Last day for parking passes distribution is February 25 from 11AM to 1PM. Enforcement will begin on March 1, 2023. MD Code, Transportation, § 16-116 will be applied during distribution.

Transition to Sentry Management: The Board of Directors has selected Sentry Management, Inc. as Applegate's new management company. Welcome postcards will arrive via U.S. mail and the transition should be completed in a few weeks. HOA payments were temporarily paused in January and February and payments will resume in March (late fees waived for February & March). Owners should keep a copy of all payment records.

V. Reports

President and CEO: President Reese presented a report highlighting the management transition and community projects. The President's full report is attached to the minutes.

Treasurer: In absence of a Treasurer, President Reese provided the Treasurer report with the following actions completed:

- PEPCO accounts have been paid and brought back current.
- Invoice payments for vendors and recurring expenses are being paid via Truist until new operating account is ready.
- Previous Board Treasurer has been removed from the Truist and WesBanco accounts.
- FY23 Budget has been updated per guidance from Sentry and financial records have been submitted to Sentry.
- Attorney checks have been deposited into Truist account.
- Starter check for \$5,000 submitted to Sentry for new operating account.
- Cleared out PO Box week of February 13th.

Additional action items are in-progress and pending completion, including receipt of a final check from Blackstone, tax records, tax filings, removal of previous Board Treasurer(s) from Fulton Bank account, vendor payments, funds transfer to Sentry (Pacific Western), submission of monthly bank statements to Sentry for each Board managed account, and a purchase card for the new operating account. It was also noted that PEPCO will no longer accept ACH payments from the Association due to returned



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funds in October and November and additional bank accounts will incur a monthly charge via Sentry for reconciliation.

President Reese closed with the following recommendations:

Recommendation 1: Close Fulton Bank account and move funds to Reserve until the Board decides on a new investment strategy. **Ms. Walfall moved to adopt the recommendation. The Board voted unanimously in favor and the motion passed.**

Recommendation 2: Enable notifications for all recurring payments and accounts.

Recommendation 3: Monitor all accounts to ensure payments are being made timely.

Committees:

Covenants Committee

Ms. Walfall reported activities and accomplishments:

- Grate at community entrance is undergoing repairs.

Additional projects are also in progress and pending completion, including mailboxes, playground mulch replacement, more roof replacements and siding, yard beautification, gutter cleaning, remodeling of the community center, rail repair and replacement. Most of these projects have been budgeted for the 2023 fiscal year.

President Reese provided additional updates to inform the Board about the State's process and progress on repairing the asphalt and grate at the community entrance. President Reese also explained the difficulties and delays in obtaining action through Prince George's County 311 to repair the pond and make it functional. Ms. Lundy noted the pond has been addressed by the County in the past, however the Board does not have record of this.

Community Management: The community manager's report was addressed while discussing other items on the agenda. Mr. Wawrzoniak also noted homeowners will be able to access account information after reconciliation is completed, records and names are being verified, and resales can still be initiated through Sentry's website.

VI. **Open Forum**

Madame President conducted the open forum.



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VII. Unfinished Business

- 🍏 **Audit and Tax Preparation:** This item was addressed earlier in the meeting.
- 🍏 **Insurance:** The Board discussed the process for insurance claims and will schedule time to discuss with management. President Reese also informed the Board that the insurance policy has increased by approximately \$20k and the deadline to approve the new policy is March 9th.
- 🍏 **Website:** The Board reviewed and discussed options for the website. President Reese asked the Board to review service providers to make an informed decision within thirty (30) days.
- 🍏 **Community Center:** The Board reviewed and discussed renovation and repairs for the community center. The Board is working with Sentry and a vendor to conduct an assessment and provide a proposal for repairs. President Reese also informed the Board the Fire Department inspection is still pending approval and all areas cited have been addressed.
- 🍏 **Community Projects:** The Board reviewed and discussed roof replacements & siding, mailboxes, gutter cleaning and repairs, erosion, retainer wall and fences, tree clean up, and yard beautification.
- 🍏 **Parking:** The Board is waiting for an updated quote on new signs for accessible parking spaces.

VIII. New Business


- 🍏 **Management Company Transition:** This item was addressed earlier in the meeting during announcements.
- 🍏 **Budget Adoption:** The Board reviewed and discussed the budget and changes made to remove any surplus. **Ms. Walfall motioned to approve the FY23 Proposed Budget. The motion was seconded by Ms. Major. The Board voted unanimously in favor and the motion passed.**
- 🍏 **Annual Meeting:** President Reese informed the Board that the date of the annual meeting will have to be moved as the notice could not be mailed out in time



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during the transition. There are currently four (4) vacancies on Board as two of the sitting Board members are appointed. The Board also discussed information to be included in the notice, the voting process, term years for the Board, quorum requirements, and proposed amendments.

 **Vendor Proposals:** The Board has several proposals for review and will move this discussion to closed session.

IX. 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 9:01 PM.

These minutes were approved by the Board of Directors.



Applegate, A Condominium Office of the President

February 23, 2023

Applegate Board of Directors,

As recently announced, we have selected Sentry as our new management company, and I am truly excited to welcome them back to the community. Sentry previously served the Association and has since continued to be a strong supporter in the success of Applegate. This selection was once again a competitive process during which Sentry demonstrated their commitment, unwavering support, and understanding of our needs. I am grateful to them for stepping back up to serve us, particularly after the many challenges we've faced in the past and have been working to overcome. We hope to build a positive and long-lasting relationship for years to come.

Over the past few weeks, we have already kicked off transition and planning meetings, community visits, vendor introductions, budget discussions, and more. And as we continue to navigate this transition together, we will be focused on orientation, onboarding, customer service, owner accounts, routine and emergency matters, and vendor services.

As President and Chief Executive Officer, I have also continued to directly engage vendors, assess services needed, and direct the Board through our Action Plan. We have several projects that will commence in the coming days and weeks, including cleaning and restoring common areas, the installation of new mailboxes, and the renovation of our community center and recreational areas, including a new basketball court and playground. I have also directly engaged the county and state to complete repairs on roads leading into our community as you may have seen construction workers performing repairs at our main entrance. These are all efforts I promised we would embark upon as part of our overall mission and three-year Strategic Plan.

I'm looking forward to seeing continued progress through our partnerships and planning as well as feedback from the community as we continue to reinvigorate Applegate. And I thank the Board and the community once again for your strength and support.

Bernetta Reese

Bernetta Reese
President, Board of Directors
Chief Executive Officer of the Association
Applegate, A Condominium, Inc.