



# APPLEGATE, A CONDOMINIUM

Special Board Meeting | Thursday, May 18, 2023 | 7:00 PM

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## Meeting Minutes

### **I. Call to Order & Roll Call**

The Board meeting was called to order, Thursday, May 18, 2023, via Zoom at 7:03 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, Secretary, and LaShauna Tillmon, Sentry Management.

### **II. Approval of Agenda & Minutes**

The agenda was adopted as presented by unanimous consent. The approved meeting minutes for 1) October 20, 2022, 2) October 13, 2022, 3) October 27, 2022, 4) November 17, 2022, and 5) December 8, 2022, were distributed with meeting materials and approved. They will be filed for the record. Approval of additional 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:

- Recommendation/Settlement 4114 Apple Orchard Court (April 6, 2023)
- Association Bid for 4101 Applegate Court (April 6, 2023)
- Settlement Offer re: 4215 Apple Cider Court (April 12, 2023)
- R&M Landscaping and Construction for Clubhouse Exterior and Interior Repairs (April 15, 2023)
- R&M Landscaping and Construction for the White PVC Fence Repair (End of Applegate Ct) (April 15, 2023)
- R&M Landscaping and Construction for the Clubhouse Interior Renovation (April 15, 2023)
- Proposal/Recommendation re: 4101 Applegate Court (April 19, 2023)
- Thomasville to Repair Siding Exterior and Interior (4334 Applegate Lane) (April 19, 2023)
- Recommendation for District Court Lawsuit 4111 Crab Apple Court (April 19, 2023)
- Playground Specialists to Replace Playground Swings (April 19, 2023)
- B.Reese Enterprises for Web Design, Communication, and Marketing Services (April 19, 2023)
- Budget Reallocation of Funds from Snow Plowing to Other Areas (May 1, 2023)
- R&M Landscaping and Construction for the Community Center Patio (May 2, 2023)



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- R&M Landscaping and Construction for the Clubhouse Renovation (Cabinets) (May 2, 2023)
- R&M Landscaping and Construction for Tree Removal and Grounds Cleanup (May 3, 2023)
- R&M for Community Center Additional Repairs & Renovation (May 3, 2023)
- R&M for Additional Repairs for Community Center Exterior (May 3, 2023)
- Appointment of Margaree "Bonnie" Lundy as Secretary (May 4, 2023)
- Purchase of DocuSign (May 4, 2023)
- Reimbursement of Travel/Gas Expenses for the Board President (May 11, 2023)

#### IV. Announcements & Open Forum

**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:

- March 9, 2023, at 6PM via Zoom to discuss vendor proposals and legal matters.
- March 28, 2023, at 6PM via Zoom to discuss legal matters.
- April 17, 2023, at 6:30PM via Zoom to discuss vendor proposals and legal matters.

**Vendor Meetings:** The Board President met with the following vendors to discuss services:

- BYLT (March 10, 2023)
- Palmer Brothers (March 24, 2023)
- Thomasville (March 31, 2023)
- Core Commercial (March 31, 2023)
- R&M Landscaping and Construction (April 6, 2023)
- McDonogh Companies (April 29, 2023)
- Lane's Termite Pest (April 25, 2023)
- Clinton Fence (May 2, 2023)
- Weir Pest (May 17, 2023)
- FastSigns (May 17, 2023)
- Route One Pest Control (May 18, 2023)
- Maryland Decking (May 18, 2023)

**How to Contact Management/Board:** Sentry Management, Inc. is Applegate's new management company:

- Management Agent is primary point of contact.



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- Submit requests via:  
Owner's portal [www.sentrymgt.com](http://www.sentrymgt.com)  
Email [maryland@sentrymgt.com](mailto:maryland@sentrymgt.com)  
Phone (410) 721-7171
- All communications must be respectful.
- Board Email: [applegateboard@gmail.com](mailto:applegateboard@gmail.com) OR [board@applegatecommunity.com](mailto:board@applegatecommunity.com)

**Mailboxes:** New mailboxes were installed throughout the community and notice was sent out. Any owners or residents that still need mailbox keys may schedule to pick up their keys from the management office. The Board conducted three distribution dates at the Community Center with processes in accordance with Federal regulations and U.S. Postal Service guidelines. Three (3) boxes were not changed (Applegate Ct., Crab Apple Ct., and Apple Cider Ct). Any misplaced/lost keys must be handled via the post office.

**Community Center:** The community center is under full renovation for the interior and exterior. Reopening is currently planned for July 2023 and will be announced to the community with reservation guidelines and instructions.

**Common Area Closure:** The common area along Applegate Lane is under renovation and closed until further notice. Dead trees, weeds, and debris have been removed and work is ongoing. No one is permitted in the area until further notice.

**Accessible Parking Spaces:** Requests for handicap spaces must be submitted and renewed annually by December 31<sup>st</sup> by submitting a renewal/new request to the management Company for Board review with supporting documentation from a medical provider and MVA certification.

- All accessible parking space signs have been replaced with new signs marked "For Residents Only".
- Residents can only be assigned one (1) reserved parking space per unit.
- Handicap/accessible parking spaces may not be used as your personal or reserved parking space unless you have been approved by and assigned that space by the Board.

**Tenants & Landlords:** Prince George's County Rental License is required for rented/leased units, and a copy of the lease MUST be submitted to the Association and kept on files (Bylaws, Article X. Use Restrictions, Section 2. Leasing).

- Tenant information must be on file (owners may authorize tenants to receive correspondence).



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- Your current residential address must be reflected on your license and vehicle registration per MD Code, Transportation, § 16-116.
- No unit shall be rented for any period of less than six (6) months.
- The lease must contain a provision that requires the tenant to abide by the rules and regulations and governing documents of the Condominium and Board of Directors.
- The lease must also specify that tenants who do not comply with the rules after written notice from the Association to the Owner shall constitute cause for lease termination and that the Association has the right to evict a tenant.

**Nuisances & Disturbances:** All recreational areas (playground, basketball court, clubhouse close daily at dusk). Information is posted on signage in these areas. Unauthorized persons found lingering in our recreational areas after dark will be fined and reported to the authorities pursuant to the Bylaws, Article X. Use Restrictions. Littering in the community (including common areas such as the parking lot, sidewalk, etc.) and discarding trash improperly is prohibited. Persons found littering may be fined pursuant to the Bylaws, Article X. Use Restrictions.

**Loitering and Misuse of Common Elements:** Loitering is not permitted in or around common areas and elements. Residents are not permitted to place chairs in front of units. No one is permitted to obstruct any area or place chairs on unit steps/stairways, near entrances/exits, or outside in parking spaces. Parking spaces may not be used for any purpose other than parking a vehicle. Residents or visitors who are found loitering or violating the use of common elements and parking spaces may be subject to fines, loss of privileges, and reported to authorities.

#### **How to Report a Complaint:**

- Emergency Reporting: 911
- Police, Fire/EMS, and Sheriff Non-Emergency Dispatch: (301) 352-1200
- Online Reporting Form: <https://princegeorges-cwiprod.motorolasolutions.com/cwi/tile>
- Police Department Tip Line: 1-866-411-8477 (TIPS)
- Non-Emergency Website: [www.princegeorgescountymd.gov/3747/Non-Emergency-Dispatch-Number](http://www.princegeorgescountymd.gov/3747/Non-Emergency-Dispatch-Number)
- Submit Complaint to Management.

**New Community Website:** Applegate has its first ever community website: [www.applegatecommunity.com](http://www.applegatecommunity.com).



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- Highlights: Community summary, reports, meeting agendas and minutes, news and events, projects, calendar, contact form.
- Benefits: Increased transparency & visibility, convenient access, reliable source of information, reduced operating costs, and buyer attraction.

**New Partnerships:** The Association has a new partnership with Sherwin-Williams for Applegate residents. Owners will receive an in-store discount when purchasing paint and other products from Sherwin-Williams. Exterior paint colors will be determined by the Board per the Bylaws (i.e., shutters, decks, etc.). Additional information and instructions will be shared with the community once available.

**Association Litigation with Prior Management:** The Association undertook an internal financial review in the fall of 2022 and discovered several unsupported payments totaling approximately \$185,509 to our prior management company, Community Services Group. We have since retained an attorney to assist the Association with resolving this matter. As this is still a pending legal matter, we cannot disclose further details at this time. We will keep the community informed accordingly once the matter has concluded.

**Annual Meeting Rescheduled:** The annual meeting has been rescheduled for June 22<sup>nd</sup>, 7PM, in person OR virtually.

## Open Forum

Madame President conducted the open forum.

## V. Vendor Proposals & Projects

- 🍏 **Projects:** The Board briefly discussed projects and proposals and tabled additional discussion for another meeting.

**Ms. Walfall motioned to approve the proposal from R&M Landscaping and Construction to complete drainage repairs behind the community center pending proper allocation of funds. The motion was seconded by Ms. Major. The Board voted unanimously in favor and the motion passed.**

President Reese also asked the Board to review all proposals to be prepared for the next meeting and noted project and maintenance oversight will be transitioned over to Sentry to assist with community projects.



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**VI. Election Candidate Forum**

Madame President and Ms. Tillmon conducted the election candidate forum.

**VII. 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 9:34 PM.

These minutes were approved by the Board of Directors.