



APPLEGATE, A CONDOMINIUM

Board Meeting | Thursday, July 21, 2022 | 7:00 PM

Meeting Minutes

I. Call to Order & Roll Call

The Regular Board Meeting of Applegate, A Condominium Association was called to order, Thursday, July 21, 2022, via Zoom at 7:01 pm with Bernetta Reese, President and CEO, presiding.

Madame Secretary conducted the roll call of the Board. All officers and members were present, and quorum was met.

Attendees: Bernetta Reese, President and CEO, Brandon Walker, Vice President, Natalie Bennett, Secretary and Treasurer and Jonnika Parker representing the Managing Agent

II. Approval of Agenda & Minutes

The agenda was adopted as presented by unanimous consent. The approved meeting minutes from June 9, 2022, were distributed with meeting materials. They will be filed for the record.

III. Ratification of Email Votes

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

- June 14 - Discontinuation of GreenSweep Landscaping Services/Contract until board assessment has been completed
- June 16 - J Splash Power Wash service estimate for Power Washing
- June 20 - Discontinuation of police security patrol until board assessment has been completed
- June 21 - Genesis Landscaping services for tree trimming & removal
- June 21 - REYCO Electrical services for pole light repairs
- June 29 - REYCO Electrical services for pole light repairs
- June 30 - Mission and Vision statement
- June 30 - Cancellation and removal of CV Security alarm services
- July 1 - Genesis Landscaping services for sinkholes & retainer walls
- July 4 - Hall's Welding services for stair railing
- July 5 - Reimbursement for car window repairs
- July 7 - Termination of contract with Diamond Towing
- July 8 - J Splash Power Wash for gutter cleaning services
- July 8 - 2nd vote on J Splash Power Wash for power washing services
- July 8 - Mainstreet Mailboxes for mailbox replacement
- July 10 - Genesis Landscaping for playground benches



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- July 18 - Genesis Landscaping for drainage repair & yard swamp
- July 20 - 2nd vote on Mainstreet Mailbox for mailbox replacement

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:

- Sunday, June 19, 2022, at the community center to discuss personnel matters
- Tuesday, June 28, 2022, via Zoom to discuss personnel matters
- Thursday, June 30, 2022, via Zoom to consult with legal counsel
- Wednesday, July 5, 2022, via Zoom to discuss personnel and legal matters
- Thursday, July 7, 2022, via Zoom to discuss personnel and legal matters
- Tuesday, July 20, 2022, via Zoom to discuss personnel matters

Additional announcements included reminders for two (2) vacant Board positions, call for volunteers, and contacting the Board.

Madame President conducted Open Forum.

V. Reports

President & CEO

Madame President thanked the board for their dedication to the needs of the Applegate community and noted the board has tackled many challenges and addressed several issues that have persisted for many years.

Additionally, she noted the board unanimously voted and implemented a mission and vision statement for the community and presented a Strategic Plan for the Applegate Community.

Finally, she highlighted recent accomplishments by the board and noted the board has begun an RFP process to review all services provided to the community. She closed out with encouragement for the board and is looking forward to implementing the strategic plan as the board prioritizes the restoration of the community.

Recommendation: Move for the adoption of the 2022 - 2025 Applegate Strategic Plan. The motion was made by Ms. Bennett and seconded by Mr. Walker. The motion was adopted by unanimous consent.



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Treasurer

Madame Secretary/Treasurer reported that she had gained access to the Association's Truist account. She is still working to gain access to the WesBanco and Fulton Bank accounts. She will be visiting WesBanco along with Madame President.

She highlighted accomplishments to include securing the Association's records from previous management companies, beginning the RFP process for various service providers, and meeting with the managing agent to discuss the operational budget.

She also noted a challenge with not having access to all the Association's bank accounts and thus has not been able to ascertain a complete financial status of the Association.

Ms. Bennett closed with the following recommendation:

Recommendation: Move to amend the 2022 Budget to reallocate funds needed for current repairs/projects. The motion was made by Mr. Walker and seconded by Ms. Bennett. The motion was adopted by unanimous consent.

Covenants Committee

Mr. Walker reported the following activities and accomplishments by the committee/board:

- Met with vendors to conduct assessments for roofing, siding, gutters, rails, mailboxes, and drainage
- Removed dead and overgrown trees and trimmed bushes
- Fixed several sinkholes, broken rails, and drainage issues
- Replaced playground benches
- Contact Verizon and utilities to fix and replace boxes
- Pressure washing and gutter cleaning starts on July 25
- Planning additional inspections for the community

Mr. Walker closed with the following recommendation(s):

Recommendation: By direction of the Covenants Committee, move to purchase security cameras and acquire a vendor to install them. The motion was made by Mr. Walker and adopted by unanimous consent.



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Property Management

Community Services Group reported the following:

- **Buildium:** CSG will revamp the Buildium portal for document access and uploads for residents and board members.
- **Mailers & E-blasts:** Mailers and e-blasts have been sent out to the community for power washing.
- **Signature Cards:** CSG contacted Truist to update signature cards for the Board. Madame President requested an update on purchase cards for the Boards.
- **Financials:** CSG provided a financial snapshot of the Truist operating and replacement reserve accounts and reported May 2022 financials were uploaded to Buildium and June 2022 financials are still being processed. Madame President requested an update from CSG on funding requirements for the reserve account.
- **Chimney Repairs/Exterior Repairs:** As of July 20, 2022, Toepfer is awaiting permits from PG County to begin work. An exterior repair was also noted as completed by Toepfer on May 31, 2022. Madame President noted the Board has concerns about the completed repair work and additional review is still needed.
- **Pothole Repairs:** Powers Repair notified CSG they are not qualified to fix potholes. CSG will engage other vendors. Madame President reminded CSG to send estimates to the Board for a decision.
- **Paving and Restriping:** CSG requested a decision from the Board. Madame President noted the Board has not received any estimates for review.
- **Collection Status and Delinquency Reports:** Tabled so the board has time to review this information.

Additional Discussion:

Madame President noted the Board does not have access to see issues and complaints that residents report to CSG and requested an update on services and engagement with vendors that has not been communicated to the Board and a report of all requests/tasks that have been submitted to the Portal.

VI. Unfinished Business



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- **Governing Documents:** The Board would like to make amendments and delegate this task to a committee.
- **Fiscal Year:** Madame President noted the Association has been operating on a calendar year with no record of when this took effect and discussed formal adoption and documentation via the current Board. Motion was made by Ms. Bennett to change the Association fiscal year from July 1 to January 1 and seconded by Mr. Walker. Adopted by unanimous consent.
- **Fines Policy:** The Board will adopt policies per the bylaws and work with the attorney to develop new policies as needed.
- **Notices/Hearing Policy:** After October 1, 2022, it will be the burden of residents to request a hearing with the board. The Board will determine how to implement the changes and procedures.
- **Reserve Reallocation:** Tabled for additional research and review.

VII. New Business

- **Audit & Tax Preparation:** The Board will reach out to firms to set up interviews.
- **Finance:** A new invoice approval process is now in place to ensure all documentation is provided before paid by Community Services Group. The Board discussed approved and rejected invoices and requested CSG review and provide itemized invoices to the Board.

Madame Secretary/Treasurer added recommendations to specific budget lines and will share with the Board. Madame President requested recommendations be submitted by early August.

The Board will take action to obtain access to the WesBanco bank account and discussed action needed to resolve or part ways with additional accounts.

- **Community Center:** The Board will not be able to prioritize renovations and repairs for the community center at this time and will revisit this next fiscal year.
- **Security & Alarm System:** The Board canceled the contract with CV Security System. Several vendors have come out to provide presentations and proposals



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and the Board is awaiting additional onsite visits. The Board discussed postponing the alarm system and Madame President reminded the Board the alarm system is required to pass the fire inspection.

- **Playground & Court Area:** Madame President noted there is a substantial amount of trash that has been piling up and that the community should help keep the area clean. If the playground area becomes too unsanitary it may need to be shut down.
- **Community Signage:** The Board will do a complete overhaul of all street signs within the community and decide on a vendor.
- **Insurance Policy:** The Board has a meeting scheduled with the Insurance Agent to review coverage and providers.
- **Maintenance & Repairs:** The Board noted maintenance and repairs will be dependent upon insurance policies and coverage.
- **Mailboxes:** The Board approved a vendor quote however this will be completed in a phased approach due to funding.

VIII. Adjournment

The meeting was adjourned at 9:12 p.m.

These minutes were approved by the Board of Directors.

Natalie N. Bennett
Natalie Bennett, Secretary

09.08.2022
Date

Bernetta Reese
Bernetta Reese, President

Date



Applegate, A Condominium Office of the President

July 21, 2022

Greetings Applegate Board of Directors,

Let me begin by saying we know public service is often a thankless job, but I am thankful to this board for your dedication to the needs of this community. Since our last meeting, we have tackled many challenges and addressed several issues that have persisted for many years prior to this board. As you know, we inherited a substantial and overwhelming number of problems from our predecessors, but I am pleased to see we have begun making significant progress forward.

As President and Chief Executive Officer, I promised to work with you to develop a mission and vision for this community and that has now been accomplished and implemented as unanimously voted upon in June. Today, I am going to present our new mission and vision statement as well as a new strategic plan for Applegate, A Condominium.

First, I would like to highlight some the most recent accomplishments by the board. Since our regular meeting in June, we have:

- Welcomed several new vendors to the community
- Obtained all records from previous management companies
- Interviewed candidates for committee and board vacancies
- Conducted multiple site visits and closed meetings with vendors and service providers to refine processes and procedures and review new services
- Convened as a Covenants Committee to conduct community assessments and inspections
- Removed and trimmed trees throughout the entire community
- Resolved pole light power outages on several streets in the community
- Repaired major sinkholes in common areas
- Repaired and replaced several stair railings in urgent need of repair
- Assessed all mailboxes in the community and made urgent repairs
- Installed new benches at the playground
- Initiated drainage repairs to remove yard swamps
- Voted unanimously on urgent matters impacting the community

In addition, our RFP processes are underway as we continue to review all services provided to the Association and the community and work through our Board Action Plan.

As I noted last month, we are still early in our transition and appreciate the patience of the community as we have an extensive list of long overlooked matters to work through.

Looking ahead, I will work with the board to implement our Strategic Plan as we prioritize the restoration of the community. We continue to encourage everyone to do their part as responsible owners and residents, so that we can accomplish great things for Applegate, together.

Bernetta Reese

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