



APPLEGATE, A CONDOMINIUM

Regular Board Meeting | Thursday, June 9, 2022 | 7:00 PM

Meeting Minutes

I. Call to Order

The Regular Board Meeting of Applegate, A Condominium Association was called to order, Thursday, June 9, 2022, via Zoom at 7:01 pm with Bernetta Reese, President and CEO presiding.

II. Roll Call

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, Bonnie Lundy, Assistant Secretary, and Brenelle McCoy, Managing Agent

III. Approval of Agenda

The agenda was adopted as presented by unanimous consent.

IV. Minutes

The approved meeting minutes from May 23, 2022 were distributed with meeting materials. They will be filed for the record.

V. Ratification of Email Votes

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

- May 12 - Purchase of Zoom Account
- May 22 - Election of Natalie Bennett as Secretary/Treasurer
- May 25 - Cancellation of all non-urgent services with the exception of Lawn Care & Police
- May 25 - Cancellation of community trash pick-up
- May 26 - Establishment of Board approval process for services within the community
- May 31 - Purchase trash bags and community sign
- June 6 & 7 - Approval of service repairs for community pole lights

VI. Officer Reports

President & CEO Report

Ms. Reese provided a synopsis and history of Applegate A, Condominium Association and the value of the community of approximately \$75 million. She noted



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the Board has fully embraced their positions over the past 2 months. She also noted that beginning in June, the board will be reviewing all services and will conduct RFP processes as needed.

Ms. Reese highlight several operational processes that the Board has put in place since the Organizational Meeting in May 2022, including the following:

- Established official Board email accounts for all Board Directors, Officers, and the Board as a whole
- Established a record-keeping system and repository for all Association records
- Reached out to previous management companies and services providers to obtain records
- Begun working with vendors to review estimates and services for the community
- Established a process for RFPs to ensure we can obtain the best service providers
- Created a logo and URLs to strengthen the brand of the community
- Established new committees and committee charters
- Obtained a Zoom account for the Board
- Created new templates for meetings, notices, and announcements
- Held closed meetings to conduct training, discuss personnel, review vendors, and obtain legal counseling
- Convened as a Covenants Committee to perform additional duties as needed
- Distributed a call for volunteers to serve on committees and fill vacancies
- Established a meeting schedule for the Board and Covenants Committee
- Voted unanimously on urgent matters impacting the community

Ms. Reese ended with encouragement for the Board on progress made while noting many challenges still ahead to restore the community and she expressed confidence and hope for the community to work together to accomplish great things for Applegate.

Secretary/Treasurer

Ms. Bennett reported she is working to obtain copies of the Association's records to include tax records, audits, etc. She highlighted the following accomplishments:

- Established a reimbursement and purchase order approval system.
- Research firms to conduct the association's audit and tax prep.



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- Established an RFP process for vendors.

She also noted a challenge with not having access to all of 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(s):

Recommendation

Move to conduct an audit of the Association Financial records for the time period of 2019-2022. The motion was made by Mr. Walker and seconded by Ms. Bennett. The motion was adopted by unanimous consent.

VII. Committee Updates

Covenants Committee

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

- Community-wide walks to assess the front of units and creation of a comprehensive list to review and determine priorities, and he explained an additional walk needs to be done for the back of units.
- Assessment of trees that are impacting units to be trimmed as soon as possible.
- Started community trash walks on Wednesday with expectation for community to assist throughout the week.
- Met with vendor(s) onsite to address utility pole light outages and additional information will be forthcoming.
- Addressing issues to get the community clubhouse up to code and back open. Fire Marshal provided list of action needed and some repairs have been completed.
- Contacted landscaping company to trim trees within the community and working with the vendor to trim unit bushes.
- Reviewing branding for parking passes to incorporate Applegate logo in lieu of community name.
- Working on plan to repave or restripe the parking lot.
- Working to identify new vendors for the community and want seek feedback from residents when services are completed.



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

Recommendation #1

By direction of the Covenants Committee, move to contact vendors for the following estimates: retaining wall, step/rail repair, pet waste station installation, pressure washing services, tree removal, and yard drainage issues. The motion was made by Mr. Walker and adopted by unanimous consent.

Recommendation #2

By direction of the Covenants Committee, move to set up a meeting with the security team to craft a new schedule. The motion was made by Mr. Walker and adopted by unanimous consent.

Recommendation #3

By direction of the Covenants Committee, move to conduct a community-wide professional inspection of all roofs, gutters, decks, and fireplaces for unknown issues. The motion was made by Mr. Walker and adopted by unanimous consent.

Recommendation #4

By direction of the Covenants Committee, move to replace all old mailboxes within the community. The motion was made by Mr. Walker and adopted by unanimous consent.

Recommendation #5

By direction of the Covenants Committee, move to adopt the logo presented as the official logo for Applegate, A Condominium Association. The motion was made by Mr. Walker and adopted by unanimous consent.

VIII. Property Management Report

Community Services Group reported no meeting minutes for review. Ms. McCoy stated financials for April & May will be uploaded to Buildium by June 10. Ms. McCoy provided a snapshot of Truist accounts for operating and reserve and recommended moving \$100,000 from the operating account to reserve. Ms. Bennett moved to hold off on any actions until the board has time to review thoroughly.

Ms. McCoy noted the WesBanco account has CDs/funds that the board can access with signature cards once obtained and is included in the PM report.



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Chimney Repair

Ms. McCoy reported the prior board approved a contract with Toepfer Construction and they are currently awaiting a final permit from the county to begin construction. As of May 5, management was notified by the county inspector that the structural review will take approximately 3 months. Once this is taken care of management can schedule the work and notify the residents. Mr. Walker requested to have something put in place to secure the location. Ms. Reese asked for clarification on the permit process and requested a copy of the contract via email due to issues with Buildium. Mr. Walker asked if we are locked into the rate and Ms. McCoy will check on this.

Pothole Repairs

A vendor came out to do an assessment for pothole repairs. The location of the potholes was missing from the estimate and Ms. McCoy will request the missing location information. Ms. Reese noted the Board will review once we have all the information. Ms. McCoy will also send additional proposals for asphalt repairs.

Landscaping

Ms. McCoy asked the landscaping company to provide a schedule and breakdown of services throughout the year. Ms. Reese requested a copy of the fully executed contract with GreenSweep. Mr. Walker asked if the trees on the sidewalk and behind units are included in the service and if the vendor has been providing reports. Ms. McCoy explained all those trees should be covered if they fall within the height of the contract guidelines and that the vendor has not been providing reports. Mr. Walker asked if True Green is under the landscaping contract or a different service. Ms. McCoy explained it is a subcontract under landscaping for turf application.

Power Washing Proposals

Ms. McCoy provided estimates. Mr. Walker will be reaching out to additional vendors.

Pole Lights

Ms. Reese will be speaking with the vendor directly regarding the most recent estimate.

Ms. Bennett requested a budget vs. actuals for the current fiscal year.

IX. Unfinished Business



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- **Community Center**
The board has a previously compiled list of repairs from the prior board and will circle back with the management agent to get the status of repairs and follow up on invoices.
- **Architectural Control**
Ms. McCoy will look into the status of replacing the community signs and provide a list of what was ordered.
- **Dogs within the Community**
The board noted continued issues with dogs not being on their leashes and resident not picking up dog waste. The board will ask the community to abide by the laws, rules and regulations and will adopt additional policies.
- **Landscaping**
The board is working to establish committees and a comprehensive plan to address landscaping. The board will also review storage of trash cans in yards.
- **Parking**
The board noted repairs are needed, passes need to be assigned and distributed, and is in the process of reviewing and selecting new passes and discussing vendors to perform the work.
- **Fines Policy**
The board will work closely with the Attorney to develop a fines policy and distribute information to the community. In addition, the board will implement notices and hearings. Changes to the law later this year will shift the burden to residents to request a hearing.

X. New Business

- **Governing Documents**
Tabled for subsequent meeting.
- **Fiscal Year**
Tabled for subsequent meeting or offline vote.
- **Maintenance & Repairs**
The board has identified several urgent repairs in the community and sent the



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list to management. The board has also developed a list of priorities for the community.

Some vendors are no longer permitted to do business in the community, including a maintenance vendor. Ms. McCoy stated the trash walk vendor received a letter of termination. The board requested documentation to help inform decisions for any remaining invoices. The board noted the covenants committee does the trash walks now. In addition, the board noted dissatisfaction with escalating quotes from an electric vendor and put a hold on services to allow time to consider alternative vendors.

- Security
The board would like to install cameras in the community, which will be a twofold process to select the product and select a vendor to install the product.

XI. **Announcements**

Board Resignation

Ms. Lundy is resigning from the board, effective June 9, 2022.

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:

- Thursday, June 2, 2022 via Zoom to discuss personnel matters
- Friday, June 3, 2022 via Zoom to consult with legal counsel
- Sunday, June 5, 2022, at the community center to discuss personnel matters

Board Vacancies

The Board of Directors has two vacant positions. Per Bylaws Article V. Directors. Section 7. Vacancies, "vacancies on the Board of Directors, caused by any reason other than the removal of a Director by a vote of the membership, shall be filled by vote of the majority of remaining Directors, even though they may constitute less than a quorum; and each person so elected shall be a Director until a successor is elected by the members at the next annual meeting to serve out the unexpired portion of the term."

The board has a form that interested candidates may fill out and the form link has



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been shared with the community via email and postal mail.

Call for Volunteers

The call for volunteers is still ongoing. Applications will be accepted on a rolling basis.

How to Contact the Board

Community Services Group is the initial point of contact. Residents should use the portal, email, or phone to notify them. Madame President provided rules and contact information for the board.

- Board Email: applegateboard@gmail.com
- General Community/Non-Urgent Matters: applegatecommunity@gmail.com

XII. Open Forum

- Resident inquired about parking space and the community's FHA status. The board will address parking spaces and will review delinquencies with the Association's attorney and will determine what is needed to restore FHA status.
- Resident inquired about security at the playground and visibility of police patrol. The board advised the community to call 911 or use the non-emergency number. The board will also address the patrol schedule and install security cameras.
- Resident inquired about dogs and safety. The board advised residents to report dog issues to the County via 311, the Animal Control Unit, and the Property Control Unit.
- Resident inquired about signs, fines enforcement, security cameras, and replanting of trees. The board noted all signs in the community and placement of cameras need to be assessed. Replanting trees will be addressed before or during next meeting or when landscaping guidelines are established.
- Resident inquired about parking, tree stump in yard, improvements to the appearance of the community, roof repair, and siding. The board noted a professional inspection will be done for these issues in the community.



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- Resident inquired about audit and tax preparation. The board is preparing an RFP process to hire a firm to complete an audit.
- Resident inquired about trash cans. The board advised residents to use the 311 app to request a trash can.
- Resident inquired about trees and branches hanging over unit, shingles and siding, and noise ordinance. The board sent a request to the vendor for trees and asked the resident to follow up with the management company. The board also advised the resident to submit complaints to 311 and the non-emergency police line.

XIII. Adjournment

The meeting was adjourned at 8:44 p.m.

These minutes were approved by the Board of Directors.

Natalie Bennett
Natalie Bennett, Secretary / Treasurer

07.20.2022
Date

Bernetta Reese
Bernetta Reese, President

Date



Applegate, A Condominium Office of the President

June 9, 2022

Greetings Applegate Board of Directors,

As President and Chief Executive Officer, I am pleased to present the first of many reports to you. With nearly 30 years of history, seventeen of which I have personally lived in this community, Applegate, A Condominium has quite a story to tell. From our Declaration to our Bylaws, to our passionate residents, we have a wealth of narratives here. We also have approximately 262 units with owners, tenants, families, and guests that make up our unique community. From our common areas to every individual unit, and possessions within, our collective value is approximated at over \$75 million, and when we think about the lives that we impact, that dollar amount is exponential. I know this new Board fully understands that and will be dedicated to establishing a better way forward as we embrace and respond to what this community needs.

Since our terms began less than two months ago, we have already shown our grit and tenacity as we have fully embraced our new positions and addressed many unexpected impediments resulting from the inertia of our predecessors. Despite these obstacles, we have focused on determining priorities and learning the full extent of our roles. As President, I will work with you to develop a mission and vision for this community while ensuring we have the resources and guidance needed to fulfill our charge.

Beginning this month, as you know, we will be starting an RFP process and reviewing all services provided to the Association and the community, including accounting and tax advising, legal, landscaping, maintenance and repairs, and property management, and we will invite both new and current vendors and service providers to participate. This is in addition to the many items outlined in our [Board Action Plan](#).

Some of the residents may have already seen us out walking the community and doing assessments as we prepare to engage service providers and resolve long outstanding issues. But, of course, before rolling up our sleeves, we've had to first put operational processes in place. So, I would also like to report on these activities and accomplishments.

Since our organizational meeting in May, we have:

- Established official Board email accounts for all Board Directors, Officers, and the Board as a whole
- Established a record-keeping system and repository for all Association records

- Reached out to previous management companies and services providers to obtain records
- Begun working with vendors to review estimates and services for the community
- Established a process for RFPs to ensure we can obtain the best service providers
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- Distributed a call for volunteers to serve on committees and fill vacancies
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- Voted unanimously on urgent matters impacting the community
- And much more...

Although still early in our transition, I am already encouraged by the progress we have begun to make to restore the community and as we continue our efforts, we know there are many challenges we must be ready to tackle—including maintenance and expenditures, asset management, safety and awareness, policies and enforcement, and vendor selections.

As I look ahead to what the future holds, I am confident in not only our ability to be the change the community needs, but I hope we will see everyone do their part as responsible owners and residents, so that we can all work together and accomplish great things for Applegate.

Bernetta Reese

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