

MINUTES OF MEETING
STEDWICK HOMES CORPORATION

Board of Directors

May 18, 2022

A regular meeting of the Stedwick Homes Corporation Board of Directors was held at 7:41p.m. on Wednesday, May 18, 2022, as a virtual ZOOM meeting.

Directors Present

Dana Hollis, President
Kal El Waters-Jones, Vice President
Audrey Houser
Nancy Horn
Cliff Bailey, Jr
Andres Guzman

Directors Absent

Erica Bellavia, Treasurer
Brenda Hartwig
Christopher Leishear

Others Present

Karen Kodjanian, Director of Community Management
Martha Cruz, Community Manager
Susan Yoffe, Recording Secretary
6 Residents

1. Resident Time

A resident was present to discuss a situation where a tree from the common area fell into a backyard and hit another tree.

A resident inquired as to the status of the reserved parking and how and when will the tags for the additional parking space be allocated. In addition, noting that the renters have too many vehicles and causes a problem with the unit owners who reside in the community.

2. Call Meeting to Order

Ms. Hollis, President, presided, calling the meeting to order at 7:41 p.m., with a quorum of the Board members present.

3. President's Remarks

Ms. Hollis noted that the PEPCO project is finally complete.

4. Approve Minutes of the Meeting Held April 20, 2022

Ms. Horn moved to approve the minutes of the meeting held April 20, 2022, as amended. The motion was seconded and passed unanimously.

5. Financial Matters

a. Consider and Approve Financial Statements for April 2022

Mr. Waters-Jones moved to approve the financial statements for April 2022 as presented. The motion was seconded and passed unanimously

Mr. Waters-Jones moved to direct management to allow the Certificates of Deposit to mature and roll into the laddered money market reserve account as follows:

- **May 25, 2022 - \$50,000**
- **June 7, 2022 - \$100,000**

The motion was seconded and passed unanimously.

6. Management Report

Ms. Cruz submitted the Management Report noting that the following:

- **Lighting** – Management continues to work with PEPCO concerning maintenance and billing issues. The account for Battleridge was placed on hold, without late fees and penalties, by PEPCO until the investigation and billing adjustments have been completed.
- **Maintenance Inspection:** This occurred on May 10, 2022. An updated listing and emails will be distributed to the Maintenance Committee and subsequently to the BOD members.
- **Erosion** - Inspections are continuing, consider being proactive
- **Tot Lot Timber Replacement** – Meeting with Brightview to discuss the quality of the materials used.
- **2021 Audit** – Awaiting final questionnaire to be complete and reviewed by the auditor.

7. Old Business

a. Parking Policies

The Board and Management noted that the three (3) policies approved at the last Board meeting have been posted to the website. An implementation plan will be

discussed at the June 2022 meeting, where the residents' comments will also be reviewed.

b. Draft Trash Policy

Management noted that the Draft Trash Policy has been submitted to the Board for review with Frequently Asked Questions and links to the Montgomery County website and current vendor included for Board review.

8. New Business

a. Reaffirmation of Current Policies

Mr. Waters – Jones moved to reaffirm the Ballot Policy as currently stated. The motion was seconded and unanimously approved.

Ms. Horn and Ms. Houser volunteered to draft a revised Board Expenditures Policy and submit to the Board at the next meeting for review and approval.

The Board unanimously noted that the Collection Policy submitted was incorrect. This will be reviewed by management and resubmitted to the Board for review and approval.

b. Solar Light Fixtures – 10457 Kardwright Court

Ms. Houser moved to deny the request for the SHC to install a solar light fixture at 10457 Kardwright Court as this would benefit only this home and would not be considered an association responsibility. The motion was seconded and passed unanimously.

9. Committee Reports

- Maintenance & Greenspace – Ms. Houser noted that the unit owner requesting removal of the fallen tree by the association is responsible for the cost as MD Law states that where it lands is the responsibility. Ms. Hauser noted that a listing is being drafted on the tree health issues. Drainage on Dundridge was temporarily unclogged, however will need additional attentions.
- Improvements & Lighting – No Report.
- Pavement, Curbs & Storm Drains – No Report.
- Safety – No Report.
- Private Property Maintenance – Inspections have begun by management. Violation letters are being sent with photos.

- Audit/Budget/Reserves – Waiting for the final 2021 audit.
- Communications – Ms. Horn volunteered to draft an article for the next Village News that is due on Monday, August 1st.
- Government & Public Utilities – No Report

10. Adjournment of Regular Board Meeting

Mr. Waters-Jones moved to adjourn the regular meeting at 8:56 p.m. The motion was seconded and passed unanimously.

There being no further business, the meeting was adjourned at 8:56p.m. The reports, authorizations and other documents presented at the meeting have been initialed for identification and attached hereto or filed in the offices of the Montgomery Village Foundation

Approved: _____

Susan Yoffe
Recording Secretary