



STEDWICK HOMES CORPORATION

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MEMORANDUM

To: Stedwick Homes Corporation Board of Directors
From: Martha Cruz, Community Manager
Date: October 14, 2022
Subject: Management Report for October 19, 2022

A. FINANCIAL MATTERS:

September Financials – As of September 30, 2022 there was \$18,711.48 in operating and \$2,067,091.45 in reserves for a total of 2,085,802.93 respectively. There were no notable variances in the month of September.

Month to Date -

Income	\$87,224.39
Maintenance Expenses	\$30,602.93
Non-Maintenance Expenses	\$35,644.12
Total Expenses	<u>\$66,247.05</u>
Variance	\$20,977.34

Year-to-Date -

Income	\$794,967.45
Maintenance Expenses	\$272,772.00
Non-Maintenance Expenses	\$314,827.08
Total Expenses	<u>\$587,599.08</u>
Variance	\$207,368.37

B. MAINTENANCE & DISCUSSION ITEMS:

Lighting - The hold on the Battleridge Place account is in place. Management was able to get in contact with a representative from the Business Customer Service Team, and they have informed us that a technician will be scheduled to service the meter. Upon receipt of the technician findings, a request will be submitted to the Billing Department to investigate and adjust the bills. Pepco contacted Management after a follow up request and stated that the technician did not have access to the meter, and asked for Management to ensure access to it. JB Kline inspected the area, and informed Management that the meter has always been accessible, however, the area was cleaned and Pepco was notified. As of September 16, 2022 Management is waiting for Pepco to send out a technician for the meter service and reading. No changes at this time, Management contacted Pepco for an update on the bill and have not received a response as of October 14, 2022.

Maintenance Inspection – The September inspection took place on Tuesday, October 11, 2022 with the Maintenance Committee members and the JB Kline representative. Proposals for requested work from JB Kline are under review by the Maintenance Chair. The updated spreadsheet will be provided to the Board of Directors along with the meeting packet.

Tree Removals – The tree removals were completed and Brightview crews are removing the logs from the Watkins Mill location on October 14, 2022.

Maintenance Reports – The JB Kline reports received are included for review by the Board. Included are also the Correspondence Report, and the Vehicle Violation Report for the Month of September.

Royal Woods Retaining Wall – There is a retaining wall at Royal Woods Court that is in need of replacement. This is a complicated project with evaluation, considerable planning that began several years ago. Initially the landscape company was going to coordinate the repair but it was determined there were several utility lines intertwined in the wall and the landscape company could not handle the coordination and project until it was time to actually do the work on the wall. The project was turned over to Management. Once the Pandemic shut down most of support field work from the utility companies, everything was put on hold however, Management did contact the Utility Commission and had a discussion regarding the issue. It was determined the first thing to do was identify if any of the utility lines were still in use. Miss utility marked all of the lines and there are live Pepco lines running under and around the wall. Pepco's construction division is working to determine a project/plan to re-route the lines, notify the residents that will be affected and schedule the project. Management contacted Pepco on January 25th for an update and were told it is still with construction project development. We will continue to request updates and work on speeding the process up for the community. Management has reached out to Macris, Hendricks and Glascock, P.A. Engineering firm who worked on a retaining wall project currently underway in another community in Montgomery Village for feedback on this project, to determine what concept options may be available for this project and to see if they may have a suggestion for moving it farther along. Management has requested proposals for the reconstruction of the retaining wall, and are expected to be received before October 10, 2022. Once proposals are received, they will be presented to the Board for review and consideration. To date Management has received one proposal and are still waiting for the other two.

Erosion – Seneca Spring Way and Desmet/Mercado – There are two deeper erosion issues that have developed in the greenspace. Both are too large for JB Kline. Management contacted Busy Services who evaluated and referred us to an Ecological Restoration Company. Management contacted Ecotone who looked at the area and agreed that they could develop a plan for the restoration but suggested that the Association work along with other potential similar jobs around Montgomery Village to help with the cost. They also said they were going to research any County or State funding that would assist with such a repair. Management is working to get a status update from Ecotone and hopes to provide an update at the May meeting. Any meetings on site will be coordinated with the Maintenance Committee. A meeting was held on June 2 to review the location as well as two additional locations. Currently Ecotone is doing research to determine what the course of action will/should be. Management heard back from MNCPPC and they have agreed that with an easement agreement, portions of the construction to this site can be accessed through their property. Management provided MNCPPC contact information to Ecotone and is now waiting for the results of the conversation between Ecotone and MNCPPC. Management went out to inspect the area with a MNCPPC representative who is now in charge of this project. He informed Management that he is going to start the process of obtaining a survey of the area and will meet with a consultant to determine what needs to be done. This will take a few months, but once MNCPPC obtains the survey,

permits and plans, they will send a letter to the Stedwick Homes Corporation explaining the plan and what access they will need to the area. The new contact information for the MNCPPC representative was provided to Ecotone, so that they can work together on the project to determine the best course of action. MNCPPC representative informed Management that an Engineering Firm has been selected to perform a topographic survey. The visit to the area by the engineering firm will take place sometime between October and November this year, and we will be notified once a specific date is available.

Seneca Spring Way (10624) – No change since the last meeting but the item has been left on the report as a point of reference. There is an erosion issue that has developed on Seneca Spring Way. The Maintenance Committee and Landscape Contractor reviewed the area and a proposal was provided for consideration. Management was asked to reach out to Rainscapes to determine if there is a recommendation for this area where the Association could utilize funds from the program as part of a means to fix the issue. The application was submitted in April and a representative contacted Management to confirm receipt. The Rainscapes program was put on temporary hold through Montgomery County. According to their department, the hold will be removed on October 15th and the portal accessible on the 16th. Management submitted a new application through the Rainscapes Rewards portal and there is an expected 6-8 week wait period before an assigned planner makes contact. Management requested O’Leary Asphalt to look at the area once more under the direction of the Maintenance Chair. O’Leary stated that the erosion problem in the area is in the green space on the other side of the asphalt curb. In order to eradicate the water problem, a landscaper should build a rip-rap swale in the grass where the erosion is currently happening. Building a berm is not an option as it could possibly cause a liability for tripping hazards. He also mentioned that berms are no longer an industry standard. He recommends installing a new asphalt path and will provide a proposal for consideration. The proposal will not include the curb where the rip-rap swale is recommended. JB Kline has been contacted to provide an evaluation and proposal for the rip-rap swale area.

A. GENERAL MATTERS and COMMUNITY UPDATES:

Task List - Included in the packet is the task list with the items completed and pending that resulted from the September 2020 Board of Directors meeting.

Tree Pruning Proposals – Proposals were requested and two were received and are included in the packet for review and consideration by the Board, and on the agenda under Old Business.

Tree Removals – Proposals for the tree evaluations/removals resulting from the monthly inspections were received and are included in the packet for review and consideration by the Board, and on the agenda under Old Business.

Cove Ledge Court Tot Lot – Under the direction of the President of the Board, a proposal for the replacement of the timbers bordering the tot lot is included in the packet for review and consideration by the Board, and on the agenda under Old Business.

Reaffirmation of Current Policies – In order to reaffirm all policies and forms this year, a schedule has been created so that the Board may review and reaffirm up to three policies at each meeting. For the month of October, no policies were added to the agenda to be reaffirmed as there are still modifications pending for the policies reviewed in September that need to be reaffirmed.

New Board Members – An updated Board of Directors list is included in packet, with the new committee assignments. The new treasurer and vice-president provided the documents needed to update the bank signature cards. The new treasurer and vice-president are now set up to sign checks.

Parking Policy Implementation Plan – Mapping of the new parking assignments was completed this week. The striping has been scheduled for November 8-9, 2022. Emails with the approval or denial of the second reserve parking space will be sent out to every homeowner that applied starting the week of October 17, 2022.

Bloom Village –As of preparation of this report, there are 141 new settlements/residents.