

MINUTES OF MEETING
STEDWICK HOMES CORPORATION

Board of Directors

September 21, 2022

A regular meeting of the Stedwick Homes Corporation Board of Directors was held at 7:33 p.m. on Wednesday, September 21, 2022, as a virtual ZOOM meeting.

Directors Present

Dana Hollis, President
Erica Bellavia, Treasurer
Alan MacNeill
Nancy Horn
Cliff Bailey, Jr
Maureen Wood-Morin

Directors Absent

Andres Guzman
Audrey Houser
Christopher Leishear

Others Present

Karen Kodjanian, Director of Community Management
Martha Cruz, Community Manager
Susan Yoffe, Recording Secretary
1 Resident

1. Resident Time

None

2. Call Meeting to Order

Ms. Hollis, President, presided, calling the meeting to order at 7:33 p.m., with a quorum of the Board members present.

3. President's Remarks

Ms. Hollis noted the following:

- The Montgomery Village Park and Facilities Superintendent has scheduled a ZOOM Meeting concerning the Stedwick pool renovation. The meeting is scheduled for October 3, 2022, and Stedwick owners and residents have been invited.
- Welcomed the new Board members, Alan MacNeill, and Maureen Wood-Morin.

4. Approve Minutes of the Meeting held August 17, 2022

Ms. Horn moved to approve the minutes of the meeting held August 17, 2022, as amended. The motion was seconded and passed unanimously.

5. Financial Matters

a. Consider and Approve Financial Statements for August 2022

Ms. Horn moved to approve the financial statements for August 2022 as presented. The motion was seconded and passed unanimously

6. Management Report

Ms. Cruz submitted the Management Report noting the following:

- Lighting – Management continues to work with PEPCO concerning maintenance and billing issues. The account for Battleridge was placed on hold until July 6, 2022, without late fees and penalties, by PEPCO until the investigation and billing adjustments have been completed. A technician is being scheduled to check the meter. The meter is now accessible as the area has been cleared.
- Maintenance Inspection - The inspection was performed on September 13, 2022, with Maintenance Committee and JB Kline. Proposals for new work orders will be reviewed by the Maintenance Committee.
- Tree removals were completed except for 10616 Seneca Ridge Way as the residents' vehicle was blocking the area.
- Erosion – Seneca Spring Way and Desmet/Mercado – MNCPPC informed management that an Engineering Firm has been selected to perform a topographic survey.

7. Old Business

a. 2023 Draft Budget

Mr. Bailey moved to adopt the 2023 Draft Budget as presented. The motion was seconded and passed unanimously.

b. Storm Drain Inspection Proposal

Mr. MacNeill moved to approve the proposal from JB Kline for the Storm Drain Inspection at a cost of \$4,450. The motion was seconded and passed unanimously.

8. New Business

a. “No Dumping” Sign Request

The Board discussed the request made by a resident to install a NO DUMPING sign on Stedwick Drive. Management will provide suggested locations for NO DUMPING signs to the Board for consideration, after meeting with the JB Kline representative to identify the problem areas in the community. Ms. Horn noted that the Maintenance Committee has an existing Sign inventory, and will provide it to Management once it is updated, so that the existing signs can be assessed, repaired or replaced as needed.

Mr. Bailey moved to deny the request of this resident to purchase and install a “No Dumping” sign at 19034 Stedwick Drive with a response that the Board is currently working on other options. This matter will be placed on the next Board meeting agenda. The motion was seconded and passed unanimously.

b. Concrete Repair Proposal

Mr. MacNeill moved to accept the proposal from O’Leary Asphalt Inc for the concrete repairs at 19106 Stedwick Drive at a cost of \$3,500. The motion was seconded and passed unanimously.

c. Review and Reaffirm the Noxious Behavior Policy

Mr. Bailey moved to abolish this policy. The motion was seconded and passed unanimously.

d. Review and Reaffirm the Open Space Usage Storage Policy

Ms. Hollis will rework this policy and submit the changes to the Board for review.

e. Review and Reaffirm the Private Property Maintenance Policy

Ms. Hollis will rework this policy and submit the changes to the Board for review.

f. Board Office Positions

Ms. Wood-Morin was nominated, seconded, and unanimously approved for the position of Treasurer.

Mr. Bailey was nominated, seconded, and unanimously approved for the position of Vice President.

9. Committee Reports

- Maintenance & Greenspace – Ms. Horn reported that vendor list was provided to Management for the pruning proposals needed.
- Improvements & Lighting – Mr. Bailey and Mr. MacNeill spoke about the need for a spreadsheet and maps of the existing light fixtures in the community.
- Pavement, Curbs & Storm Drains – No Report.
- Safety – No Report.
- Private Property Maintenance – No Report.
- Audit/Budget/Reserves – No Report.
- Communications – Mr. MacNeill to submit the next article for the Village News.
- Government & Public Utilities – No Report

10. Adjournment of Regular Board Meeting

Mr. MacNeill moved to adjourn the regular meeting at 9:52 p.m. The motion was seconded and passed unanimously.

There being no further business, the meeting was adjourned at 9:52 p.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