

MINUTES OF MEETING
STEDWICK HOMES CORPORATION

Board of Directors

November 16, 2022

A regular meeting of the Stedwick Homes Corporation Board of Directors was held at 7:33 p.m. on Wednesday, November 16, 2022, as a virtual ZOOM meeting.

Directors Present

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

Directors Absent

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

There were no Resident comments.

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 parking project is completed although unit owners can still apply for the 2nd space as there are still open spaces, to be painted next spring/summer.

4. Approve Minutes of the Meeting Held October 19, 2022

Ms. Horn moved to approve the minutes of the meeting held October 19, 2022, as amended. The motion was seconded and passed unanimously.

5. Financial Matters

a. Consider and Approve Financial Statements for October 2022

Mr. Bailey moved to approve the financial statements for October 2022 as presented. 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
- Sidewalk repairs in Forest Brooke update was provided.
- Stedwick Drive curb repair was rescheduled due to rainy weather.

7. Old Business

a. Tree Pruning

Ms. Bellavia moved to accept the proposal from MP Tree and Landscape Service for the pruning of trees in Forest Brooke North, South and The Heights, to be completed in 2023 at a cost of \$27,000. The motion was seconded and passed with a vote of 4 in favor and 2 opposed.

b. Stump Grinding

Mr. MacNeill moved to accept the proposal from JB Kline for the stump grinding at a cost of \$5,750. The motion was seconded and passed unanimously.

c. Signs

Ms. Horn is preparing an inventory listing of all signs in the community noting their condition. Ms. Horn will provide the list to Management once it is completed. The Board directed Management be responsible to maintain this inventory listing and request proposals for any repairs/replacements.

The Board noted that the tow signs and fire lane signs are the priority for the repairs.

8. New Business

a. Storm Drain Report

The Board directed management to request proposals from JB Kline for the repairs to the drains that are rated 2, 3 and 4 on the report for the work to be completed in 2023.

9. Committee Reports

- Maintenance & Greenspace – Ms. Horn reported that the committee and management are working on the projects that need to take place before end of year.
- Improvements & Lighting – Mr. Bailey is researching solar lighting and Mr. MacNeill is working to clean and tag all lampposts with assistance from a local scout troop.
- Pavement, Curbs & Storm Drains – No Report.
- Safety – No Report.
- Private Property Maintenance – No Report.
- Audit/Budget/Reserves – Ms. Wood-Morin noted the success in collecting delinquent accounts with the parking project.
- Communications – Mr. MacNeill to submit the next article for the Village News.
- Government & Public Utilities – No Report

10. Adjournment of Regular Board Meeting

**Mr. Bailey moved to adjourn the regular meeting at 8:40 p.m.
The motion was seconded and passed unanimously.**

There being no further business, the meeting was adjourned at 8:40 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