

**MINUTES OF MEETING**  
**STEDWICK HOMES CORPORATION**

**Board of Directors**

**February 15, 2023**

A regular meeting of the Stedwick Homes Corporation Board of Directors was held at 7:32p.m. on Wednesday, February 15, 2023, as a virtual ZOOM meeting.

**Directors Present**

Dana Hollis, President  
Andres Guzman  
Christopher Leishear  
Nancy Horn  
Cliff Bailey, Jr, Vice President

**Directors Absent**

Audrey Houser  
Maureen Wood-Morin, Treasurer  
Alan MacNeill  
Erica Bellavia

**Others Present**

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

**1. Resident Time**

There were no Resident comments.

**2. Call Meeting to Order**

Ms. Hollis, President, presided, calling the meeting to order at 7:34 p.m., with a quorum of the Board members present.

**3. President's Remarks**

Ms. Hollis noted the following:

- The Annual Meeting will be held at the March Board Meeting.
  - The Annual meeting will begin at 7pm and the Regular Meeting will be start immediately after the Annual Meeting.
- The Board is working on improving communications with the community.

#### **4. Approve Minutes of the Meeting Held January 18, 2023**

**Mr. Bailey moved to approve the minutes of the meeting held January 18, 2023, as amended. The motion was seconded and passed unanimously.**

#### **5. Financial Matters**

##### **a. Consider and Approve Financial Statements for December 2022**

**Mr. Leishear moved to approve the financial statements for December 2022 as presented. The motion was seconded and passed unanimously.**

#### **6. Management Report**

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

- Lighting – The hold on an account on Battleridge Place is still in place. Management is waiting for the requested waiver of the deposit fee that PEPCO included in the amount under investigation.
- Monthly Inspection – There was no February maintenance inspection with the JB Kline representative, but Management will make sure the new items in the list are addressed.
- Dispute Hearing – Management received notes from legal counsel concerning the March 8, 2023, scheduled hearing; they will be provided to the Board of Directors along with the link to the meeting.
- Pet Waste Station – PEPCO damaged a pet waste station on the Stedwick Road walking path. JB Kline inspected, and reinstalled the pet waste station. Management reported that PEPCO made the required landscape repairs to the area.
- Bulk Trash – Reminder to schedule the bulk trash pickups. Management working on analyzing the cost for 3-4 months.

#### **7. Old Business**

**None**

#### **8. New Business**

##### **a. Tree Removal Proposals**

**Mr. Bailey moved to accept the proposal Brightview contingent on the review by Ms. Horn of its accuracy and not to exceed \$8,860. The motion was seconded and**

**passed with a vote of 4 in favor and 1 abstention (Ms. Horn).**

**b. Audit and Tax**

**Mr. Bailey moved to approve the Audit and Tax Contract for 2023. The motion was seconded and passed unanimously.**

**9. Committee Reports**

- Maintenance & Greenspace – Ms. Horn reported on status of a tree removal, new stop sign, towing sign that fell and has been reordered, removal off retaining wall, Forest Brooke pruning completed, trash cleanup and new wood chips on the stairs in one of the Clusters.
- Improvements & Lighting – Mr. Bailey reported that this expense category is overbudget for last year, looking into the replacement of all lights based on the large number of repairs.
- Pavement, Curbs & Storm Drains – No Report
- Safety – No Report.
- Private Property Maintenance – No Report.
- Audit/Budget/Reserves – Ms. Hollis reported that the audit cycle will start in February 2023.
- Communications – No Report
- Government & Public Utilities – No Report

**10. Adjournment of Regular Board Meeting**

**Mr. Bailey moved to adjourn the regular meeting at 8:30 p.m. The motion was seconded and passed unanimously.**

There being no further business, the meeting was adjourned at 8:30 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