

MINUTES OF MEETING
STEDWICK HOMES CORPORATION

Board of Directors

August 17, 2022

A regular meeting of the Stedwick Homes Corporation Board of Directors was held at 7:34p.m. on Wednesday, August 17, 2022, as a virtual ZOOM meeting.

Directors Present

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

Directors Absent

Andres Guzman
Erica Bellavia, Treasurer

Others Present

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

1. Resident Time

None

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 Parking Policy is in effect and the line to apply for the additional parking space was through the parking lot out to Apple Ridge Road.
- Tree Removal is scheduled for 3rd week of August.

4. Approve Minutes of the Meeting held June 15, 2022

Mr. Waters-Jones moved to approve the minutes of the meeting held June 15, 2022, with minor corrections. The motion was seconded and passed unanimously.

5. Financial Matters

a. Consider and Approve Financial Statements for July 2022

Mr. Waters-Jones moved to approve the financial statements for July 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 in 2021 by PEPCO until the investigation and billing adjustments have been completed. A technician has been scheduled to check the meter with access to be assisted by the landscaping company,
- Maintenance Inspection - The inspection was performed on June 14, 2022, with Maintenance Committee and JB Kline.
- Tree removals are scheduled for the third week of August
- Mercado Way Erosion – Management continues to update the Board with any information provided by the MNCPPC representative.
- Reserves –The current Reserve Study includes replacement of the mailboxes in the amount of \$16,000, which will be removed from the Reserve Study and contributions as the responsibility of replacement lies with the USPS and not the association. While management does not advise the association to reduce the contribution at this time, The new Reserve Study to be performed in 2023, will examine all the relevant components and the contribution amount will be made as required by law.

7. Old Business

a. Board Expenditures Policy

Mr. Waters-Jones moved to reaffirm the revised Board Expenditures Policy as presented. The motion was seconded and passed unanimously.

8. New Business

a. 2023 Draft Budget

Management presented a Draft Budget for 2023 with a 5.1% increase in the fees, noting that there would be no increase in the MVF fee to the association.

Mr. Waters-Jones moved to approve the 2023 Draft Budget for publication with an increase of \$11.35/unit/quarter. The motion was seconded and unanimously approved.

b. Consideration of Tree Study Proposal

Management is directed to obtain 2-3 additional proposals from Arborists to review and evaluate the trees in the common areas of the community to submit to the Board for review.

c. Forest Brooke Sidewalk Repairs

Ms. Horn moved to accept the proposals from O’Leary Asphalt Inc. for the Forest Brooke sidewalk repairs in the total amount of \$30,606.00. The motion was seconded and unanimously approved.

d. Family Day Care Policy

Ms. Horn moved to reaffirm the revised Family Day Care Policy as presented. The motion was seconded and unanimously approved.

e. Investment Policy

Mr. Waters-Jones moved to reaffirm the revised Investment Policy as presented. The motion was seconded and unanimously approved.

f. Board Vacancy

As Brenda Hartwig and Kal-El Waters-Jones have stepped down from their Board positions, there are currently two vacancies on the Board. Management has received statements from two (2) residents, Alan MacNeill, and Maureen Wood-Morin.

Ms. Horn moved to accept appointment of Alan MacNeill and Maureen Wood-Morin as Board members to fill the current vacancies. The motion was seconded and unanimously approved.

9. Committee Reports

- Maintenance & Greenspace – Ms. Houser reported on the July and August inspections and the many areas needing work; complaints regarding vermin; priority areas for clean up; pruning proposals

needed; and the rework of the Royal Woods Tot Lot completed by Brightview.

- Improvements & Lighting – No Report.
- Pavement, Curbs & Storm Drains – Ms. Houser reported on the storm drain inspection. Proposal from JB Kline in the amount of \$4,450 will be reviewed by the Maintenance Chair and then sent out to the Board to be voted on.
- Safety – No Report.
- Private Property Maintenance – Inspections are complete and violation letters are being sent with photos.
- Audit/Budget/Reserves – addressed during New Business.
- Communications – No Report.
- Government & Public Utilities – No Report.

10. Adjournment of Regular Board Meeting

**Ms. Horn moved to adjourn the regular meeting at 9:55 p.m.
The motion was seconded and passed unanimously.**

There being no further business, the meeting was adjourned at 9:55p.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