

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

**Board of Directors**

**June 15, 2022**

A regular meeting of the Stedwick Homes Corporation Board of Directors was held at 7:47p.m. on Wednesday, June 15, 2022, as a virtual ZOOM meeting.

**Directors Present**

Dana Hollis, President  
Kal El Waters-Jones, Vice President  
Christopher Leishear  
Nancy Horn  
Cliff Bailey, Jr  
Erica Bellavia, Treasurer

**Directors Absent**

Andres Guzman  
Audrey Houser

**Others Present**

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

**1. Resident Time**

A resident was present to discuss when projects in Clusters 2 would be complete, such as curbs and gutters and when the implementation of the new parking policy.

Another resident was present to discuss an issue with a large oak tree in the front yard of his home in the Ridges. This tree was requested to be removed as its branches are large and dangerous. Can he remove the tree himself or is that a violation of the rules and regulations? What would be his liability? Priority should be safety vs. aesthetics.

**2. Call Meeting to Order**

Ms. Hollis, President, presided, calling the meeting to order at 7:47 p.m., with a quorum of the Board members present.

**3. President's Remarks**

Ms. Hollis noted the following:

- Parking is currently an issue in all communities and is on their meeting agenda.
- Amend Agenda to remove Old Business – Modified Board Expenditures Policy and add New Business – Board Vacancy due to Brenda Hartwig step down.

#### **4. Approve Minutes of the Meeting Held May 18, 2022**

**Mr. Waters-Jones moved to approve the minutes of the meeting held May 18, 2022, with minor corrections. The motion was seconded and passed unanimously.**

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

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

**Mr. Waters-Jones moved to approve the financial statements for May 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 until July 6, 2022, without late fees and penalties, by PEPCO until the investigation and billing adjustments have been completed. A technician is scheduled to check the meter next week.
- Maintenance Inspection: This occurred on June 14, 2022, with Maintenance Committee and JB Kline.
- Private Property Maintenance - Inspections are continuing, consider being proactive. Back and front of homes are being inspected with violations being cited.
- Tot Lot Timber Replacement – Re-work is scheduled to be completed next week.

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

##### **a. Parking Policies**

The Board reviewed all comments received and made a decision as follows:

**Ms. Bellavia moved to amend the Parking Policy concerning the second reserved parking space to clarify the \$50 charge for the second reserved parking space is a onetime charge, the annual renewal is removed, and the**

**painting of the parking space is an association cost. The motion was seconded and passed unanimously.**

**Ms. Bellavia moved to amend the Towing Policy concerning the direction for security to sticker a vehicle parked within the 5' of a driveway and noting that the homeowner has the right to call for towing based on this 5' rule. The motion was seconded and passed unanimously.**

**b. Parking Policies – Implementation Plan**

**Ms. Bellavia moved to direct management to match the memorandum to the unit owners/residents for the amendments to the Parking Policies and distribute to the Board President for approval as amended. The motion was seconded and passed unanimously.**

**c. Trash Policy and FAQ**

**Mr. Waters-Jones moved to approve the FAQs for the Trash Policy with the clarification of the holiday restriction for each neighborhood that the holiday pick up will no longer be the next day, but the next scheduled pick up. The motion was seconded and passed unanimously.**

**8. New Business**

**a. Reaffirmation of Collection Policy**

**Ms. Horn moved to reaffirm the Collection Policy as presented. The motion was seconded and unanimously approved.**

**b. Reaffirmation of the Dispute Resolution Policy**

**Ms. Horn moved to reaffirm the Dispute Resolution Policy as presented. The motion was seconded and unanimously approved.**

**c. Oil Grit Separators**

**Mr. Waters-Jones moved to accept the proposal from Storm Water Management FRG Inc to power wash the oil grit separators including a three (3) year maintenance contract in the amount of \$3,821.20/year. Management is to correct the street locations with the vendor. The motion was seconded and unanimously approved.**

**d. Tree Removal Proposals**

**Management is directed to request the two vendors who submitted proposals to provide pricing on what was requested. Proposals will be resubmitted to the Board for email vote.**

e. **Review of Reserves**

Management noted that a summary of the reserves will be included in the next management report along with the draft budget preparations.

f. **Key Summer Projects**

Management noted that a listing and schedule will be submitted to the Board by Ms. Horn and Ms. Houser to be considered along with the Reserve Schedule.

g. **Board Vacancy**

Brenda Hartwig has stepped down from her Board positions. The Board noted that they should announce to the community that there is a vacancy on the Board and will select a new Board member from the bios that they receive from those interested.

**9. Committee Reports**

- Maintenance & Greenspace – Ms. Horn reported on the 2<sup>nd</sup> fertilization by JBKline; Clusters 3 are replanting; Chestnut trees are being sprayed and the tot lots will be completed.
- Improvements & Lighting – Mr. Bailey reported items on an unofficial Facebook page of the need for improved lighting, dog waste issues, paths are in bad shape and the need for better security.
- Pavement, Curbs & Storm Drains – No Report.
- Safety – No Report.
- Private Property Maintenance – Inspections have begun by management. Violation letters are being sent with photos.
- Audit/Budget/Reserves – This will be discussed at the August 2022 meeting.
- Communications – Ms. Horn volunteered to draft an article for the next Village News that is due on Monday, August 1<sup>st</sup>.
- Government & Public Utilities – No Report

**10. Adjournment of Regular Board Meeting**

**Mr. Waters-Jones moved to adjourn the regular meeting at 9:33 p.m. The motion was seconded and passed unanimously.**

There being no further business, the meeting was adjourned at 9:33p.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