

Crestwood Village at Frederick Homeowners Association, Inc.
6902 Crabapple Drive
Frederick, Maryland 21703

Board of Trustees Meeting Minutes
May 27, 2025

I. Call to Order

The Board President of the Board of Trustees called the meeting to order at 9:30 a.m.

Trustees present: John Kendall, President
Paula Blundell, Vice President
Vickie Johnson, Secretary
Sally Livingston, Treasurer
John Morrill
D Nicewarner
Leslie Sullam

Management staff present: Erika Isaacoff, Assist. Property Manager
Heather Field, Clagett Enterprises

Management staff absent: Shirley Davis, Property Manager

II. Approval of Previous Minutes: A motion was made by Sally Livingston, seconded by Leslie Sullam, and approved to accept the minutes of the Board of Trustees meeting of April 29, 2025.

III. Financial Report

The Treasurer reported:

1. For Crestwood Village, year-to-date (YTD) expenses exceeded income by [redacted], primarily due to the cost of snow removal. A CD that matures in June 2025 will cover the snow removal expenses. For the month of April, a positive balance of [redacted] was shown.
2. For CV1, YTD net income was [redacted]. For the month of April, net income was [redacted].
3. For CV2, YTD net income was [redacted]. For the month of April, net income was [redacted].

A motion was made by Sally Livingston, seconded by John Morrill, and approved to transfer excess operating funds from operating to contingency operations up to [redacted] by June 30.

Delinquencies – no delinquencies reported.

IV. Old Business

1. A motion was made by Paula Blundell, seconded by John Morrill to approve four new signs at a cost of [redacted]. Upon further discussion about the need for new signs and budgetary constraints, the motion failed.

V. New Business

1. The Board affirmed an email vote taken on May 1, 2025 to approve a proposal from Brandenburg Electric, Inc., to add new circuits with receptables in the exercise room for new treadmills at a cost of [redacted].
2. A motion was made by Sally Livingston, seconded by D Nicewarner, and approved to accept the proposal for Biohazard Cleaning Services from Maria Fernandez (current cleaning staff) at a cost of [redacted].

[redacted] per incident. These additional cleaning services are necessary due to incidents involving human waste and bodily fluids in the restrooms.

3. The Board deferred a decision regarding electricity procurement until meeting with CQI Associates, LLC, on June 4, 2025, to better understand the options.
4. A motion was made by John Morrill, seconded by Sally Livingston, and approved to invite Linda Williams from the Frederick County Creek Relief program to the community meeting on June 17th to discuss the program. The application period opens in October, and, if approved, the program would provide new tree plantings and maintenance for five years, after which Crestwood Village would be responsible for caring for the new trees.
5. John Morrill, liaison to the Building & Grounds Committee, put forward Julie Drennan as chair of the committee and Gordon Heim as a new committee member. John Kendall approved the appointments.
6. A motion was made by Sally Livingston, seconded by Paula Blundell, and approved to accept the Neighbors-Helping-Neighbors Committee Purpose & Structure document.

VI. Management – no report

VII. BOT Comments

1. John Morrill shared information regarding a permanent 14' x 10' canopy to be placed in the corner of the mini-golf area. (See #8 below.)
2. D Nicewarner requested that the mowers be reminded to mow around the pool area first.
3. D Nicewarner requested permission for her and Julie Drennan to clean out the pool storage room of broken umbrellas, etc.
4. D Nicewarner observed that the filler pipe on the pool has a hole, which is currently taped, but should be addressed by the pool company.
5. Sally Livingston shared that the CV1 Board has been formed and voted on. There are currently two people interested in serving on the CV2 Board, and elections will take place in July.
6. Paula Blundell encouraged residents to contact her regarding incidents pertinent to the Neighborhood Watch.
7. John Morrill shared that the green container currently sitting in the Clubhouse parking lot would be removed.
8. A motion was made by John Morrill, seconded by D Nicewarner, and approved to purchase and install a permanent canopy in the mini-golf area.

VIII. Homeowners Questions and Answers

1. A resident observed that the pool was cold and the heater did not appear to be running. Concern was expressed about children jumping and/or diving into the pool.
2. A resident observed that the pool rules need clarification regarding “jumping” vs “diving” in the pool.
3. A resident noted a need for repairs/maintenance of the uneven sidewalks throughout the community, which can pose a trip hazard. The President observed that fixing the sidewalks will be a significant expense. D Nicewarner and Julie Drennan, Building & Grounds Committee, will address the issue.
4. A resident expressed appreciation for the successful pool opening party.
5. A resident expressed disagreement with the decision for Management to assume responsibility for the Crestwood Village website.

- IX. A motion was made by Paula Blundell, seconded by John Morrill, and approved to adjourn the meeting at 10:30 a.m.

Respectfully submitted by Vickie Johnson, Secretary.