

Crestwood Village at Frederick Homeowners Association, Inc.

6902 Crabapple Drive
Frederick, Maryland 21703

**Board of Trustees Meeting Minutes
February 27, 2024**

I. Call to Order

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

B. Trustees present: John Kendall, President
Doug Dawson, Vice President
Vickie Johnson, Secretary
Doris Vierbuchen, Treasurer
Paula Blundell
Sally Livingston
John Morrill

Management staff present: Shirley Davis, Property Manager
Erika Isaacoff, Assist. Property Manager

II. Approval of Previous Minutes: A motion was made by Sally Livingston, seconded by Paula Blundell, and approved to accept the minutes of the Board of Trustees meeting of January 30, 2024.

III. Financial Report

Financials

1. Just an FYI that we received \$[Redacted] from Clagett Management as a donation toward part of the Community Christmas party.
2. In looking over the financial reports for the past seven months, July through January, it appears that our income exceeded our expenses. However, it's very difficult to know by exactly how much, as income in our accounting system is based on income we **should** have received, not what was **actually** received.
3. As reported at the Community meeting last week, the cost of removing the two snowfalls in January was just under \$[Redacted]. This fiscal year we based the budget for snow removal, \$[Redacted], on the fact that over the prior two years there was almost no snow. Unfortunately, we will now have a considerable shortfall. How much of a shortfall depends on how closely we are able to stay within our budgeted expenses for the remaining five months of the year.
4. One other issue has to do with the condos at CV2. Based on the Reserve Study, the Finance Committee observed that the roofs on those buildings, as well as the gutters, downspouts and siding, are earmarked for replacement **this year**.
5. As a "heads up," the Treasurer pointed out that if it is necessary to take care of all of those major replacements this year, it will leave the Condo 2 Reserves completely depleted. In addition, they would be left with a debt of thousands and thousands of dollars.

Delinquencies

1. The Property Manager reported that five notices have been sent regarding nonpayment of assessments; two homeowners have been put on payment plans; four properties have had liens put against them (in some cases there are multiple liens on the properties); and \$3,843.15 has been received through wage garnishment, reducing the \$15,079 owed to \$11,235.85.

IV. Old Business

1. Tennis Court Repairs

A proposal for repair of cracks in the tennis courts was received from Bishop Tennis Inc. at a cost of \$[Redacted]. Bishop Tennis also submitted a proposal for crack repair and the application of a new surface at a cost of \$[Redacted]. Repairing the cracks was last completed in July 2021 at a cost of \$[Redacted]. Doug Dawson provided the name of another contractor that is used by Frederick City for its tennis courts in Baker Park. A motion was made by Doug Dawson, seconded by Paula Blundell, and approved to defer action until Management can contact the other contractor and other maintenance options can be explored.

2. Ping Pong room and kitchen electrical work proposals

John Morrill received three proposals for electrical work to be done in the kitchen and ping pong room. Based on the quoted price and previous work done for Crestwood Village, John recommended approving the proposal from Brandenburg Electric, Inc. A motion was made by Doris Vierbuchen, seconded by Sally Livingston, and approved to accept the proposal from Brandenburg Electric.

3. Community painting

Due to budgetary considerations, the painting contract with Gardener General Inc. has been temporarily terminated. A June 2023 decision by the BOT approved the painting of garages and doors, but not on the current painting cycle. The Property Manager will contact Gardener General about a new contract. A motion was made by Doris Vierbuchen, seconded by John Morrill, and approved to delay the exterior painting until FY25-26.

4. Treadmill

Doug Dawson recommended rescinding the approval to purchase a new treadmill because the treadmill intended for purchase is not warranted for commercial use. One of the current treadmills has a speed indicator that is not backlit, as identified by F.I.R.M. in its maintenance inspection, and the equipment is obsolete, so there are no replacement parts. But the treadmill is working well. A motion was made by Doug Dawson, seconded by Paula Blundell, and approved to rescind the previous motion.

5. Mailbox pads

A proposal was received from Brandon Pyles to replace the mailbox pads on Buckthorn, Myrtle and Honeysuckle Courts at a cost of \$[Redacted]. A signed agreement from a homeowner would allow the pad to be placed on the homeowner's property. A motion was made by Doris Vierbuchen and seconded by Sally Livingston to accept the proposal for work on the concrete pads. Doug Dawson recommended seeking legal advice on whether this constituted a change in land use that must be entered into the land records. The BOT agreed to defer action until further research can be done.

V. New Business

1. 2024-2025 Budget

A motion was made by Doug Dawson, seconded by Paula Blundell, and approved to approve the budget for FY24-25. Sally Livingston asked for clarification that by approving this budget, the BOT is also approving an increase of HOA fees of \$5/month for homes and \$20/month for condos.

2. Assessment payment plan for a resident

A motion was made by Sally Livingston, seconded by John Morrill, and approved to approve the payment plan based on a rewrite of the payment plan letter to clarify the amount the resident must pay on the unpaid balance versus the monthly HOA assessment going forward.

VI. Management

1. Management is looking into new tennis court nets.
2. Management is looking into future soft washing of siding.

VII. BOT Comments

1. John Morrill shared his experience as a victim of hacking and reminded residents to be alert to this threat.
2. Doris Vierbuchen recognized a resident's purchase of a new projector and the reimbursement of the purchase.
3. Sally Livingston recognized the efforts of the Finance Committee relative to the annual budget.
4. Paula Blundell gave an update on discussions with BeSecure regarding the services provided.
5. Sally Livingston shared information about Crestwood Manor, which has opened up the application process for apartments.

VIII. Homeowners' Questions and Answers

1. Caroline Bolin reminded residents of the importance of completing the blue information sheets.
2. The BOT approved a request to put together a committee to organize the volunteer luncheon.

- IX. A motion was made by Doug Dawson, seconded by Paula Blundell, and approved to adjourn the meeting at 10:45 a.m.

Respectfully submitted by Vickie Johnson, Secretary