

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

Board of Trustees Meeting Minutes
June 25, 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

Newly elected Trustees present: D Nicewarner, Leslie Sullam

Management staff present: Erika Isaacoff, Assist. Property Manager

II. Approval of Previous Minutes: A motion was made by Paula Blundell, seconded by Sally Livingston, and approved to accept the minutes of the Board of Trustees meeting of May 28, 2024 as amended.

III. Financial Report

Financials

1. YTD budgeted income is greater than YTD actual expenses. It looks as though we will have some money left to transfer into Reserves for year-end, as we hope to do each year-end. A motion was made by Sally Livingston, seconded by John Morrill, and approved to transfer [redacted] from Operating to Reserves.
2. Two of our CDs matured in June. The CD at Nymeo was closed and invested in a CD at ACNB. The CD at Truist bank was rolled into another CD at Truist. Those two CDs are listed in Sally Livingston's and John Morrill's names. Doris is in the process of removing her name from the remaining CDs.

Delinquencies

1. Management has sent letters to residents who have a small assessment credit in hopes it will help us clean up the financial reports. Management is also working on trying to arrange a way to pay back assessments that were paid by residents who no longer live in Crestwood Village. We have four delinquent accounts with liens against them, and there is not much we can do but wait until we can put another lien against the property or until some form of payment is received.

IV. Old Business – none

V. New Business

1. Heritage Landscape Services proposal for watering the trees behind Basswood Road and Box Elder Court was approved by the Board of Trustees via online vote on May 30, 2024. A motion

was made by Doris Vierbuchen, seconded by Sally Livingston, and approved to accept the proposal from Heritage Landscape Services for watering.

2. A motion was made by John Morrill, seconded by Sally Livingston, and approved to accept the proposal from Shade Tree Lawn & Landscaping to maintain the trees planted by Osprey Property Company on Crestwood Village property.
3. A motion was made by Paula Blundell, seconded by Doris Vierbuchen, and approved to accept the proposal from Dr. Tree for annual tree trimming throughout the Crestwood Village common areas.
4. A motion was made by Sally Livingston, seconded by John Morrill, and approved to accept as amended the proposal from Shade Tree Lawn & Landscaping for the planting of five new trees between Crestwood Village and Crestwood Manor (an area behind Basswood), to be completed in the next fiscal year, with the cost covered by the line item for new trees in the next fiscal budget. Doug Dawson did not see the necessity of the new trees in the particular area proposed for planting and did not believe the money should be spent. Three trustees voted “no”, which required the president to make a tie breaking vote. John Kendall voted “yes.”
5. A motion was made by Doug Dawson, seconded by John Morrill, and approved to accept a donated Cross Trainer to replace the elliptical in the exercise room.
6. Based on input by the Co-Chair of the Election Committee, Bernadine Hoffman, it was determined that Donna Dawson received a write-in vote for a seat on the elected Clubhouse Funds Committee. Thus, the Board acknowledged her election to the committee.

VI. Management

1. The Property Manager reported that coupon books are available for purchase at a nominal fee. Any resident who wishes to have a coupon book should contact the office to be added to the distribution list. When the coupon books are ready for distribution, the Property Manager will call the resident to arrange for coupon book pickup.
2. Management is in the process of creating a new phone directory for July distribution. This process involves confirming the accuracy of information and ensuring that all resident requests to be included in the directory with specified information are met. The goal is to have the directory published and ready for distribution by the second week of July. We appreciate your patience and understanding as we work diligently to complete this task.
3. Please note that Crestwood Manor is managed by Humphrey Management Company. If you have any questions or concerns regarding Crestwood Manor, please feel free to contact Humphrey Management directly at 443-259-4900. They are located in Columbia, MD, and will be happy to assist you with inquiries you may have.
4. The Property Manager will be out of the office until June 25th and will have limited email access. Please contact the Assistant Manager with any questions and concerns.

VII. BOT Comments

1. Doug Dawson stated that the gap in the fence on New Design has been corrected, and the gap behind Basswood will be corrected.
2. Doris Vierbuchen shared a resident’s request to have a light on the corner of Crabapple and Crestwood Boulevard. Potomac Edison has rejected the request, but could Crestwood Village install a light on Crestwood Village property? John Kendall and Jim Parsley will explore the possibility.
3. Doris Vierbuchen, on behalf of the Finance Committee, requested that all financial figures be redacted from the Board minutes posted online and in the Village Voice.
4. John Morrill expressed appreciation to all residents who attend Board meetings.

VIII. Homeowners Questions and Answers

1. In response to resident questions, Jim Parsley stated that the heat pump was being repaired, the heat pump for water would be addressed, and road repair by Arbor would be addressed.
2. Jim Parsley reported that dips on several streets caused by Potomac Edison replacing wiring are being addressed.
3. A resident questioned how the open space between the two fences would be maintained.
4. A resident questioned the decision to get rid of the elliptical, as it is a favorite piece of equipment and it is still working. The decision was made based on the recommendation of the maintenance company, the unavailability of replacement parts and the noise the equipment is making when in use.

IX. A motion was made by Doug Dawson, seconded by Sally Livingston, and approved to adjourn the meeting at 10:40 a.m.

Respectfully submitted by Vickie Johnson, Secretary