

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

Board of Trustees Meeting Minutes
October 29, 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
Paula Blundell, Vice President
Vickie Johnson, Secretary
Sally Livingston, Treasurer
John Morrill
D Nicewarner
Leslie Sullam

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

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 September 24, 2024.

III. Financial Report

The Treasurer provided copies of the Balance Sheet posted 9/30/2024 and the Income/Expense Statement posted 9/1/2024 to 9/30/2024.

1. For Crestwood Village, the Income/Expense Statement reflects that as of the end of September 2024, YTD expenses were greater than income by [redacted]. Total reserves are [redacted].
2. For CV1, YTD expenses were greater than income by [redacted]. Total reserves are [redacted].
3. For CV2, YTD expenses were greater than income by [redacted]. Total reserves are [redacted].

Delinquencies – The Property Manager reported a delinquent account of [redacted], which will be paid upon the upcoming sale of the unit. A request was made by the realtor to waive the late fees and interest. A motion was made by D Nicewarner, seconded by Leslie Sullam, and approved to deny the request, based on the understanding that as there is no mortgage and no liens on the property, Crestwood Village should be able to recoup in full the late fees and interest.

IV. Old Business

1. The New Resolution to Prohibit Smoking in Condos has been retracted due to the need for additional study.

V. New Business

1. A motion was made by Paula Blundell, seconded by Sally Livingston, and approved to accept the proposal from Mountainside Builders to repair the men's bathroom in the Clubhouse at a cost of [redacted].
2. A motion was made by John Morrill, seconded by Leslie Sullam, and approved to accept the proposal from Make-N-Music to address issues with the sound system and provide a new microphone at a cost of [redacted].

3. A motion was made by John Morrill, seconded by Sally Livingston, and approved to accept the proposal from JMR Concrete to repair the concrete and steps near the pool patio at a cost of [redacted].
4. A motion was made by Sally Livingston, seconded by Paula Blundell, and approved to approve the additional costs from Mountainside Builders for replacement of the rotten subfloor in the maintenance storage area at a cost of [redacted].
5. A motion was made by John Morrill, seconded by Leslie Sullam, and approved to accept the addendum to the contract with Heritage Landscaping Services to provide maintenance of the new trees planted along the fencing on both sides of Crestwood Manor on Crestwood HOA property at no additional cost. These services were not included in the original contract.
6. A motion was made by Paula Blundell, seconded by Sally Livingston, and approved to accept the proposal from All-Shred at a cost of [redacted], which is a [redacted] increase.
7. A motion was made by Sally Livingston, seconded by Paula Blundell, and approved to change the Crestwood Village budget from a fiscal year budget to a calendar year budget, effective FY2026.
8. A motion was made by Paula Blundell, seconded by Sally Livingston, to approve the payment plan for a delinquent account, with full payment to be completed by June 30, 2025. After discussion about the ongoing pattern of late payments, Paula Blundell withdrew the motion. A new motion was made by Paula Blundell, seconded by D Nicewarner, and approved to send the account to the attorney for collection.
9. The idea of forming a communications committee was presented by Vickie Johnson. An initial draft of a Purpose & Structure document has been written, with the intention of finalizing the document and making a motion for approval at the November BOT meeting.
10. A motion was made by Sally Livingston, seconded by John Morrill, and approved to engage Rees Broome, PC, a firm that specializes in HOA/Condo law, to review Crestwood Village's corporate documents for the purpose of determining if Crestwood Village is in compliance with current laws at an estimated cost of [redacted], with a cap of [redacted].
11. A motion was made by Paula Blundell, seconded by John Morrill, and approved to approve the appointment of Julie Drennan, Craig Wensley, and Pat Powell to the Building & Grounds Committee.

VI. Management addressed a concerning issue that had arisen in the clubhouse recently. We have unfortunately experienced several incidents involving hygiene challenges, particularly in the restrooms and the carpeted areas in the lobby. Management understands that accidents can happen, and they want to emphasize the importance of maintaining a clean and safe environment for everyone. Leaving dirty clothes in the trash can near the drinking fountains is not only inconsiderate but can also create an unsanitary situation for those who use that area. Our cleaning staff is dedicated to keeping our clubhouse in great condition, but these additional responsibilities are outside their normal job description. To ensure that our space remains welcoming and hygienic, they kindly ask that if you are experiencing any difficulties, please consider staying home instead of visiting the clubhouse, and if you must stop by the clubhouse, please ensure that any dirty or contaminated items are disposed of properly.

VII. BOT Comments

1. Sally Livingston shared that a collection box would be placed at the reception desk for the Employee Holiday Gift Fund on Friday, November 1st, and the Holiday Party would be held on Saturday, December 7th.
2. John Morrill shared that the BOT was scheduled to meet with Comcast on Wednesday, October 30th. He also pointed out that further damage to the outside wall of the mini-golf course was

discovered in the repair process, which incurred an additional expense of [redacted] for work done by Robey Stucco Company.

VIII. Homeowners Questions and Answers

1. A resident expressed appreciation for *The Village Voice*, the Activities Committee, and the relocation of the bus stop on New Design Road. He expressed frustration with the bureaucracy requiring a Purpose & Structure document for the Building & Grounds Committee.
2. Complaints are still being received regarding the noisy car on Buttonwood Court. Discussion focused on what action the HOA/Management can take, i.e. having the car towed, assessing fines, etc.
3. A resident asked about the cracks in the tennis courts and received assurance that the cracks would be repaired.
4. Ruth Henderson shared that the Holiday Party is in the planning stages and would be held on Saturday, December 7th.

IX. The meeting was adjourned at 11:05 a.m.