

**THE ESSEX PLACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
MINUTES
June 12, 2025**

- I. Roll Call – June 12, 2025, meeting of the Essex Place Condominium Association Board of Directors was called to order at 7:04 pm by Manager, Melissa Errickson
Board members present: Joe Letteri, Danielle Lawrence, Drew Higgins, Verlyn Gibbons

Also present: Melissa Errickson, Pin Oak Community Management, LLC
Residents Present: sign in sheet attached.

II. **General Business**

- A. Approval of April 10, minutes – Drew motioned to accept the minutes as presented, Danielle 2nd, All in favor. The approved minutes will be posted on the community website following the meeting.
B. Financial Report – Melissa reviewed the Cash Position – Total Cash Position as of May 31, 2025 - \$1,398,325.90

III. **Old Business**

- A. Landscaping project- Phase 2- Shrubs Scheduled for July
B. Painting & Power washing- Phase 3: Power washing will take place the end of June and the painting will begin the beginning of July.

IV. **New Business**

- A. Signage for Traffic- Signs have been ordered and scheduled
B. Board Member resignation and Appointment: With Board Member Hilary Marshall resigning, the process to fill the vacancy has started.
C. Newsletter Items: fireworks

V. **Open Forum**

- A. Resident inquired about sending a notice out reminding people to put trash bags in dumpster.
B. Resident asked if we could remind parents to remind children to stop and look both ways before going out into the roads.
C. Resident reported that the stones by the mailboxes need to be held back.

Being no other business, the open portion of the meeting was adjourned at 8:10pm pm.

Respectfully submitted,
Melissa Errickson, Manager