

THE ESSEX PLACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
MINUTES
April 9, 2026

- I. Roll Call – The April 9, 2026, meeting of the Essex Place Condominium Association Board of Directors was called to order at 7:02 pm by Manager, Melissa Errickson
Board members present: Joe Letteri, Drew Higgins, Verlyn Gibbons, Nick Puvogel & Danielle Lawrence
Board members absent: None
Also present: Melissa Errickson, Pin Oak Community Management, LLC
Residents Present: sign in sheet attached.
- II. **General Business**
 - a. Approval of February 12, 2026 minutes – Nick motioned to accept the minutes with changes as noted, Drew 2nd, All in favor. The approved minutes will be posted on the community website following the meeting.
 - b. Melissa reviewed the Cash Position – Total Cash Position as of March 31, 2026 - \$1,344,072.20
- III. **Old Business**
 - a. Tot Lot Grand Opening Party- Melissa stated to the residents present that the Board will be hosting a Tot Lot Grand Opening Party in June. The date and details are not set but information will be forwarded to residents as soon as possible.
 - b. Phase 3 (Grenwhich) Shrub Replacement – Melissa will be walking with the Landscaper and Board to determine the shrubs that will be removed and replaced for the final phase of the project prior to the next open meeting.
 - c. Power Washing & Painting Phase 4 – Melissa is obtaining the quotes from the companies and will present to the board at the next meeting.
- IV. **New Business**
 - a. Snow Removal Expense – Due to the extreme weather we had in 2026 and the financial burden on the Operating Budget the board discussed ways to offset the expense. Verlyn motioned to approve a special assessment in the amount of \$250 a unit, with a payment option of Pay all at once due May 15th or pay in 3 equal installments of \$85, due May 15th, June 15th & July 15th, Joe 2nd, all in favor. Notices will be sent to the residents explaining the special assessment along with the payment option within the next week.
 - b. Outside Lighting Update Options – the board discussed the need to look into a more updated version of the exterior lighting which could include a camera option for those residents interested in it. They will research options and once an approved style and color is chosen the residents will be notified.
- V. **Open Forum**
 - a. Verlyn noted to the residents present that the cleaning of the patio fences are the homeowners' responsibility and explained that the fences are easily cleaned by

- wiping them down with cleaner and water.
- b. Resident – noted that the landscapers have been blowing debris and mulch onto her fence and asked that they are reminded this is not acceptable.
 - c. Resident requested is walkways that have mildew can be power washed while Phase 4 is getting done, Melissa stated she will ask the company to do any additional areas that may cause a hazard.
 - d. Resident noted that some of the cameras needed repair around the dumpsters and asked that they get addressed.
 - e. Resident inquired about the broken blocks around the dumpster enclosures, Melissa explained that they were broken by the trash removal company and they will be repaired by a contractor of the association's choice and the trash removal contractor will pay for repairs.
 - f. Resident noted potholes throughout the community. Melissa noted that hard weather this winter caused more issues than normal, but they will be addressed shortly
 - g. Resident requested that a tree by 4300 parking area be removed as it drops berries on the walkway and car causing damage to both. Melissa stated that it will be addressed when the shrubs are replaced in that Phase this summer.
 - h. Nick asked it is noted and that the rules and regulations update about remodeling/repair work in units be updated to reflect work can be done on Saturdays and Sundays during hours noted. Melissa will make the adjustment to the rules posted.

Being no other business, the open portion of the meeting was adjourned at 8:00 pm.

Respectfully submitted,
Melissa Errickson, Manager