

THE ESSEX PLACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
MINUTES
May 9, 2024

- I.** Roll Call - The May 9, 2024, meeting of the Essex Place Condominium Association Board of Directors was called to order at 7:05 pm by Manager, Melissa Errickson

Board members present: Verlyn Gibbons, Joe Letteri, Danielle Lawrence, Drew Higgins (late)

Board members absent: Hilary Marshall

Also present: Melissa Errickson & Amanda Insley, Pin Oak Community Management, LLC

Residents Present: sign in sheet attached.

II. General Business

- A.** Approval of March 14, 2024 minutes – Danielle motioned to accept the minutes as presented, Joe 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 April 30, 2024 - \$1,238,786.43

III. Old Business

- A.** Patio Extensions – Melissa reported that roughly half of the patios needing to be removed for encroaching on common area were done. Residents have until end of May to remove or it will be done by Lindy's Landscaping at their expense.
- B.** Termite & Extermination – Bait stations have been switched out as per contract accepted with Liberty Pest at the March Meeting.
- C.** Landscaping Project – Phase 1 & Island Shrub removal was completed.
- D.** Painting & Power washing Project – Phase 2 – Power washing will be performed after Memorial Day weather depending and the painting of Phase 2 will begin mid to late July, weather depending. All residents effected will be notified or start dates when we get closer.

IV. New Business

- A.** Retaining Wall Replacement – Melissa submitted 3 quotes for the replacement of the retaining wall in front of the 500 bldg. as it has been leaning for some time. Drew motioned to use Ryan Property Solutions to replace the wall for \$6,916.32, Joe 2nd, all in favor.
- B.** Tot Lot Repairs and/or replacement – Melissa reviewed the Reserve study with the board and noted to them that there is \$25,000 allocated for the tot lot replacement to occur roughly in 2025 and \$8,000 for the fence around the tot lot to be replaced in 2020. Melissa will begin to form a committee for the options starting in the fall.

V. Open Forum

- A.** Resident noted that the toddler swing is not size appropriate for some children and asked to have it replaced with something more suitable. Melissa asked the resident to send some options that they saw so she could research for the community.
- B.** Resident noted that the red pick up truck that is parked on Coventry and blocking line of sight for some residents as they are at the intersection. Melissa stated that the owner

of the unit where the tenant resides was notified and asked to have them move, they have yet to respond. She will reach out again.

- C. There were a few lids broken on the new dumpsters that were installed and the board requested that Melissa investigate having them repaired.
- D. Resident inquired into new shrubs being watered properly that were installed. Melissa will discuss with the landscaper. The plants are under warranty and will be replaced if they do not survive the summer.
- E. Resident asked if there could be a possibility of a dog park installed on the common area. Melissa will send it out to the vote with the community to see how they feel about it.

Being no other business, the open portion of the meeting was adjourned at 8:32 pm.

Respectfully submitted,
Melissa Errickson, Manager