

**THE ESSEX PLACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
MINUTES
February 12, 2026**

- I. Roll Call – February 12, 2026, meeting of the Essex Place Condominium Association Board of Directors was called to order at 7:10 pm by Manager, Melissa Errickson
Board members present: Joe Letteri, Drew Higgins, Verlyn Gibbons, Nick Puvogel
Board members absent: Danielle Lawrence
Also present: Melissa Errickson, Pin Oak Community Management, LLC
Residents Present: sign in sheet attached.

- II. **General Business**
 - a. Approval of November 13, 2025, minutes – Drew motioned to accept the minutes as presented, Nicke 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 January 31, 2026 - \$1,395,665.76

- III. **Old Business**
 - a. Tot Lot Committee- Melissa updated the board and residents that the extra swing set was in, and we were just waiting to be put on schedule for the install.
 - b. Changes to Units Guidelines – clarification and addition to Rule #16 regarding contractors working after business hours in units. Drew motioned to change the wording of Rule #16 to state that no work can be done in units Monday to Friday between the hours of 7pm and 8am and Saturday between 6pm to 10pm and No work permitted on Sundays, Verlyn 2nd, all in favor.

- IV. **New Business**
 - a. Landscaping Project- Phase 3 – Melissa reported that they will be replacing the shrubs in the final phase of the project this year, Phase 3, Greenwich Lane.
 - b. Painting and Power Washing Phase 4- White Fence and spot treatment on North facing buildings will be done as well.
 - c. Snow and Ice Reminders- Reminder was sent out to residents to be careful when walking around the community, to use caution when there is snow and/or ice on the walkways and roadways.

Being no other business, the open portion of the meeting was adjourned at 8:06 pm.

Respectfully submitted,
Melissa Errickson, Manager