

**The Essex Place Condominium Association
Board Of Directors
Minutes
February 9, 2023**

- I. The February 9, 2023 meeting of the Essex Place Condominium Association Board of Directors was called to 7:00 pm by Board President, Joe Letteri

Board Members: Joseph Letteri, Verlyn Gibbons, Danielle Lawrence, Hilary Marshall, Drew Higgins

Also present: Melissa Errickson, Pin Oak Community Management, LLC

Attendance list will be attached.

II. General Business

- A. Approval of November 29, 2022 Minutes – All in favor of minutes November 29, 2022 was approved by Board
B. Financial overview – Melissa went over financials for the residents present.

III. Old Business

- A. Gazebo Roof Replacement – Melissa advised contractor had an emergency says he will begin replacement of Gazebo in the next week or two. Old Gazebo will have old roof removed and a new roof put on.
B. Belgium block repairs & Concrete replacement – Melissa gave quotes for repairs & replacements that are good for 30 days. The cost will be for \$200,000.00 plus to be completed. ANS has done work on 2203 Gramercy as a reference for the replacement of Belgium and concrete. Drew and Hilary motioned acceptance of the proposal for ANS upon Joe (President) approval of inspection of work done by ANS.
C. Landscaping - This 1 year painting and phase 5 shrubs will be done.
D. Resident Jamie reported light out - Light pole is out near 5408 & 5605 was reported to PSE&G. Will take 7-10 days to be completed by PSE&G if no other emergencies come up.
E. Updated Rules & Regulations – The board motion approval for Rule #21 holiday decoration rule to add Valentine's Day, St. Patrick's day, Rosh Hashanah, & Juneteenth. Storage bench was approved with standard size 22 1/2*46*17 1/2 bench, with adjustments.
F. Tot Lot Mulch – Verilyn motioned for replacement of mulch, all in favor.

IV. Open Forum

- A. Concerns about a drain that has not been working in years and wanted to know if concrete can be added at 4304 Greenwich Lane. Melissa advised that she will have contractor take a look to have done.
B. Resident was upset about husband truck being reported overnight. Melissa advised the resident of the protocol when a violation has been reported.

- C. Resident was concerned about a leak in her son's roof. Melissa advised the resident that the case has not been closed and the process that takes place because the roof is covered under warranty. In addition, Melissa advised the roofing contractor (Matt) will be at her house on Monday 2/13/2023 to do her interior.
- D. It was asked what is the best way to submit a repair? Melissa advised the portal is the most efficient way to submit a repair.

The meeting was adjourned at 8:47pm

Danielle R. Lawrence