

**THE ESSEX PLACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
MINUTES
January 11, 2024**

- I.** Roll Call - The January 11, 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: Hilary Marshall, Verlyn Gibbons, Drew Higgins, Joe Letteri, Danielle Lawrence

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

Residents Present: 5 residents were present, sign in sheet attached.

II. General Business

- A.** Approval of January 11, 2024 minutes – Drew motioned to accept the minutes as presented, Hilary 2nd, All in favor. The approved minutes will be posted on the community website following the meeting.
- B.** Financial Report – Drew reviewed the Cash Position – Total Cash Position as of January 31, 2024 - \$1,289,568.46

III. Old Business

- A.** Trash & Recycling Dumpster Issues – Management has spoken with Recycling and Mt Laurel Public Works regarding the need for new dumpsters and they will be installed by the end of January.
- B.** Gutter Cleaning Proposal – Management presented 3 bids for community wide gutter cleaning to be done in the community due to excessive problems being reported from clogged gutters. Drew motioned to approve Gutter Kings proposal to do the work in the amount of \$7865, Hilary 2nd, All in favor.

IV. New Business

- A.** Patio Extension Resolution - Due to the varying states of patio extensions that have been added over the years and lack of maintenance on some of them the board asked to have a resolution drawn up to set guidelines going forward for patio extensions in the community. The resolution is attached to the approved minutes and will be posted on the community website as well as available to any resident requesting an updated set of documents. Drew motioned to pass the patio extension resolution as presented by the association's attorney, Joe 2nd, All in favor.
- B.** Snow & Ice Reminders – Management reminded the residents to be mindful of icy conditions as we are heading out of winter with possible melting and refreezing occurring after storms as well as there is ice melt available for residents to use by their homes.

V. Open Forum

- A.** 6201 Coventry – Had a question regarding his dues owed. Amanda stated he has been dealing with the resident with this issue and asked that the conversation not happen during the meeting since it deals with his account.

- B.** 5303 Essex – asked if possibly the association can install signs that state the dumpster enclosures are being monitored to help persuade illegal dumpers to not do so. Melissa stated that signs were installed on 3 of the enclosures with the biggest issues of dumping already and there did not seem to be a change unfortunately.
- C.** 4103 Grenwich– Asked if gutter guards were something the association looked into as a solution to the leaves & debris clogging them. Melissa explained that in the past gutter guards caused more issue then good and association ended up taking them out after only a year or so of them being installed. Resident also asked if the agenda can be shared prior to the meetings, Melissa stated that the agenda will be posted and emailed to residents 24 hours prior to every open meeting. Also it was stated by the resident that the resolution for the patio extensions was not provided to the residents prior to the meeting.
- D.** 5303 Essex – appears his patio may be pitching towards him home and is concerned. Melissa stated she will put a work order in for it to be looked at to see if there is an issue.

Being no other business, the open portion of the meeting was adjourned at 7:56 pm.

Respectfully submitted,
Melissa Errickson, Manager