

THE ESSEX PLACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
MINUTES
March 14, 2024

- I.** Roll Call - The March 14, 2024, meeting of the Essex Place Condominium Association Board of Directors was called to order at 7:11 pm by Manager, Melissa Errickson

Board members present: Hilary Marshall, Verlyn Gibbons, Joe Letteri, Danielle Lawrence

Board members absent: Drew Higgins

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 – Joe motioned to accept the minutes as presented, Verlyn 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 February 29, 2024 - \$1,326,240.22

III. Old Business

- A.** Patio Extensions - A walk was done, and pictures were taken of all patio extensions in the community. Residents with an extension that is in violation or there is no approval installation on record will be receiving a letter to remove or repair.
- B.** Roof Leak and Warranty – Melissa explained that the roofs are still under warranty with GAF and any roof leaks must first be submitted to them through management for investigation before any work can be completed to not void the warranty. It was also noted that from all the storms that our area received in January and February 5 Roof leaks were reported, 3 were not roof leaks but from other interior issues, 1 was repaired by a GAF contractor since it was a confirmed roof leak and 1 was still under investigation.

IV. New Business

- A.** Termite & Extermination – Prices were given to the board to switch the exterminator company from Stephens as there have been issues with their performance. Melissa presented options to the board. The board requested to speak with the exterminator who submitted the proposal and asked to table this until after they could get the questions they had answered.
- B.** Painting and Power Washing – Melissa presented the bids for Painting and Power Washing Phase 2 from TNT & Blast from the Past, Joe motioned to accept the proposals as presented, Verlyn 2nd, All in favor
- C.** Shrub Removal & Replacement Project – Phase 1 Shrub removal and replacement project bid was presented to the board from Lindy's Landscaping. The board requested that a 2nd look be taken at the Phase to make sure the correct shrubs were being removed and replaced by Lindy's before they approved. Joe stated he will walk the site with Melissa and Lindy's to go over the work proposed.
- D.** Park Lot Island Shrub Removal – Melissa explained that management has received numerous complaints of residents who's parking spaces are next to the areas with overgrown shrubs are unable to open their doors without damaging their cars or

hurting themselves. As a result, the board requested that Lindy's submit a bid for the removal of the shrubs. Lindy's submitted a bid in the amount of \$9945 to remove any shrubs as noted by management then mulch the islands, Joe motioned to accept the bid as presented, Hilary 2nd, All in Favor.

V. Open Forum

- A.** Joe noted that all AC units being replaced need to have proper township permits submitted to the Association before and after the replacement. A notice will go out to residents with the instructions on how to submit and application to the community for approval.
- B.** A resident noted that the new dumpsters with the slider doors on the side have been a huge help for the community members to dispose of the trash.
- C.** A resident brought to the attention of the board that some vehicles, in particular a large red pick-up truck parked in a visitor spot is causing an issue to see on coming traffic as it blocks your site line. Melissa stated she will reach out to the resident and explain the situation and ask if they are willing to park in another spot.
- D.** A resident inquired
 1. if the previous month's meeting minutes had items noted they requested, Melissa stated that they did.
 2. Patio extension clarification was requested as to what was considered and extension that was permitted. Melissa explained that anything inside the fenced area was permitted with certain guidelines and anything outside the fenced area was not permitted.
 3. Inquired if fence extensions were permitted, Melissa stated that residents were not permitted to install anything on common areas including fences.
 4. Inquiry if new owners would be made aware of guidelines, Melissa stated that any new owner will be made aware as they are of all the rules of the community when they purchase and if the unit they are purchasing is in violation they will be made aware prior to the sale.
- E.** Resident asked what will be going in the islands once the bushes are removed, Melissa informed them that only mulch will be going in as to not have the issue of overgrown shrubs again.
- F.** Possible next projects for 2024 – the retaining wall repair in front of 500 building as well as tot lot update and/or repairs to the existing equipment

Being no other business, the open portion of the meeting was adjourned at 8:47 pm.

Respectfully submitted,
Melissa Errickson, Manager