

**THE ESSEX PLACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
MINUTES
May 11, 2023**

- I. The May 11, 2023 meeting of the Essex Place Condominium Association Board of Directors was called to order at 7:05 pm by Board President, Joe Letteri

Board members present: Hillary Marshall, Verilyn Gibbons, Joe Letteri, Danielle Lawrence

Board members absent:

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

Attendance list attached: 4 Residents Present – See attached list

II. General Business

- A. Approval of February 9, 2023, Minutes – Drew motioned to accept the minutes of the February 9, 2023, meeting as presented with the one change that where it states Attendance List Attached it states 9 residents were present, Hillary 2nd the motion with to accept with the change, All in Favor.
- B. Bills to be Paid –The list of bills to be paid were presented to the Board to review. Melissa reviewed the Financials for the residents that were presented to the Board. Cash Position as of April 30, 2023 - \$1,419,749.89. Melissa also noted that the delinquency amount has dropped over \$18,000 in the past 2 months.

III. Old Business-

- A. Concrete Replacement & Repairs – Proposals were submitted for the concrete repairs and replacement that are needed throughout the community. Drew motioned to approve the bid for concrete repairs in the amount of \$200,340 submitted by ANS Concrete, Hillary 2nd, All in favor.
- B. Phase 1 Painting – Hillary motioned to accept painting of shutters & doors in Phase 1 of the community in the amount of \$29,250 as submitted by TNT Painting as well as a proposal to power wash prior to painting in the amount of \$5750 submitted by Blast to the Past Power Washing, Drew 2nd, All in favor.
- C. Phase 5 Landscaping – Drew motioned to accept bid presented by Lindy's Landscaping to remove 259 shrubs, plant 326 shrubs, install 35 tons of river jack stone in the amount of \$49,123, Hillary 2nd, all in favor.

IV. New Business

- A. Drainage Line Shrub Removal – it was found that arborvitaes originally planted by the builder near or on top of the sewer drain lines had roots growing into the pipes causing them to crack and clog which resulted in multiple unit sewer backups. The board decided to remove the arborvitaes. There is no plan at this point to replant in the effected areas due to possible breakage of lines again in the future.
- B. Seal Coating, Crack Fill, Line Striping & Asphalt Repairs – Drew motioned to accept bid presented in the amount of \$71,250 from ANS Concrete & Asphalt to do the work in the community, Hillary 2nd, All in Favor.

V. Open Forum

- A. Questions about Master Insurance Policy Renewal – Melissa informed the resident that the policy renews May 15, 2023 and new Certificates will be available after that date.
- B. Question about Master Insurance Policy Deductible – Melissa informed the resident that the deductible for any loss is \$25,000 per occurrence.
- C. Residents questioned the termite traps being inspected on a regular basis. Melissa stated that they were under contract with Stephens Exterminating and would check the frequency of the inspections but to her knowledge they were supposed to be done at least once a quarter.

Being no other business, the open portion of the meeting was adjourned at 8:09 pm.

Respectfully submitted,
Melissa Errickson, Manager