

THE ESSEX PLACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
MINUTES
November 9, 2023

- I.** Roll Call - The November 9, 2023, 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: Hillary Marshall, Verlyn Gibbons, Drew Higgins

Board members absent: 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. Proof of Meeting Notice

- A.** Melissa Errickson, Community Manager, presented the proof of mailing of the meeting notice to the residents and board members present and stated it will be placed in the community's minute book for record.

III. Approval of Previous Open Meeting Minutes-

- A.** Approval of the September 14, 2023, Minutes – Drew motioned to accept the minutes of the September 14, 2023, meeting as presented with the one change that Verlyn's name is corrected, Hillary 2nd the motion to accept with the change, All in Favor.

IV. Report of Officers

- A.** Treasurer, Drew Higgins, reported that the Association's cash position as of October 31, 2023, was \$1,258,884.55.

V. Election of Board

- A.** Notice of the election and nomination forms were sent to residents in October. Verlyn Gibbons & Danielle Lawrence were the only ones to put in their nominations for their open seats. Since there were no other residents who wished to be nominated, the election was uncontested, and no election was held. Verlyn & Danielle were placed in their 3-year terms again, starting January 1, 2024, to December 31, 2026.

VI. Unfinished Business

- A.** After final inspection of all the community projects, management noted that there were areas of concrete that were inadvertently missed while work was being completed this summer. The areas were noted and a quote to complete the work was approved by the board and work will be completed by December 1st.

VII. New Business

- A.** 2024 Budget – The residents present were presented with the 2024 Budget by the Board with no increase to the dues for the upcoming year. Hillary motioned to approve the budget as presented, Drew 2nd the motion, all in favor of passing the budget as presented.
- B.** Resident 6201- requested a work order for a dryer vent cover to be replaced on his unit as it is broken. Melissa stated that she will put in the work order for it to be repaired.

- C. Resident at 4904 – requested to have a railing extension placed on her front step as she is handicapped and finding it difficult to navigate the area in front of her home. Melissa stated she will have the railing installed as soon as possible then have any necessary landscaping repaired to the area in the spring.
- D. Resident requested looking into having bee removal done in community instead of killing the bees. Melissa stated she will speak to the exterminator about the cost effectiveness & benefits of removing as compared to killing any bees found.
- E. Resident at 4103 put in a request for an 8ft x 10ft patio extension to the board for review. Melissa explained the board has denied as of now and will be reviewing the extensions installed in the community to determine the best course of action for the community as far as liability.

Being no other business, the open portion of the meeting was adjourned at 7:44 pm.

Respectfully submitted,
Melissa Errickson, Manager