

**THE ESSEX PLACE CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS**  
**MINUTES**  
**September 14, 2023**

- I. The September 14, 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, Drew Higgins

Board members absent:

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

Attendance list attached: 12 Residents Present – See attached list.

**II. General Business**

- A. Approval of May 11, 2023, Minutes – Drew motioned to accept the minutes of the May 11, 2023, meeting as presented with the one change that Drew Higgins was added to the minutes as present, Hillary 2<sup>nd</sup> 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 August 30, 2023 - \$1,349,169.48. Melissa also noted that the delinquency amount has dropped over \$4,000 in the past 2 months.

**III. Old Business-**

- A. Concrete Replacement & Repairs – All work was completed on the concrete. Any areas that were inadvertently missed on the concrete or have appeared to be issues over the past month will be addressed and the price will be reviewed for the work to be done this fall.
- B. Phase 1 Painting – The power washing and painting of Phase 1 was completed.
- C. Phase 5 Landscaping – Phase 5 Landscaping was completed.
- D. Asphalt Work - All repairs, crack filling, seal coating and line striping were completed with little issues.

**IV. New Business**

- A. Trash & Recycling Issues – Melissa explained that they are fully aware of the issues that the association is facing with the dumpster size, illegal dumping as well as residents not abiding by the association and county rules for trash and recycling. They have been meeting with the township as well as the county to try to resolve the issue. Residents are requested to report any items they find illegally disposed of that are labeled as well as reporting to management any issues they find.
- B. Reserve Money – Melissa reported that an account with TD Bank in the amount of \$125,000 was closed and moved into a high interest rate CD with the Association's bank, Citizens Bank. When the CD comes due in 18 months, the association will decide where to invest the money.

**V. Open Forum**

- A. 5202 – Brought up concerns of a possible roof leak and the issues that may possibly be a result of leak. Melissa explained that there is unfortunately steps that need to be taken so the community's

roof warranty does not get voided and that management has been staying on top of the issue and contacting GAF as well as Associa OnCall, the original installer of the roof.

- B.** 4607 – brought up concerns of their patio sinking, Melissa will have it looked at by ANS Concrete when they are out to do areas that need to be completed that were recently discovered.
- C.** The community wide shredding event will happen again this year in October. Notices and flyers will be placed and sent regarding the event. The board thanked Laura Callo for organizing this event again this year.

Being no other business, the open portion of the meeting was adjourned at 8:20 pm.

Respectfully submitted,  
Melissa Errickson, Manager