

THE ESSEX PLACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
MINUTES
November 13, 2025

- I.** Roll Call - The November 13, 2025, meeting of the Essex Place Condominium Association Board of Directors was called to order at 7:12 pm by Manager, Melissa Errickson
Board members present: Nick Puvogel, Verlyn Gibbons, Joe Letteri, Danielle Lawrence, Drew Higgins
Board members absent: None
Also present: Melissa Errickson & Amanda Insley, Pin Oak Community Management, LLC
Residents 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 11, 2025, Minutes – Danielle motioned to accept the minutes of the September 11, 2025 meeting as presented, Drew 2nd the motion to accept, All in Favor.
- IV. Report of Officers**
A. Melissa reported the Total Cash Position for the Association's as of October 31, 2025, was \$1,393,484.79.
- V. Election of Board**
A. Notice of the election and nomination forms were sent to residents in October. Nick and Drew's seats were up for election, they both put in their nomination to be on the board, there were no other nominations submitted so the election was uncontested and they were both appointed to the seats again. Their terms will end on December 31, 2028.
- VI. Unfinished Business**
A. 2025 Projects Completed – Melissa described to the residents present the reserve and operating projects completed by the Association during the year. Phase 2 Landscaping was completed, Phase 3 Paint and Power washing was completed, the Tot lot was completed, we are just waiting for an additional structure for 2 additional toddler swings to be installed.
B. 2026 Projects – Melissa informed the residents that the Board plans to continue the landscaping replacement and the next phase will be Phase 3 (Grenwich Lane) and Phase 4 (Essex Lane) will be painted
- VII. New Business**
A. 2026 Budget – The residents present were presented with the 2026 Budget by the Board with a slight increase to the dues for the upcoming year. The monthly dues will go from \$205 to \$210 a month to help cover the increase in the insurance premium as well as normal inflation. Nick motioned to approve the budget as presented, Joe 2nd the motion, all in favor of passing the budget as presented.

- B. Open Session** – the board approved the residents to discuss issues they have been having.
1. 4304 Greenwich – stated there is a tree with berries that in near their parking space that continues to drop them causing staining and asked if can be removed.
 2. 5303 Essex – requested that the vent flaps on their unit need to be fixed and requested a cage to be put around them. Also asked if the big trees near their unit can be trimmed back since they are rubbing the gutters and building.
 3. Nick requested wording changes to Rule #36 that were presented to the Board. The Board agreed for Melissa to make the changes and update the information on the website.
 4. It was reported that 6206 has 3 dogs that are continually off leash and the tenants are not picking up after them. Melissa will reach out to the owner.
 5. Discussion about dates to allow holiday lights to be put up. Board stated December 4th falls within the guidelines as stated in the Rules & Regulations. Melissa will perform an inspection and send letters to anyone that has the lights up prior to the specified date.

Being no other business, the open portion of the meeting was adjourned at 8:18 pm.

Respectfully submitted,
Melissa Errickson, Manager