

Cross Keys Condo #1  
Board Meeting Minutes  
June 7, 2017

I. Neile Eisner called the meeting to order at 6:30 p.m. A quorum was established.

- Board Members Present: Neile Eisner, Sharon Nathanson, Carol Kaufmann, Irv Settleman, Gail Mandell, Sarah Taylor and Laura Armstrong.
- Board Member Not Present: Mike Hill
- Thornhill Properties: Louis Panos, Kathy Pilachowski, and Brennan Kimball.
- Other Unit Owners Attending: Hillard Cohen, Benton Hall, Richard Hynson, Susan Marbury, Perie Meltzer, Linda Myers, Deborah Saunders, Carl and Jackie Wehmueller, and David Young.

II. Approval of Minutes

A motion was made to approve the minutes of March 1, 2017 and it was unanimously approved by the Board. The minutes are entered into the Association records.

III. Reports

A. President's Report

Neile Eisner gave the report. During the last two months, the Association has been actively involved in the transition to its new management company, Thornhill Properties and our managers Louis Panos, Kathy Pilachowski and Brennan Kimball. The process included transfer of all the property records, financial information, pending projects etc.

For major repairs such as fences and Building H decks, the Board is working to establish a three-year repair and replacement cycle. Bids are being solicited for an appropriate contractor to handle these items. We have two new contracts, one for trash and one for insurance, both of which resulted in savings over previous contracts.

The Association appeared before the Baltimore City Environmental Control Board on April 18, 2017 to address charges that the Association had reconstructed the foundation of 24/26 Olmsted Green in 2008 without a permit. The City was going to require us to un-do the work that was performed in 2008 and start over with proper permits. We were successful in convincing the City to issue the permits without re-doing the work. This

issue is coming to a resolution, which may involve our paying fines—we are still contesting them.

CKMC has formed a Security Committee and asked all Associations for input regarding current security. Condo 1 is preparing a letter with the Association's concerns. These include potential liabilities since current personnel are not licensed and there are no background checks by State officials who are authorized to check appropriate databases, which would be performed if personnel were licensed. Also, it has been reported that Security does not always check vehicles entering after 10 pm, and does not patrol Condo 1 courts, leaving us vulnerable. Also there apparently hasn't been any effort to bid out the current security contract. Neile asked for comments during the open forum.

Finally, Neile advised residents that Thornhill will not provide "handyman services" to individual unit owners during the workday but they have personnel who moonlight after hours and on weekends. To access this service if needed, call the Thornhill office and speak to Kathy.

#### B. Treasurer's Report

Gail Mandell gave the report. As of April 30, 2017, there was \$154,322 in the Operating Account and \$331,356 in Replacement Reserves, so the Total Assets are \$485,679. Legal fees were about \$9,000 over budget due to the action taken against the Association regarding construction work completed in 2008 as well as an enforcement action taken by the Association to remove an unauthorized vehicle from the property. This is the last report from VMI.

#### C. Website

Sarah Taylor gave the report. The website has been updated to reflect the Association's new management company and contact information. Also the parking form and other forms have been updated. Sarah continues to do E-blasts to keep the community informed of current issues. If a resident is not signed-up to receive the e-blast and would like to receive them, go to [www.crosskeyscondo1.com](http://www.crosskeyscondo1.com) and sign up on the home page.

#### D. Landscape Committee

Carol Kaufmann gave the report. Landscape maintenance has gotten off to a slow start due to weather. The committee is actively working with the Association's contractor, Ruppert. A proposal for completing the swale

work has just been received and is being evaluated. Also, a proposal for a 3-5 year landscaping improvement plan has just been received and is being evaluated.

#### E. CKMC

Sharon Nathanson gave the report. Work is in process on the commercial area including painting and re-doing of the upper parking lot deck. CKMC also is working on a community website and is doing a security survey. The next meeting is June 14, 2017, and more information will be forthcoming at that time.

#### F. Property Manager

Louis Panos, Vice President, Thornhill Properties, introduced himself and his team Kathy Pilachowski and Brennan Kimball. His report covered the Capital Reserve Study, a lighting review and insurance. On the Capital Reserve Study, he is working with the Association's contractor to provide the data that is requested. Once the material is provided, he anticipates a revised study within 30 days. He is also working on recommendations to the Board on lighting, identifying ways to both save money and make the community more "green." Finally, he reported that we have a new insurance contract which will cost the Association \$6,000 less than the previous contract..

Kathy Pilachowski reported on the following maintenance and repair issues:

Fences/Building H—bids will be sought for repair and maintenance of the fences and the Building H decks. These elements will be on a three-year cycle.

Downspouts/gutters—The downspouts and gutters will be cleaned twice a year. The first cleaning will take place on June 26 and 27. Residents have been notified via the website. Another reminder will be sent before the cleaning date.

Exterminator—At the present time, we still have Ehrlich as the Association's exterminator. They do limited work in the units. If an owner needs services, that person should call Kathy and they will be put on the list. Presently, the exterminator comes early Friday. Exterminator services will be bid in the near future.

Trash—A new vendor has been hired and trash continues to be picked up early on Monday and Wednesday.

Parking Stickers and Issues—The new parking form is on the Condo 1 website. Thornhill, not Village Management, is responsible for parking stickers and parking issues. Contact Kathy if there are questions.

Landscaping—Thornhill and the Landscaping Committee have been working with Ruppert Landscaping on maintenance issues. Also, Thornhill will be working with the Board to evaluate the swale proposals.

24 Olmsted Green—The fence and its supports in front of 24 Olmsted Green have sustained major damage due to what appears to be a hit-and-run driver. Thornhill is getting bids on the cost of needed repairs.

Hot Water Heaters and Pipes—There are issues with the hot water pipes and the pressure valves on some rows of houses. Homeowners are experiencing noises and rattling of pipes. Thornhill is evaluating the situation and will present the Board with options for repair.

Community Tree—Thornhill met with Community Tree, the Association's tree contractor. They are on the property about once a month. As part of the Association's management contract, Thornhill will be supervising Community Tree. Any concerns about trees should be sent to Kathy. The initial focus will be on trimming trees back from houses, lamps, and cars, etc.

Water Bill—The water bill of \$56,000 for one year has been paid.

Brennan Kimball reported on his research regarding the deer problem and potential solutions. In summary, there are three possible options: fencing, community spraying, and resident spraying of individual properties. None, however, are proven solutions to keep deer out. Brennan is going to get prices on spraying. The Board will be evaluating options in the near future.

- IV. Open Forum—Unit owners were given the opportunity to speak on any matter of interest to the community.
- A. Ben Hall distributed a letter from the residents of #28-36 Olmsted Green regarding loud plumbing noises they are having with their pipes. Thornhill is aware of this situation and has sent a plumber to investigate it. The letter requests that the "Board take immediate investigative action to pinpoint the cause of this problem and to inform the undersigned unit owners of its findings as well as plans to resolve this problem." Thornhill will follow-up.
  - B. David Young of 38 Bouton Green expressed concern about the continued settling of his property, the water pressure problems he is experiencing

and an incident with security. Thornhill is following up.

- C. Linda Myers, of 24 Olmsted Green, wants to see a community forum where residents can discuss their concerns.
- D. Susan Marbury, 56 Olmsted Green, asked about BGE's schedule for repairing the macadam on Olmsted Green after its recent pipe repair. On the street repair, it is on the BGE contractor's list to complete, but no definitive timetable was given. She also asked for clarification regarding owner vs. Association responsibilities regarding repair and maintenance. A chart which was completed in 2010 is in the process of being reviewed and updated. Once completed it will be distributed to all residents and placed on the website.
- E. Perie Meltzer, 68 Olmsted, expressed concern regarding residents who do not pick-up after their dogs. Another email blast will be sent with this important reminder.
- F. Hillard Cohen, 12 Olmsted Green, reported that a gas leak was repaired by BGE. If a resident smells gas, they need to call BGE immediately and report it. They will come immediately to check out the problem.
- G. Babs Bierman, 2 Olmsted, stated that she does not believe that security is a problem. She likes the email blasts giving the community information. She also noted some poison ivy on the hill near her house and the deterioration of the steps going down to the storage units in her row. Thornhill will notify Ruppert on the poison ivy and determine what actions should be taken regarding the steps.
- H. Deborah Saunders, 64 Olmsted Green, wants the Association to set Thursday rather than Friday as the trash day. Since the City picks up our trash, the Association is governed by their schedule. Residents are also asked to not put out recycling until Friday morning. If put out the night before, the recycling should be covered so it won't blow around the property. Deborah also announced that the annual Condo 1 party will be held on September 10 in the late afternoon. She wants to encourage residents to attend. Watch the email blasts for more information.
- I. Jackie Wehmueller, 46 Bouton Green, thanked Louis and Kathy for their work on the decks and the fences.

There being no further business, the Board unanimously voted to adjourn.

The next Board Meeting is scheduled for Wednesday, September 6, 2017 at 6:30 pm in the Clubhouse.

Sharon Nathanson, Secretary