

Cross Keys Condo #1  
Board Meeting Minutes  
September 6, 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, Mike Hill and Laura Armstrong.
- Board Member Not Present: Sarah Taylor
- Thornhill Properties: Louis Panos, Kathy Pilachowski, and Rosemary Parker.
- Other Unit Owners Attending: Patricia Mooser, Nino Panagia, Diana Schulin, Barbara Taylor, Sandy Mislant, Nancy Caplan, Margaret Galambos, David Young, Carl Wehmueller, John Cahan, Deborah Clark.

II. Approval of Minutes

A motion was made to approve the minutes of June 7, 2017 and it was unanimously approved by the Board. The minutes are entered into the Association records.

III. Reports

A. Property Manager-Louis Panos/ Kathy Pilachowski/Rosemary Parker reported for Thornhill.

1. Fences- Bids for repair, power washing and painting of the fences (and Building H decks) have been received and evaluated. Thornhill recommended that the Board proceed with a contract with CentPro for Hamlet Hill only at this time for a cost of \$3180. If the Board is satisfied with the work, it can authorize work done on the other courts. Thornhill will secure the contract and distribute to the Board for approval. The contractor should be able to begin within 2-3 weeks. Once the work is evaluated, work will proceed on the other courts. The bids are: Palmer Green \$8560; Bouton Green \$8510 (to include Building H decks); Olmsted Green \$10665. The intent is to complete the work before the winter. Carol Kaufmann asked to be informed about the date of the work commencing on Hamlet Hill. The Board unanimously agreed to moved ahead with the contract for Hamlet Hill.
2. Snow Removal-1 bid received; other\_Bids are being sought.
3. 38 Bouton Green- Adams Engineering was out on 8/21 to reassess the crack in the masonry. The report was received on 8/28 and shared with the homeowner and the Board President. There does not appear to be an increase in the gap of the crack. Thornhill will repair the crack.

4. Lighting Retro Fit- Facilities Services Group has evaluated the cost of retrofitting all community lighting “bulbs” (21 bulbs) to LEDs to save on electricity costs and provide brighter lighting. The first year cost would be \$5404 less an expected utility rebate of \$600 for a net cost of \$4805. Annual energy savings would be approximately \$4982. The Board unanimously approved moving ahead on the contract.
5. 24/26 Olmsted- Thornhill has made many attempts to reach Reuling, the engineer previously engaged to issue a final report. The Board recommended we contact another engineer to finalize this process.
6. Palmer Green Lights- There have been continuing problems with the street lights going out on Palmer Green. Thornhill believes that there is an underground short somewhere and will continue to work on resolving this problem.
7. Swales- Bid from Ruppert has been received. Additional Bids are being sought.
8. Tree Trimming- Community Tree is the current vendor but their contract has no term. Thornhill is working on cancelling the contract and will schedule a walk-thought with A&A tree in the Fall. Tree work will be scheduled once a year and also cover emergencies. Once Thornhill has the bid, the Board will need to approve the contract.
9. Financials- The financial reports will be sent to the Board by the 15<sup>th</sup> of every month.
10. Website- The Board has transitioned the maintenance of the website from our volunteer Sarah Taylor to Thornhill who will now be responsible for email blasts and website maintenance.
11. Old Business Follow-up- Repair of 24 Olmsted wall/fence-complete; repair of terracotta pipe/sinkhole between 34 Palmer/26 Olmsted complete. Continue the contract with Ehrlich for pest control and advise residents of the availability of this service through email blast and posting on website; resolved pipe noise issue on Olmsted. One resident still concerned but Thornhill has not been able to reach that person after repeated tries through email and phone. Community Tree has been here is in the process of completing a major list of pruning issues.

#### B. Treasurer’s Report

Gail Mandell gave the report. As of July 31, 2017, there was \$112,626.72 in the Operating Account and \$359,415 in Replacement Reserves, so the Total Assets are \$472,044.31.

### C. Legal Committee

Gail Mandell reported that the Legal Committee met with members of the Board to solicit ideas and is working on an update of the Rules and Regulations. The intent is to have a draft by October.

### D. Party Committee

Laura Armstrong reported for the Committee--The annual Condo #1 Party is scheduled for September 10, 5-7 pm on the Clubhouse. To date, 28 people have signed up to attend. The Board thanked the Committee for their work in putting together this event for the community.

### E. Cross Keys Maintenance Corporation (CKMC)

Sharon Nathanson as the Condo #1 representative to the CKMC reported. The CKMC Board is in the final stages of developing a website for the entire Village of Cross Keys and anticipates it will be live by the end of September. Pool 2 (South End) will remain open until September 17. Pickleball lines have been put on Court 1 (Near Clubhouse) and it is available for use. A Security Committee was established and has been working on a report and recommendations. The Legal Committee has been working with lawyers, accountants and auditors to come up with recommendations on a funding formula. The existing funding structure which has been in existence since Cross Keys was founded has never been codified. Any proposal will be brought to the CKMC Board and the residential associations and the hotel will have a chance to review and discuss with their respective parties before any final decision is reached. The next meeting is September 13, 2017.

### F. Landscape Committee

Carol Kaufmann reported for the Committee. Ruppert is the Association's landscaper. The Committee has not met this summer and has expressed concerns about the contractor and their performance. Thornhill is the contact for ongoing communication with Ruppert. Thornhill will add a landscaping request form to the website. All landscaping concerns should be directed to Rosalie Parker by email ([rparker@thornhillbaltimore.com](mailto:rparker@thornhillbaltimore.com)) and she will handle with the landscaper. Residents should not give direction to the landscapers or interrupt their work. Neile asked the Committee to work on a 3-5-year plan and to come up with recommendations for the Board. The committee will work on the plan over the winter so planting can start in the Spring.

IV. Open Forum

John Cahan asked the Board to review the rule about landscaping in the common area. He supports owner's efforts beautify the community. He also commented that he believes a CD is not the best investment for community funds due to the limited return.

Barbara Taylor supports a community plan for landscaping. She expressed concern about the current landscapers.

Diana Shulin is concerned about older trees dying and would like to see a replacement plan. She also advocated for a community herb garden.

Patricia Mooser noted that the cable behind her row is visible and needs to be buried. Thornhill will contact Comcast to get them to come and repair this.

Margaret Galambos was glad to find out the information on pest control.

V. Old Business—none

VI. New Business

- A. There was a motion to place \$300,000 from the Association Reserve funds into CDs. The motion was seconded and unanimously approved.
- B. The President noted for the record that there was a closed meeting on June 15, 2017, and the Board voted unanimously to close the meeting.

VII. Adjournment

There being no further business, the Board unanimously voted to adjourn at 7:35 pm.

The next Meeting is the Annual Meeting and is scheduled for Tuesday, December 5, 2017 at 6:00 pm in the Clubhouse.

Sharon Nathanson, Secretary