

**Cross Keys Condo #1
Board Meeting Minutes
March 14, 2018**

I. Call to Order and Verification of Quorum

Laura Armstrong called the meeting to order at 6:30 p.m. A quorum was established.

- Board Members Present: Laura Armstrong, Gail Mandell, Michael Hill, Sharon Nathanson, John Cahan, Diana Schulin, Sarah Taylor, and Carol Kaufmann
- Board Member Not Present: Neile Eisner
- Thornhill Properties: Rosalie Parker
- Other Unit Owners Attending: Helen Walters, Lee Williams, Rosemary DiStefano, Hillard Cohen, Marjorie Goodman, Nino Panagia, Irv Settleman, Barbara Taylor, Carl Wehmueller, Ann Carneal, Deborah Saunders, David Young, Rod Petrick, Deborah Frank, S. Warranson, Elisabeth Nichelson

II. New Business

A hearing was held on the "Proposed amendments to Cross Keys Condo 1 Rules & Regulations" which were mailed 15 days ago to all unit owners. Comments were received in writing from 5 owners.

After some discussion and consideration of the comments received as well as comments made at the meeting, the following changes and additions were proposed:

Leasing: Requirement of providing paper copies of master deed and bylaws to tenants will be not be included in the rule as these documents are available on the Condo 1 website.

Parking: The requirement for front-end parking was removed. Commercial storage pods will not be allowed in parking spaces overnight.

Fences: It was clarified that the Association is responsible for building H rear decks, fences, gates and back steps.

Regarding fence painting, it was clarified that the "inside front of the fences" is unit owner's responsibility.

Recycling: The term "Thursday" will be changed to "the evening before pick-up".

A motion was made to accept the above changes and it was unanimously approved by the Board. Gail Mandell will amend the document, and have it posted to website; changes will be effective 15 days from this board meeting on March 30, 2018.

III. Approval of Minutes

A motion was made to approve the minutes of September 6, 2017 and it was unanimously approved by the Board. The minutes are entered into the Association records.

IV. Treasurer's Report

John Cahan gave the report. As of February 28, 2018, there was \$133,406.99 in the Operating Account and \$415,710.82 in Replacement Reserves, so the Total Assets are \$549,117.81. For the month of February income exceeded expenses by \$23, 836.24.

V. Reports

A. Property Management Report – Rosalie Parker

1. Fences: Bouton Green and Olmsted Green fences will be painted this spring by CertaPro (Bouton Green - \$8,510; Olmsted Green \$10,665). Rosalie to check and see if decks, steps,, rails, etc. are included in this estimate. Work is scheduled for the week of April 16 for Olmsted and April 24th for Bouton, weather permitting. Notices will be placed on unit doors and notification will be sent to all residents. Owners can independently contact CertaPro directly to have the inside of their front fences or back fences done at the same time. (This is an owner's expense).

2. Landscaping: Spring clean up is scheduled for March 21st, weather permitting.

3. Hot water heaters: 4 currently need replacement, as indicated in the Reserve Study: 58 Bouton, 2 Olmsted, 2 Hamlet, and 50 Palmer. The Board unanimously agreed to move forward with this work by Thornhill, at a cost of \$36,000.

4. 18 Hamlet Hill: a price quote of \$650 for concrete repair by Atlas (non aggregate) was recommended. The Board unanimously agreed to approve this work.

5. Sidewalk proposals for area between Bouton and Olmsted: proposals were received from Atlas (\$9,700) and NMG (between \$7,000 - \$18,000 depending on materials used). The Board will further review what can be done and funds available in the budget next year.

6. Dryer vent cleaning: unit owners have been mailed fliers and an email blast was sent regarding a discounted group rate by T&D (at owner's expense). Work is scheduled for April 12-13th. Owners should contact T&D directly for service.

7. Window washing: cleaning is scheduled for May 1st; both upper and lower windows, front and back, will be cleaned once during this year.

8. Condominium Fee Delinquencies: Owners are reminded that Condo

Fees are due on the first day of the month. If the fee is not received by the 15th, a late fee will be added and a letter sent.

B. Landscape Committee Report

Carol Kaufmann gave the report. The committee met with Ruppert in January to discuss Phase One of the Beautification Project, planned for Hamlet Hill. Ruppert advised that there are limited plant choices due to deer, limited sunlight, compact soil and tree roots. Ruppert is working on a drawing and budget, which will be reviewed by Thornhill and the committee. The committee recommended that a soil analysis and drainage test be done and Ruppert agreed. The issue of tree stumps in the community will also be addressed and the Board will receive a cost estimate for review. Residents are reminded that any tree issues (requests for pruning, etc.) need to go through Thornhill. Also, residents are reminded that the landscape maintenance teams will not respond to individual requests, rather residents need to make requests through Thornhill.

C. CKMC Report

Sharon Nathanson gave the report. Sharon represented Condo 1 at the recent Cross Keys Management Committee (CKMC) meeting, where a study of security issues has been underway. Recommendations approved by CKMC which are in the process of being implemented include: installing a state-of-the-art camera and computer system at the Gatehouse in the near future; updating lighting on the main roads; requiring security personnel to wear uniforms; requiring roving vehicles to be enhanced to look more professional; reviewing the training of security personnel; instituting rover patrols for those Associations that want them and which will waive liability. Condo 1 has requested that rover vehicles go into Condo 1 parking areas; the Board has signed a liability waiver agreement with CKMC in that regard. Sarah Taylor will serve as the new Condo 1 representative to the CKMC Security moving forward.

VI. Old Business

The report was given by Laura Armstrong. There was a closed meeting of the Board on February 26, 2018 to discuss business transactions in the negotiation stage, and individual assessment issues.

VII. Resident Comments

A question was asked about community input on landscaping issues now that Thornhill is handling. Residents are encouraged to connect with the Condo 1 Landscaping Committee with any input. Plans for beautification will also be shared in advance at upcoming board meetings.

A question was raised about Gatehouse security procedures and the need for both a more professional looking rover(s) and possibility of stopping all visitors (after hours). The Board will continue to work with CKMC on improving security measures for the community.

There was a request that the Board review the need to repair crumbling sidewalks and consider handicapped access on curbs (ADA rules). The Board confirmed that this is under review/consideration.

A question was raised about units that need painting (bricks). Requests should be made to Thornhill.

A question was asked about the swale and mud problems behind Hamlet Hill, Bouton and Palmer Green. And, there was a question about ivy that needs to be taken down (due to lime disease). These issues are on the list to be addressed and Thornhill will do a walkthrough this spring to evaluate.

A question was raised about the new state law on smoke detector. Under the new law, for smoke alarms that are battery-operated, the units need to be replaced/upgraded with new, sealed, long-life smoke alarms equipped with a hush feature. The silence/hush feature will allow a resident to silence an accidental alarm for up to 10 minutes before turning itself back on. The silence/hush feature will eliminate the need to remove the smoke alarm battery. Owners were advised that the Baltimore City Fire Department will provide and install them for free by calling "311".

VIII. Leadership Change

Laura Armstrong's home was sold and she will be stepping down as President of the Board. The Board elected Sharon Nathanson as President, Gail Mandell as Vice President and Diana Schulin as Secretary. John Cahan will continue as Treasurer. The Board and the community thanked Laura for her contributions to the Board and service as President.