

**Cross Keys Condo #1
Board Meeting Minutes
June 6, 2018**

I. Call to Order and Verification of Quorum

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

- Board Members Present: Sharon Nathanson, Gail Mandell, John Cahan, Michael Hill, Sarah Taylor, Diana Schulin, and Carol Kaufmann
- Board Member Not Present: Neile Eisner
- Other Unit Owners Attending: Nino Panagia, Anne Gibson, Hillard Cohen, Holly Maddux, Peg McKibbin and Rod Petrick.

II. Approval of Minutes of March 14, 2018

A motion was made to approve the minutes of March 14, 2018 and it was unanimously approved by the Board. The minutes are entered into the Association records.

III. Treasurer's Report

John Cahan gave the report. As of April 30, 2018 there was \$131,375.38 in the Operating Account and \$400,189.51 in Replacement Reserves, so the Total Assets are \$531,564.89. For the month of April, income exceeded expenses by \$18,837.71.

IV. Reports

A. Property Management Report—Rosalie Parker

Website: updates were made to include new board members and officers.

2017 Audit: Donald Hiltner & Co. will be doing the audit for 2017. Thornhill's information is available. There is still a hold up with CKMC that affects the first 4 months of 2017; Thornhill will continue to monitor to make sure it is completed this year.

Tree trimming: A motion was made to approve the bid from A&A for tree removal and pruning (44 trees throughout Condo1, for an estimated total of \$19,600) was unanimously approved by the Board. The work will begin the week of June 11.

Sidewalks: Rosalie will get a quote from Precision Cutting for sidewalk repairs needed throughout the community. BGE will come back to repair sidewalk at #10 Olmstead where the new gas line was put in; #18 Hamlet Hill sidewalk repair will take place on Tuesday, June 12th. Also, proposals for a sidewalk to be placed between Bouton & Olmstead will be considered given the Associations resources and the needs identified in the Reserve Study. (estimates varied between \$7,500 to \$13,000).

Plumbing: a PRV (pressure relief valve on the hot water heater) was replaced in Bldg. H. The scoping work for the sewer line on Hamlet Hill is complete. The Association is still awaiting a formal report from the vendor.

Storage Areas: Sump pumps failed at Olmstead and Bouton and there was flooding in the basements due to heavy rains and silt/debris collecting in drains in the outdoor stairwells. Those drains have been cleared, one sump pump replaced and one fixed. Rosalie has requested that Thornhill check all the drains and sump pumps in the storage areas and will discuss the need for improved weekly cleaning by Rupert. The Board also requested Rosalie develop a maintenance plan for winter when Rupert isn't onsite for landscaping.

B. Legal Committee

Gail Mandell gave the report. Gail shared an updated Grid of Responsibility that addresses responsibility for maintaining/repairing/replacing a variety of interior and exterior elements of the homes. The document was vetted by our lawyers and are in accordance with the Maryland Condo Act, the Association's Declaration and By-Laws. The document will be published on the website after final comments are received by the Association's attorney. This updated version will also go out with the resale package for new owners.

A motion was made to approve the updated Grid of Responsibility and it was unanimously approved by the Board.

C. Welcome Card

Diana Schulin gave the report. Diana shared an updated draft on the proposed printed welcome card that will be given to new owners. It was decided that 50 cards will be printed and Sarah Taylor will distribute to new owners. A motion was made to approve the card and it was unanimously approved by the Board.

D. Community Get-together

Sarah Taylor and Peg McKibbin gave the report. The Committee is working on identifying a date and location for the annual community get-together. As soon as the date, location and details are finalized, information will be circulated to the residents. Sarah and Peg will follow up with Sharon regarding the plan, including a budget and additional details.

E. Stormwater Management

Sharon Nathanson gave the report. Sharon met with Bluewater Baltimore and a landscape architect to discuss the issue of swale renewal and plantings to reduce stormwater run-off. Bluewater Baltimore offered an initial concept plan and a more detailed plan is expected in the next couple of weeks. Areas of priority include: behind the T on Bouton Green (large hill, denuded by deer and needs some plantings, soil berms and plantings); run-off from Olmsted to Hamlet Hill; and the area behind the T on Olmsted. The next step is getting a concept plan from the landscape architect, then the Association will need to seek grant funding—there is a possibility of receiving grant funds for some of the work (first a planning grant for \$5,000 then there are larger grants we could apply for later). Residents are encouraged to contact Sharon if they'd like to help work on this project. Sharon will report back at the next Board meeting.

V. Old Business

Sharon Nathanson gave the report. Sharon shared that priorities for 2018 as outlined in the Reserve Study that are being addressed, include: painting and repairing fences and decks (Building H only) ; 4 hot water heater replacements; tree pruning and removal of dead trees; and sidewalks repairs; Hamlet Hill plantings (a priority for this fall—Rosalie will check that planned plantings will not have large root systems in front of homes); and planting and a stormwater run-off plan.

Rules and Regulations Reminders

Revised Rules and Regulations were approved at the last Board Meeting and are now posted on the website. Owners are encouraged to review them and make sure they are in compliance.

Maintenance Emergencies—owners and residents were advised to call Thornhill by phone for true emergencies. Thornhill's phone is 410-296-2877. For after-hours emergencies after 5 pm and on weekends call 410-337-4708. For routine issues, sending email is preferred as it creates a record for Thornhill and also the owner.

Areas outside of the boundaries of the Units and Limited Common Area—this Common Area is the responsibility of the Association. Owners were reminded that Board approval is needed for any plantings in the common areas and requests to the Board must be made through Thornhill.

Rules on Dogs—a reminder to all residents that dogs be on leashes at all times. This is a Baltimore City law and is also covered in the Association’s rules.

Trash—a reminder that we do not have trash pick-up in the common areas and residents are responsible for putting their trash in containers (within their enclosed areas). Recycling must be placed at the curb no sooner than the evening before and any recycling containers should be taken in as soon as possible.

VI. New Business

Board Members

Sharon Nathanson gave the report. Sharon noted that there will be vacancies on the Board at the end of 2018 and that we need to recruit new members. Ideas discussed included hosting an “Open House” to discuss with the community and sending an email blast to owners asking for volunteers. It was also noted that there is a need to bring in people with various knowledge including: finance, computers, and landscaping. This will be discussed further at the next Board meeting.

Document Storage

Diana Schulin gave the report. Diana recommended that Board members use the Google Docs service to share and store official Board documents online. This is a free service for up to 15GB of space. Rosalie offered to host a working meeting at Thornhill to show us the software and give an informal training. A motion was made to use this service and it was approved unanimously by the Board.

Issue of A/C Enclosures in Limited Common Areas

Gail Mandell raised the issue that the enclosures around the A/C units are not recommended any more due to air flow efficiency of the A/C units, and that companies are not offering warranties if units are covered in this traditional way (inside wood enclosures). It was recommended that we should allow the units in the limited common areas to be uncovered. A motion was made to approve this change in the rules and it was unanimously accepted by the Board.

Proposal on Routine Maintenance

It was proposed to prohibit general maintenance and construction work on the inside of units on six major holidays: January 1st, Memorial Day, July 4th, Labor Day, Thanksgiving and December 25th. A motion was made to approve this rule and it was unanimously approved by the Board. (Rosalie will send an email blast notifying residents about this.)

Community Comments

A question was raised about what security measures have been as discussed at December meeting. Sarah gave a few updates: CKMC is now using more professional looking security cars; security cars are again going into all courts on a random schedule; and, CKMC looking at new computerized cameras for the Gatehouse. It was also noted that to the Association's knowledge there have been no issues recently and that the Gatehouse front desk staff is recording license plates of vehicles without stickers coming in to the property after hours.

A question was asked about how to clean up storage areas. Rosalie suggested that we could arrange for a bulk trash pick up for the community, from storage areas or homes and offered to price that for us. The issue of getting old junk up the stairs and out was raised as well and determining whether there's interest in the community.

A question was raised regarding the brick patio walls need for cleaning. The Board will consider this for next year.

There was a question about the increased number of chipmunks and if it was a problem. Rosalie mentioned that unless they get inside in the walls or ceilings, they are not harmful.

VII. Adjournment

A motion was made to adjourn the meeting and it was approved unanimously by the Board.

Diana Schulin, Secretary