

**Cross Keys Condominium No. 1
Minutes of the Annual Meeting
November 28, 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.

Present: John Cahan, Michael Hill, Carol Kaufmann, Gail Mandell, Sharon Nathanson and Rosalie Parker, Thornhill Properties.

Not Present: Diana Schulin, Sarah Taylor

Over 60 unit owners in addition to the Board members were present. Guests present were Ashley Traut, Senior Manager, Innovation Projects at BlueWater Baltimore; Kelly Lindow, Principal with Cityscape Engineering; and Jean Mellott, landscape designer who is working with Cityscape.

II. Approval of Minutes of 2017 Annual Meeting Minutes

A motion was made and seconded to approve the minutes of the last Annual Meeting held on December 5, 2017. The motion was accepted, and the minutes were unanimously approved.

III. Introduction of the Board and the Candidates Running for Election

The Board members each introduced themselves, and Sharon Nathanson thanked them for their time and service, with a special thanks to Carol Kaufmann, whose term is ending.

Sharon reported that one vacancy needs to be filled on the Board (since the candidate, Hillard Cohen, has decided not to join the Board) and asked for nominations from the floor. Sharon suggested a representative from Olmstead Green and/or Hamlet Hill since there currently is no one from those streets. No nominations were received.

IV. Report of the Cross Keys Condominium #1

Sharon Nathanson gave the report.

Stormwater issue: Sharon shared background on the stormwater issue, noting that this year Baltimore had over 65 inches of rain, the most ever recorded in this area. This amount of rain had a major impact on our homes and grounds in terms of rushing water; overflowing gutters; sump pumps, which couldn't keep up with the amount of

rain; flooded patios; and rushing swales. In addition, Condo 1 has had many leaking roofs (see Section IX New Business for discussion on roofs).

The Board has begun a multi-year project to improve stormwater drainage and continue to beautify our natural environment. As of last spring, a committee of interested owners was formed to address the issue of storm water runoff in Condo 1, including: Richard Emory, Mike Hill, Helen Walters, Warren Anderson, and Suzanna Duvall. The committee has met, walked the grounds, and discussed ways to proceed. This Fall, the Board contracted with a civil engineer, Kelly Lindow, principal at CityScape Engineering, a small Maryland-owned firm with experience in these areas. Her firm, working with Jean Mellott, a landscape architect, will develop a Stormwater Plan for Condo #1 that will identify areas of concern and proposed interventions to mitigate stormwater and runoff impacts.

Ashley Trout shared information about Bluewater Baltimore, an environmental non-profit, with a mission to protect waterways in Baltimore. He noted the fact that stormwater runoff is a tremendous issue in Baltimore. One of biggest challenges is in dealing with the urban environmental impact on streams and the Chesapeake Bay—45 percent of Baltimore consists of impervious surface and, because of that, water can't soak into the ground. The resolution is to try to get more stormwater to soak into the ground. He further explained that the problem of runoff in neighborhoods such as Cross Keys is also due to steep slopes, and that it's important to redirect water away from patios and basements and allow the ground to soak it up.

Kelly Lindow noted that she has been working with Jean Mellott, a landscape architect, and described recent, similar work they've been doing nearby at Cylburn. She said that at Cross Keys the issue is how to alleviate too much water by using diversions, improving channels, piping and some of the softer greener strategies, slowing the water down and enabling it to absorb. Kelly shared a map of Condo #1, and she asked that people in attendance put a dot on the map showing where they know of any problems with runoff. In the next couple of weeks, she will walk around the property and look at the issues and develop recommended solutions. CityScape will then come back and present findings to owners, though any construction will be longer term, and cost considerations will be evaluated, and a timeline drawn up. She also mentioned that grants are available from the Chesapeake Bay Trust and the Department of Natural Resources which might be available to help with some costs.

Annual Maintenance: Sharon continued with the report and reminded owners that our goal is to protect and enhance our property values and to continue to make Condo 1 a desirable place to live. She noted that our properties and grounds are now over 50 years old and our infrastructure is aging. Sharon described maintenance activities approved by the Board, based on the 2017 Reserve Study. This included replacing 4 hot water heaters, repair and painting of fences, extensive tree pruning, removal of dead trees and stumps, and eliminating tripping hazards on sidewalks. In addition, there was routine

work done by our landscape contractor, snow and trash removal, as well as numerous repairs to the common elements on all courts.

Emergencies: Emergency repairs this year included a major waste and water line break on Hamlet Hill, tree removal from storm damage, as well as plumbing emergencies. In addition, a large number of roofs began leaking this summer that needed emergency attention. All of these were unplanned and unbudgeted expenditures.

Long-term planning: A long-term planning committee was formed to take a comprehensive look at the Association's long-term needs. The first recommendation was that the Association needs to increase the monthly contributions to the Reserve Fund in 2019 to adequately fund many long-term infrastructure repair and replacement needs. The Board included a 3 percent increase in the Reserve Fund in the Association's 2019 budget .

Management and Governance: It was noted that in the year ending the Board updated the Condo 1 Rules and Regulations (last updated in 2012) and revised the "Maintenance Grid" identifying which items are owner responsibilities and which are Association responsibilities. (Note: these items are on the website.) The Board also updated our Welcome Card for new owners and held an open house to recruit new Board Members and committee members.

V. Financial Report

The report was given by John Cahan. As of October 31, 2018, there was \$71,717.81 in the Operating Account; \$353,651.71 in the Replacement Reserves, with Total Assets of \$425,369.52. As a comparison, on October 30, 2017, there was \$112,421 in the Operating Account; \$387,614 in the Replacement Reserves, with Total Assets of \$500,035.

P&L YTD, as of October 31, 2018, has income of \$412,395.16 (projected end of year of \$492,564.16) minus expenses of \$450,343.29 (projected end of year of \$529,989.55), which provides for a net income of -\$37,948.13 (projected end of year of -\$37,334.39).

Impacts on the P&L that are causing this loss are emergency tree removal, snow/ice removal costs and unexpected repairs and maintenance.

VI. Operating Budget Report

Rosalie Parker gave the report and highlighted the areas of increased expense that required the Association to raise condo fees by 5 percent in the 2019 Budget. She explained that utilities—water/sewer—increases are up by 9 percent, due to City infrastructure maintenance. She also mentioned the \$10,000 increase from CKMC that all associations need to pay to cover common roads, tennis courts, swimming pools, the

Clubhouse, and the Rovers (security). In addition, there were small increases in professional services costs.

VII. Cross Keys Management Corporation (CKMC)

Sharon Nathanson explained the oversight of CKMC at Cross Keys and that there has been an issue over the last year in setting a fixed percentage for contributions of each member unit to CKMC for general upkeep of Cross Keys (non-commercial and non-condo areas). The CKMC Board is now in the process of doing an amendment to the Deed of Declaration to fix these percentages. There will be an increased cost to the Association and we have included this in our budget for both 2018 and 2019.

Other Updates: Village Management hired a new Clubhouse manager, Marjorie Goodman, a Condo 1 resident. Marjorie shared that the Clubhouse roof is about to be replaced and new programs will be offered in the Clubhouse after that. Marjorie advised residents to complete the “program choices” form in the Dec-Jan *KeyNotes Newsletter* and return to her to determine what kinds of activities the community might be interested in having in the Clubhouse. She is working on hosting the Third Annual Winter Arts Festival in March. Future activities might include music, yoga, food trucks, etc. It was also mentioned that a new piano should be here by March, thanks to Deborah Saunders and a committee formed to raise funds from private individuals to purchase it. Margaret Keane of Roland Green is heading this fundraising effort.

VIII. Old Business

An owner asked if VCK was intending to replace many large trees that were taken down in the Village Square parking lot. Sharon will bring it up at next CKMC meeting.

Another question was asked about progress in revitalizing the Village of Cross Keys shopping area. Sharon didn't have anything new to report from VCK.

IX. New Business

Roofs: Rosalie Parker reported on this and explained that due to the historic rains this year, Ruff Roofing was hired on an emergency basis to replace 19 of 98 roofs in Condo 1. That project is underway and is due to be finished in mid-December. Because of the unexpected expense, the funds are coming out of the Reserves. Rosalie noted that there are still a couple units on the list to have roofs replaced.

Rosalie explained the history of our roofs: In 2006, a second roof was put on top of the first roof, which is not a current practice. At that time, all roofs were done at the same time. Other reasons the roofs may have leaked include many ice events last winter,

gutter guards which didn't allow the roof to drain properly, and insulation in some cases covering the venting system not allowing the roof to "breathe".

The Board is in the process of putting out an RFP for a roofing consultant, who can come in to evaluate the state of the remaining roofs and give us a plan on how to phase in new roofs for all units. The Association won't know a schedule and costs until it gets a report and estimates/bids. At this point we have to wait for the roofing consultant's report to determine the next steps.

In answer to other questions, Rosalie mentioned that with the new roofs, new gutters will be installed. In the meantime, current gutters will be cleaned before the Winter. Servpro will also take care of any mold issues in the attic spaces—and will do so while the roofers are there, entering from above.

Trash Collection: Sharon and Rosalie are working with the City to improve trash collection.

Owner Comments and Questions

There was a question about the selection of BlueWater Baltimore and Cityscape as an engineering consultant for stormwater plans. It was noted that Bluewater Baltimore is a non-profit and has not charged us anything for their work. CityScope is a small firm whose rate is far below other major engineering firms in the Baltimore area and has the experience and qualifications to provide the Association with the information needed.

There was a question about the general deterioration of the VCK (Ashkenazy) property and if there's a long-term plan. It was noted that VCK has not shared that information with CKMC.

A question was asked regarding owner landscaping and maintenance in the common areas outside of units. Sharon reminded owners that any plans for plantings in the common area need to be submitted to the Board for the Landscape Committee to review. Owners may not plant in the common areas without Board approval.

One owner on Bouton Green, whose rear area faces the forest, commented on the reduced vegetation/ground cover due to deer activity. The Board looks forward to the CityScope proposal to see what they might recommend.

A question was raised about leaf removal on and behind Bouton Green. This will be an issue for Landscape Committee follow-up,

A question was asked about snow removal and expectations on when sidewalks and roads will be plowed. Rosalie explained that the first storm we experienced this season was expected to turn to rain, but when it remained snow, the team came later.

Thornhill works closely with the contractor during each storm to improve service and limit costs.

X. Voting Results

Sharon Nathanson was elected to the Board for another three-year term.

XI. Announcements

The Condo 1 Winter Social event will be held on December 9, from 5-7 p.m. in the Clubhouse.

Board meeting dates for 2019: March 6, June 5, September 4. Meeting dates are subject to change. Watch e-blasts for meeting announcements and annual meeting date.

The meeting of the Cross Keys Condominium Association was adjourned.
Minutes prepared by Michael Hill, Diana Schulin and Sharon Nathanson