

Cross Keys Condominium #1 Board Meeting Minutes 9/11/19

Board members present: Sharon Nathanson, Bonnie Rhodes, Michael Hill, Sarah Taylor, Gail Mandell. Also, present: Olivia Surratt, Treasurer and Rosalie Parker, Thornhill Management. Not present: Marge Ford, Diana Schulin;

Welcome: Sharon welcomed the owners to the meeting and Board members introduced themselves.

Minutes: The minutes of the June 5, 2019 were unanimously approved by the Board.

Treasurer's report: Olivia gave the Treasurer's report. At the 2018 annual meeting, the Board approved a \$505,065 budget for FY 2019.

Year to date income (through 7/2019): \$296,875 or 59%

Year to date expense (through 7/2019): \$333,543 or 66%

Year to date average monthly expenses (through 7/2019): \$47,792

As of the end of July 2019, total assets were \$365,221 of which \$235,698 is in Reserve accounts. Of the Reserve amount \$211,089 is in an investment fund. The July income was \$42,583 and the expenses were \$60,177. These numbers do not reflect outstanding receivables.

Management Report: Rosalie gave the report.

Chimney Cleaning and Inspections – scheduled for a group rate \$100 per home on October 10, 11, and 12. We will be sending an email and owners will contact Chimney Doctor directly to schedule the cleaning. This is an owner responsibility.

Gutter Cleaning – will be scheduled for November after the leaves fall.

Leaf Removal – will be handled as it has been in the past with three scheduled Fall pick-ups. Advance notification will be sent via email.

Concrete/Road Repairs – a number of curbs were replaced this summer as well as storage area steps on Olmsted. The road repair on Bouton is scheduled for the first week in October and the contractor will do his best to fit us in earlier, if possible.

Striping Parking Lots – Rosalie is working to get quotes to present to the Board to have all of the lots striped and numbered as they are currently very faded.

Tree trimming – We have a second round of tree trimming currently. The process with tree trimming is to have an annual walkthrough in the Spring to identify trees in need of trimming or taking down. This is facilitated by Thornhill and the Landscaping Committee. Next year, the Association will ask in advance of this walkthrough if residents have any requests or concerns about trees in their immediate areas.

Roofs – Phase II of the roofing project is nearly complete. We will continue to work out a plan for next year's roofs that are in need of replacement based on the Coleman Engineering report.

Brickwork/Masonry – we are gathering quotes to have the masonry assessed throughout the community to determine areas of need.

Stairwells/sump pumps/hot water heaters – Thornhill will begin to clear the stairwells in the winter when Chapel Valley stops coming to service the property and will also routinely check the sump pumps and hot water heaters.

Trash – the City cut back trash pick-up throughout the Cross Keys community to one day a week, on Wednesdays. We have engaged one of our Thornhill employees to pick-up trash on Wednesdays. Last month was very bumpy. Please contact Thornhill if you have any problems.

Assessment – The Association has collected payment plans for 88 out of 98 homes. 31 owners have paid in full.

Upcoming Projects – replacing the retaining wall behind 16 Palmer, and waterproofing the side of 18 Palmer.

Repairs: Cleared a number of underground downspouts, fixed trim and soffits, painted various doorways and storage areas, cleared gutters, made fence repairs. Handled emergency sewage back-ups, water turn offs, valve repairs and replacements.

Landscape Committee: The Landscape Report, prepared by Diana Schulin, chair of the Landscape Committee, was read by Sharon.

Chapel Valley will begin leaf removal this fall (3 times) and notice will be sent via Thornhill to the community regarding the dates. A reminder that if you have leaves in your front or back patio areas, you can sweep them out to the common areas for collection by Chapel Valley. In certain areas leaves will be chopped and mulched into the grass. Also, the stairwells and drains will be cleaned by Chapel Valley--but please help the community by letting Thornhill know if you see that leaves and debris clogging the drains at the bottom of the stairwells.

The Hamlet Hill plantings in the common area are taking hold and looking nice – thanks again to the volunteers who are watering the area.

Tree Updates: A&A Trees was onsite this week to deal with several problem trees that were considered immediate risks. A reminder to owners: any tree problems should be reported to Thornhill. Each issue will be considered by the Landscape Committee in collaboration with A&A and Thornhill. Also, please note that we have been advised that many of the larger trees have reached the end of their natural lives – and so we need to carefully prioritize the most serious issues.

As reported earlier this year, TreeBaltimore has donated 12 trees to the community, which will be planted in 3 locations: in the common areas behind Olmstead, Hamlet Hill, and Palmer Green. The Landscape Committee is looking for volunteers to help water these trees in the first year.

The trees include a mix of native trees: Douglas Fir, River Birch, Bald Cypress and Serviceberry. The planting date will likely be the first week of October and we will have the help of landscape architect, Jean Mellott to determine the best placement for these trees. The planting will be done by Chapel Valley. Diana has a map and list of the trees if anyone would like to review. Watering will need to be done once a week throughout the growing season, not during the winter. Volunteers to water are requested.

Chesapeake Bay Trust Mini-Grant: Sharon announced that the Association has been awarded a grant in the amount of \$4,908 to create awareness and promote eco-literacy among the residents of Condo #1 and the Cross Keys community and to plant native plants on a portion of the hillside behind the T on Bouton Green. A series of two workshops will be held in the Spring open to all Cross Keys residents. We are looking for volunteers to help plant small plugs of ground cover on the hillside on October 20 from 1-4 pm. Please contact Marge Ford or Diana Schulin if you are able to help. Sharon thanked Brigid Kernan for her assistance in writing the grant.

Door Palette: Bonnie showed the new door color palette approved by the Board. Some additional colors have been added. Paint is available through Sherwin-Williams and a discount on paint and other supplies may be available by mentioning Condo #1. The revised palette will be added on the Association's website shortly. This affects color selections going forward. If an owner picks one of the approved colors, no architectural approval is required. Any other door color request must be submitted for architectural approval. Owners are not required to change their existing door colors if the color is not on the chart.

Roofs: Sharon distributed a handout (attached) to help frame the discussion on next phase of the roof project. The Board is looking for comments on the phasing for replacement of the roofs and the resulting costs and financing. She explains we are still finishing up the last details of Phase 2 details which will leave 70 of the

Association's 90 roofs that have not been replaced. No decisions have yet been made and the purpose of this meeting is to get owner input.

Sarah Taylor gave a dissenting report, -- speaking on her own behalf, not for the board -- explaining that the board reacted properly to an emergency but then assumed that the remaining roofs would need to be replaced. She pointed out that one of the roofs that was deemed as needing urgent repair was said to have 8-9 years of life by a home inspector who determined the structure was fine. Now that unit has a new roof, new gutters, gutter guards, though the gutter equipment was not very old and might have been re-used. She questioned the consultant's judgment on certain roofs, stating that she does not know why we need to do everything in five years if it puts a hardship on residents. There could be other options we could explore, suggesting that volunteers from the community who know something about construction could help. She said only 5 percent of the roofs failed, so we need to exercise a little more due diligence, get out of the crisis mode, and see what needs to be done. She did not provide any data or documentation. (Note: to date the Association has replaced 28 of the 98 roofs or 31%.)

Questions and Responses from Community:

Unit owners raised the following issues and questions: should all the remaining roofs be considered for replacement at this time or in the next five or so years; are there components of the roofs such as the gutters and downspouts that could be preserved and not replaced; does all of the roof need to be replaced or could just a portion; if an assessment is needed could there be a longer schedule for re-payment; increased communication about process and costs with owners also requested. Generally, owners wanted to know what the long-term costs and payment options would be.

Sharon explained that we were following the recommendations of the Association's licensed building engineer who examined the outside of all 98 roofs and the interior of several units on different courts. Rosalie enumerated the problems found in the roofs that led to the leaks, starting with the new shingles put over old shingles, and vents covered by insulation. We also understand that gutters in some locations were not properly tied into the roofing structure allowing water to get in-between the layers of roofing. Rosalie said in all shingles were replaced in every roof but only as much of the plywood as needed was replaced. In terms of replacing only portions of the roof, last year the Association tried multiple times to repair the first roofs that failed without replacing the entire roof. We also got estimates on repairing ½ or the roof which was almost as expensive as repairing the entire roof and included no guarantees (Note: The Association also tarped a number of roofs with severe leaking at a cost of \$1000-\$1200 a roof until new roofs could be put on.). The cost of a roof this year is approximately \$16,000 although we have not yet received a final bill from the roofing contractor. Future roof project will continue to be bid. In response to questions, Rosalie stated that all potential buyers receive notice about the assessment and any potential assessments.

A resident on Bouton Green, raised question about the process, saying it did not follow best business practices since it there were not three options formulated. Rosalie noted that the Association has a Reserve Study that gives us a plan for such work but that we have strayed off of it due to the roof problems. (Note: The last Reserve Study was completed in 2017 based on 2016 data and stated that the roofs would be good for another five years.) Early next year the Board is planning on updating the Reserve Study that will give us a road map of priorities for the next five years.

Michael went through the process that the board followed to come to its decision on the roofs, from facing up to the crisis of the leaks to trying to determine if these leaks showed a more substantial problem to hiring a consultant to advise us on that to then deciding to replace nine more roofs and make a plan to replace all roofs over the next several years.

General Community Concerns;

A Hamlet Hill resident asked about the status of the Acting Treasurer. Sharon explained that the Acting Treasurer was appointed after John Cahan sold his unit and left the community. The bylaws do not require that the Treasurer be on the board. Olivia Surratt is depended upon for her finance and budgetary expertise. Decisions are made by the Board.

A Bouton Green resident asked for more details on the plans for a swale behind Bouton Green. Sharon said an engineer has been hired to come up with design which should be completed before the end of the month. At that point there will be a meeting of all the affected homeowners. The special assessment included money for this work.

Regarding a question on the roofs, Sharon said there would be no decision on the roofs before the general meeting in November and the discussion tonight would be taken into account as the board considers its recommendation.

A Palmer Green resident asked about other swales saying water backs up behind her and neighbor's home on Palmer Green. She asked if the swale could be cleaned. Sharon, noted that there is already a swale there, said that the board would look into the problem.

A Bouton Green resident asked if the property line behind Bouton Green had ever-been determined? Sharon responded that we have a map which identifies the property lines, but we do not have a specific survey document. Concern was also expressed regarding the condition of the trees facing the Jones Falls. Rosalie said that the trees within our property line are inspected and if a tree is outside of Condo #1 and needs attention, CKMC is contacted.

Announcements:

Sharon said the Annual Meeting is scheduled for Nov. 6 and noted that the Board is seeking nominations for board members.

The Board approved a contract for \$4908 to CityScape Engineering to design a swale and berm system for the area behind the T on Bouton Green.

The board had approved a contract for additional tree pruning at a cost of \$4500 and that we have spent over \$10,000 on pruning and removing dead trees this year.

Sharon said that a settlement with VCK (Ashkenazy) and CKMC will mean some increased cost to all the residential associations, including Condo 1. The Board is currently reviewing this information.

Sharon thanked all the board members and Rosalie, noting that it's been a tough year. "Thank you all for coming and giving your comments."

The meeting was adjourned.

Michael Hill, Secretary

**COMMUNITY DISCUSSION POINTS ON ROOF REPLACEMENTS
Board Meeting
September 11, 2019**

NOTE: THIS IS A DISCUSSION DOCUMENT. NO DECISIONS WERE MADE

Assumptions

- All the remaining 70 roofs need to be replaced within the next four years.
- The roofs will continue to degrade over that period. The Association will have to incur expenses to repair these roofs if they fail before being replaced.
- It is more economical to deal with a contiguous section at a time, so equipment doesn't have to be moved.
- The Association will re-bid the roof replacements for each subsequent year.
- There is not currently money in the Reserves to replace the 70 roofs. This will require additional revenue from the Association.

Possible Sequencing of Roof Repairs

- Finish all the roofs next year.
- Proceed to finish one court each year for three years with the remaining units on Hamlet Hill at the same time a nearby court is completed. (2020, 2021, 2022)
- Replace ½ next year and ½ the following year.
- Other ideas?

Payment for Roof Replacement Project

- Special Assessment (One year, two years, three years, other options)
- Increase in monthly condo fee
- Part special assessment and part increase in monthly fee
- Get loan and pay over x years which will require an increase in monthly fees.
- Other ideas?