

**Cross Keys Condominium No. 1
Board Meeting Minutes – March 2, 2020**

Board members present: Marianna Carlucci, President; Sarah Taylor, Vice President; Bill Levy; Maria Ymayo; Sharon Nathanson; and, Diana Schulin. Also, present: Erika Fountain, Treasurer; Rosalie Parker, Thornhill Management; and, Jimmy Ackerman, Black Diamond Roofing. Absent: Gail Mandell, Secretary.

I. Welcome and Introductions of Board Members

Marianna called the meeting to order at 6:30 pm and welcomed the community; the Board members introduced themselves. Approximately 20 unit owners, in addition to the Board members, were present.

II. Jimmy Ackerman – Black Diamond Roofing

Jimmy spoke about his company, described the work that would be done on the 5 roofs that are being replaced at Condo 1, and answered questions around installation guidelines. He also confirmed that the same specifications identified in Chris Coleman’s report from 2018 would be followed.

III. Additional Roofing Updates – Marianna, Bill, Sarah

Marianna described the current status of roofing repairs as well as the process to select a new contractor. She and Bill answered questions about the process:

Dale Snoddy, a licensed home/roof inspector, was hired last fall to inspect the 5 roofs that had leaks; he supplied detailed reports on each roof.

Three bids were received to contract for the roofing work; one company was eliminated due to a conflict of interest. Bill and Sarah vetted the other two companies and chose Black Diamond Roofing (approved by the full Board previously), at a total cost of \$31,600 for the five roofs. Additional costs will be incurred for any needed replacement of the plywood decking.

Bill Levy added that after the work is finished these roofs will get another independent inspection to confirm quality of work. He noted that if the work is done well, we will continue to use Black Diamond on roofs that need repair/replacement in the future.

Marianna responded to a question on how these roof replacements and related costs compared to last year’s work. She addressed why the costs of the roofs that were done in 2018-19 were high. This included market

competition due to the emergency situation of the failing roofs at that time. In addition, at that time, gutters and gutter guards were replaced, and many homes needed soffits replaced, as well as some venting pipes and related external work. She also noted that some funds went to storm water management work that needed to be done—swales/berms.

Bill added that, in the future, Condo 1 will hire an inspector once a year to determine which roofs have a problem, rather than waiting for roofs to begin to fail. Inspections will be conducted in the attics as well as on top of roofs, at a cost of about \$50/roof.

A question was raised about overall financial status of Condo 1 in terms of the current roof replacements (if there were funds available), as well as whether all assessment dues had been collected from last year. Marianna responded that the assessment was needed last year to replenish the reserve fund and that has been accomplished; in addition there are funds for the 5 current roofs needing replacement. She added that a small number of people are still in arrears; some have been put on a payment plan. She affirmed that the Association will continue to pursue the assessment owed and those who don't pay will have liens put on their homes.

A question was raised about how Condo 1 will pay for the remaining 70 roofs that will eventually need to be replaced. Marianna explained that we will pilot this process and this new company (Black Diamond) and will put a maintenance plan together, so that we don't have to replace all 70 at the same time. The Board is considering different approaches, including perhaps increasing monthly condo fees for a certain length of time or additional assessments. It was emphasized that the current priority is to have an independent inspection company to come in and get a plan in place.

IV. Landscape Updates – Diana, Sharon

Diana thanked community volunteers in helping with planting the Bouton Green hillside last fall, as well as those who are watering the Hamlet Hill plantings and new trees that were donated last year by TreeBaltimore. She also thanked Sharon for her work in procuring the grant for the hillside restoration as part of the overall stormwater management plan.

Diana, Rosalie and Barbara Bezdek did a walk-through with Carroll tree to determine what tree work needs to be done this spring. There are currently more than 15 trees that need to be either trimmed or taken down. That work is expected to commence within the next month.

Chapel Valley will continue to serve as our landscape company this year.

Efforts will continue to create a more eco-friendly environment with allowing taller grass and using less herbicides, pesticides and fertilizers.

Sharon reported on the grant funding received last year from the Chesapeake Bay Trust (\$4,900) for the Bouton Green hillside restoration as part of the overall stormwater management plan. The grant requirements included hosting two community workshops, planned for March 10 and April 13, 2020. The March 10th workshop will feature a specialist from Blue Water Baltimore on the importance of pollinator plants in gardens. The April 13th talk will be about Baltimore Waterways and their importance to the Chesapeake Bay. Both will be held at the Clubhouse at 6:30 pm. All Cross Keys community residents are invited to attend.

Sharon also reported on the ongoing stormwater management plan. In this regard a swale and berm system were created at the hillside on Bouton Green last fall. The total cost was \$10,200, which included engineering services, stakeholder meetings, construction and construction supervision. As of this spring, this swale and berm system is working as planned.

Hamlet Hill also had a swale and berm installed to remedy a serious stormwater issue at that location. The cost was approximately \$2,000 and the problem has been resolved.

Sharon reported that the Board is applying for a new grant under the Green Streets program to get additional funding for swales, berms, and bio-retention areas to reduce stormwater run-off. Barbara Bezdek has graciously agreed to be the lead on this project. The proposal is due to the Chesapeake Bay Trust on March 19, 2020.

V. Treasury Report – Marianna, Erika

Marianna shared general updates as part of the roofing and assessment issue (see section III).

VI. Management Report – Rosalie

Rosalie recommended the Association contract with Knott Mechanical for pipe jetting (high pressure water cleaning) of the water mains in front of homes to get rid of tree roots. A question was asked about whether we would also scope the pipes to check the interior conditions? Rosalie will check on the cost for that and will discuss further with the Board.

The Board approved a proposal for Teniseal Corp in the amount of \$2,920 for parking lot striping and re-numbering. The community was asked if it

made sense to paint numbers on the asphalt in parking spots, instead of on the curbs because it is often difficult to see the numbers on the curbs. The community response was positive.

Rosalie announced that Condo 1 has received FHA approval status; this is considered a compliment and recognizes financial viability—most condos don't have this status.

Later this month, Rosalie will do a walk-through to look at fences to determine those that are in need of repair and replacement. Back fences are the responsibility of unit owners. Reminder letters will be sent to any unit owners who need to make repairs. A question was raised about also checking the decks behind Bouton Green; that area will be checked as well.

Rosalie reported that we will be getting an updated reserve study this summer, to identify long-term maintenance priorities.

Bids are also being solicited to rebuild the retainer wall behind 16 Palmer Green; we hope to have that work done this summer.

Community Comments:

A comment was made that the minutes from last November need to be posted on the website. Rosalie will check on the status.

A question was raised about sending another notice to dog walkers about picking up after their dogs. The comment was also made that many dog walkers come from other condos (especially Harper House); Rosalie will send a letter to their management company. Also, a communication will go out to Condo #1 owners.

A question was raised about plans to redo sidewalks, which are deteriorating. Marianna said that issue will be addressed in the new reserve study.

A question was asked about the landscaping between Bouton and Olmsted and if a plan could be addressed for the area separately from the stormwater plan. Diana explained that it was all inter-related and that the Landscape Committee could discuss further.

A question was asked about an abandoned car on Bouton Green. Marianna replied that a letter and bill for towing will be sent to the owner in the next week.

A question was asked about a potential sidewalk being put in between Bouton and Olmsted, which has been discussed in recent years. This needs to be put into queue and possibly addressed in the reserve study.

A question was asked about the status of the potential new ownership of Cross Keys by Caves Valley. Bill explained that the deal is moving forward but that the due diligence period was extended; contract negotiations are now expected be completed in May.

The meeting was adjourned; a closed meeting of the Board continued.

Closed Meeting of the Board – March 2, 2020

Board members present: Marianna Carlucci, President; Sarah Taylor, Vice President; Bill Levy; Maria Ymayo; Sharon Nathanson; and, Diana Schulin. Also, present: Rosalie Parker, Thornhill Management. Absent was Gail Mandell, Secretary.

A vote was taken after the Regular meeting of the Board adjourned:

The Board voted unanimously to approve the Carroll Tree Service proposal, for a total \$3,157 for dead tree removal and pruning of trees this spring.