



# APPLEGATE, A CONDOMINIUM

Board Meeting | Thursday, October 13, 2022 | 7:00 PM

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## Meeting Minutes

### I. Call to Order & Roll Call

The Board meeting was called to order, Thursday, October 13, 2022, via Zoom at 7:03 pm with Bernetta Reese, President and CEO, presiding. Madame Secretary conducted the roll call of the Board. All officers and members were present, and quorum was met.

Attendees: Bernetta Reese, President and CEO, Natalie Bennett, Secretary and Treasurer, Catherine Walfall, Member-at-Large, and Forrest Baggerly, Blackstone Management.

### II. Approval of Agenda & Minutes

Ms. Walfall requested an addition to the agenda for the pond in the community. The agenda was adopted with the addition by unanimous consent. The approved meeting minutes from September 8 and September 29 were distributed with meeting materials. They will be filed for the record.

### III. Ratification of Email Votes

The following board actions and votes were ratified by unanimous consent:

- Vote on Genesis Landscaping Services to Install Community Signs & Dog Waste Stations (September 3, 2022)
- Vote on JS Contracting Services to Repair Sewer Pipe (4109 Crab Apple Ct) (September 14, 2022)
- Vote on Appointment of Board Member – Catherine Walfall (September 15, 2022)
- Vote on Purchase of Supplies for Projects and Repairs for the Community (September 16, 2022)
- Vote on Closure of Truist Account (#6544) & Opening of New Reserve Account (September 20, 2022)
- Vote on Transfer of Funds (\$38k) from Reserve to Operating (September 20, 2022)
- Vote on Business Cards (September 23, 2022)
- Vote on Genesis Landscaping Services for Tree Removal Ahead of Severe Weather (September 29, 2022)
- Vote on Liff, Walsh & Simmons for Representation and Legal Services

### IV. Announcements & Open Forum

#### Closed Meetings

By the authority granted under Article IV. Section 13. (b) (ii) of the Bylaws and Section 11 -109.1 of the Maryland Condominium Act, the Board of Directors held the following



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closed meetings:

- Wednesday, September 14, 2022, at 5PM via Zoom to discuss financial and personnel matters
- Thursday, September 15, 2022, at 9AM via Zoom to discuss legal matters
- Friday, September 16, 2022, at 9AM via Zoom to discuss legal matters
- Monday, September 26, 2022, at 5PM via Zoom to consult with legal counsel
- Thursday, September 29, 2022, at 5PM via Zoom to consult with legal counsel

Madame President conducted open forum.

## V. Reports

### **President & CEO**

Madame President provided her report, which included the Board and management transition, vendors, and community projects. The full report is attached to the minutes.

### **Treasurer**

Madame Treasurer provided an update on the Association's bank accounts, invoices, records, tax filings, audit/examination, reconciliation, and recommendations for accounting firms. Financial Snapshot: Operating Account—\$28,652.71, Reserve Account—\$612,937.99, CDs (3)—\$58,389.71, Other Checking Accounts (2)—\$350,419.80  
Total Assets—\$1,050,400.21

### **Covenants Committee**

Madame President reported activities and accomplishments by the committee/board:

- Installation of additional security camera at the community center
- Trash pickup service in place for the community
- Clubhouse inspection completed with the fire department
- Architectural change requests (2)

## VI. Unfinished Business

- **Fines Policy:** Implementation and enforcement to begin on November 1, 2022.
- **Audit & Tax Preparation:** The Board will review firm recommendations.
- **Finance:** Vendor payments will be transferred over to CIT account. The Board is drafting a budget for the upcoming fiscal year.
- **Community Center:** Repairs planned to reopen the clubhouse by Spring 2023.



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- **Management Company Transition:** The Board will obtain (2) purchase cards for the CIT account for the Treasurer and President.
- **Reserve Study:** Discussion tabled.
- **Insurance Policy:** Discussion tabled.

## VII. New Business

- **Community Assessment:** The Board is awaiting vendor estimates and proposals.
- **Parking:** Voting and discussion tabled.
- **Vendor Proposals:** Move to adopt J & L Towing & Recovery as the towing company for the community. The motion was made by Ms. Bennett and seconded by Ms. Walfall. The motion was adopted by unanimous consent. The Board will conduct a special meeting to discuss vendors and proposals.
- **Junk Removal:** Move to adopt the proposal from Genesis Landscaping & Junk Removal for junk removal services to include a schedule of dates of service, with a start date of November 2022. Motion made by Ms. Bennett and seconded by Ms. Walfall. The motion was adopted by unanimous consent.
- **Newsletter:** The Board will start a bimonthly newsletter in November.
- **Website:** The Board will start the RFP process for a community website.
- **Maintenance and Alteration Requests:** The Board reviewed (7) maintenance requests and approved (2) alteration requests.
- **Pond:** Discussion tabled.


## VIII. Executive Closed Session

The Board moved to closed session to discuss personnel matters.


## IX. Adjournment

The open portion of the meeting was adjourned at 9:57 p.m.

These minutes were approved by the Board of Directors.

DocuSigned by:  
  
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 Margaree "Bonnie" Lundy, Secretary

5/4/2023  
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 Date

  
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 Bernetta Reese, President and CEO

10/24/2022  
 \_\_\_\_\_  
 Date



# Applegate, A Condominium Office of the President

October 13, 2022

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Applegate Board of Directors,

As you know, last month we appointed a new Board member, so I want to take this opportunity to once again welcome Ms. Catherine Walfall to the Board of Directors as a Member at Large. And she probably figured out we will be calling upon her very soon to take on additional roles as needed as there is much to be done. With that in mind, you also know there are two remaining vacancies on the Board that we hope to be able to fill along with appointing committee members as soon as possible.

We also welcomed Blackstone as our new management company last month and expect to wrap up transition efforts soon. This will also entail additional meetings and walkthroughs with Blackstone as well as any necessary reviews and digitization of our records. Transitions are not easy for a community this size as we have 261 units, but once again, I want to thank the Board, and the community, for being patient and supportive through this process.

During the transition, we have continued to implement our Strategic Plan and work through our Board Action Plan. I am pleased to report engagement with several new vendors in our efforts to address outstanding maintenance repairs, renew necessary services, and perform community-wide assessments and improvements. We also have several projects that will commence in the coming weeks and months, including parking lot repairs and restriping, installment of new mailboxes, and the renovation and reopening of our community center.

Some of these efforts as well as new services will be discussed via the agenda and ongoing discussions. So, as always, I'm looking forward to seeing continued progress through our partnerships and collective effort as well as feedback from the community as we continue to reinvigorate Applegate.

*Bernetta Reese*

Bernetta Reese  
President, Board of Directors  
Chief Executive Officer of the Association  
Applegate, A Condominium, Inc.