



# APPLEGATE, A CONDOMINIUM

Special Board Meeting | Thursday, March 9, 2023 | 7:00 PM

---

## Meeting Minutes

### **I. Call to Order & Roll Call**

The Board meeting was called to order, Thursday, March 9, 2023, via Zoom at 7:03 pm with Bernetta Reese, President and CEO, presiding. President Reese conducted the roll call of the Board. All officers and members were present, and quorum was met.

Attendees: Bernetta Reese, President and CEO, Catherine Walfall, Vice President, Margaree (Lundy) Major, Member-at-Large, and LaShauna Tillmon, Sentry Management.

### **II. Approval of Agenda & Minutes**

The agenda was adopted as presented by unanimous consent. Approval of meeting minutes were tabled until the next meeting.

### **III. Announcements & Open Forum**

**Closed Meetings:** By the authority granted under Article V. Section 13. of the Bylaws and Section 11-109.1 of the Maryland Condominium Act, the Board of Directors held the following meetings:

- Wednesday, March 1, 2023, at 10:30AM in person with Mainstreet and Sentry to discuss mailbox replacements.
- Friday, March 3, 2023, at 9AM in person with Mainstreet and USPS to discuss mailbox replacements.
- Friday, March 3, 2023, at 12PM in person with a new vendor to discuss the playground renovation and repairs.
- Tuesday, March 7, 2023, at 12PM in person with a new vendor to discuss the playground renovation and repairs.

**Parking Passes:** Parking passes distribution has concluded, and enforcement began on March 1, 2023. Any owners or residents that still need passes may schedule to pick up passes from management. Replacement parking permits will only be issued once a written request has been submitted to the Board and payment has been made.

**Transition to Sentry Management:** The Board of Directors selected Sentry Management, Inc. as Applegate's new management company. Welcome postcards will arrive via U.S. mail and the transition should be completed in a few weeks. HOA payments were temporarily paused in January and February and payments will resume in March (late fees waived for February & March). Owners should keep a copy of all payment records.



# APPLEGATE, A CONDOMINIUM

Special Board Meeting | Thursday, March 9, 2023 | 7:00 PM

---

## Open Forum

Madame President conducted the open forum.

## IV. Association Funds

- 🍏 **Expenditures:** President Reese provided an update of outstanding invoices and upcoming expenses for March & April and discussed the continuation of Board payments until invoice payments can be fully transitioned to Sentry. The Board was asked to assist with monitoring and tracking payments.
  
- 🍏 **Monthly Assessments:** This item was addressed earlier in the meeting. President Reese also briefly highlighted next steps after owners receive welcome packages from Sentry. The Board was asked to provide input to give the attorney following the March 9 meeting on delinquent accounts and voting will be conducted via email or an additional closed meeting with the Board.
  
- 🍏 **Review of Bank Accounts:** The Board discussed the Association's new bank accounts with Pacific Western and existing bank accounts with Truist, WesBanco, and Fulton. Ms. Tillmon confirmed the Association's new account with Pacific Western is now operational with startup funds. The Board also discussed providing additional funds for the new account and maintaining a secondary operating account and reserve account with Truist bank. The Board will send monthly statements to Sentry each month or set up a login for management.

President Reese also confirmed the removal of the former Board Treasurer Natalie Bennett from the Fulton Bank account and new resolution for the account, and the account will be closed as soon as possible.

## V. Insurance Policy

- 🍏 **Policy Changes:** President Reese provided an overview of changes to the insurance policy and noted the following:
  - Commercial Package policy premium increase of 28% due claim and market.
  - Water claim in January of 2019 paid out approximately \$64,000 in addition to the recent \$38,000 fire claim.
  - All the carriers that would write this association were unable to reach the target premium or provide a quote due to claim history.
  - Almost no rate increase, almost all increase is cost of construction.




# APPLEGATE, A CONDOMINIUM

Special Board Meeting | Thursday, March 9, 2023 | 7:00 PM

---

- Building value to insure 100% replacement cost went from \$44,218,000 to \$57,750,000 (31% higher than last year).
- Significant inflation on construction costs throughout the industry.

 **Vote on Policy Renewal:** President Reese informed the Board of the insurance annual premium increase from \$65,486 to \$84,730, effective March 15, 2023. **Ms. Walfall motioned to renew the current insurance policy at the new rate starting in March 2023 ending in March 2024. The motion was seconded by Ms. Major. The Board voted unanimously in favor and the motion passed.**

## VI. Vendor Proposals & Projects

### **Votes on Proposals:**

**Ms. Walfall motioned to accept the proposal from Genesis Landscaping to complete yard swamp repairs at 4202 Applegate Lane. The motion was seconded by Ms. Major. The Board voted unanimously in favor and the motion passed.**

**Ms. Walfall motioned to accept the proposal from Atlantic Maintenance Group to perform parking lot drainage repairs on Applegate Ct. The motion was seconded by Ms. Major. The Board voted unanimously in favor and the motion passed.**

**Ms. Walfall motioned to accept the proposal from Genesis Landscaping to perform tree cleanup for the community. The motion was seconded by Ms. Major. The Board voted unanimously in favor and the motion passed.**

**Ms. Walfall motioned to accept the proposal from Genesis Landscaping to remove and replace handicap signs with new signs for the community. The motion was seconded by Ms. Major. The Board voted unanimously in favor and the motion passed.**

President Reese also provided an update to the Board on projects that have been completed or are in progress, including the repair of the retainer wall impacting an HVAC unit behind Applegate Ct., removal of unsafe falling trees that pose hazards to the community, repairs to the erosion and yard at 4332 Apple Orchard Lane, and repair of the basketball pole and hoop. President Reese also provided an overview of the pending repairs and upgrades to the playground area.



# APPLEGATE, A CONDOMINIUM

Special Board Meeting | Thursday, March 9, 2023 | 7:00 PM

---

- 🍏 **Projects:** President Reese provided an update to the Board on other projects, including the community center renovation & repairs, and mailboxes. The Board is awaiting an itemized proposal for the community center from the vendor with expected completion time of 6-8 weeks.

## VII. Handicap Parking

- 🍏 **Handicap Spaces:** The Board discussed requests and confirmed a vendor with Ms. Tillmon to assist with moving parking spaces as needed. President Reese asked the Board to assist with reviewing requests and confirming each space.

## VIII. Annual Meeting

- 🍏 **Date & Location:** President Reese informed the Board the date of the annual meeting will be May 25, 2023, and will replace the Board meeting that scheduled for this date and will be held onsite at the community center if possible.
- 🍏 **Notices:** President Reese provided an overview of the information that will be included in the annual meeting notice, call for nominations, voting ballot & proxy.
- 🍏 **Voting:** Ms, Tillmon explained the methods for voting and the different requirements for virtual vs. in person annual meetings. President Reese highlighted current Board vacancies, staggered term requirements, amendments, with the Board. Ms. Tillmon explained the process for election inspectors and management's role in election process.

## IX. Adjournment to Executive Session

The Board moved to closed session to discuss business transactions, personnel, and legal matters. The open portion of the meeting was adjourned at 9:13 PM.

These minutes were approved by the Board of Directors.