



APPLEGATE, A CONDOMINIUM

Board Meeting | Thursday, September 8, 2022 | 7:00 PM

Meeting Minutes

I. Call to Order & Roll Call

The Board meeting was called to order, Thursday, September 8, 2022, via Zoom at 7:01 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, Brandon Walker, Vice President, Natalie Bennett, Secretary and Treasurer and Forrest Baggarly Parker representing the Managing Agent

II. Welcome Blackstone

The agenda was adopted as presented by unanimous consent. The approved meeting

III. Approval of Agenda & Minutes

The agenda was adopted as presented by unanimous consent. The approved meeting minutes from July 21, 2022, were distributed with meeting materials. They will be filed for the record.

IV. Ratification of Email Votes

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

- PayPal Account (July 22, 2022)
- Blackstone Management Company (July 25, 2022)
- Genesis Landscaping Services for Installation of Street Signs & Poles Community-Wide (July 29, 2022)
- Vintage Security for New Security System & Monitoring (August 2, 2022)
- Xfinity Internet Services and Business Mobile Devices (August 4, 2022)
- Removal of Community Services Group from all Bank Accounts (August 5, 2022)
- SHANCO Services for Roof Repairs (August 5, 2022)
- PO Box w/Street Address for the Association (August 6, 2022)
- The W2 Group for Financial Services (August 9, 2022)
- Transfer of Funds (\$250,000) from Operating to Reserve (August 31, 2022)

V. Announcements

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 closed meetings:



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- Tuesday, July 26, 2022, at 11AM via Zoom with Preferred Insurance
- Tuesday, July 26, 2022, at 9AM via Zoom with SHANCO
- Wednesday, July 27, 2022, at 5PM via Zoom to interview a new management company and discuss personnel and legal matters
- Friday, July 29, 2022, at 9AM via Zoom with Toepfer
- Friday, July 29, 2022, at 1:30PM via Zoom with ADT
- Monday, August 1, 2022, at 10AM with Vintage Security and 4:30PM via Zoom to discuss personnel and legal matters
- Tuesday, August 2, 2022, at 10AM with The W2 Group
- Tuesday, August 5, 2022, at 10AM with Truist Bank
- Monday, August 8, 2022, at 5PM to discuss personnel matters
- Wednesday, August 10, 2022, at 6PM to discuss finance, personnel, and potential legal matters
- Wednesday, August 24, 2022, at 6PM to interview a new management company
- Wednesday, August 31, 2022, at 5PM to discuss personnel matters
- Wednesday, September 7, 2022, at 5PM with The W2 Group

VI. Reports

President & CEO

Madame President highlighted the challenges and progress over the past two months and announced the community would be transitioning to a new management company - Blackstone Management. She noted Applegate is in dire straits due to minimal oversight and zero accountability for several years. The full report is attached to the minutes.

Treasurer

Madame Treasurer provided a financial snapshot of the Association, noted outstanding invoices, and summarized delinquencies. Ms. Bennett closed with the following recommendation(s):

Recommendation (1): Move to create a new operational account with Truist Bank. The motion was made by Ms. Bennett and seconded by Mr. Walker. The motion was adopted by unanimous consent.

Recommendation (2): Move to close the Fulton Bank account and move the funds to CIT to open the operational account with Blackstone Management. The motion was made by Ms. Bennett and seconded by Mr. Walker. The motion was adopted by unanimous consent.



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Covenants Committee

Mr. Walker reported activities and accomplishments by the committee/board, including:

- Completion of power washing & gutter cleaning
- Planned installation of new street signs and dog waste stations
- Restoration of clubhouse security system, Internet, phone, and new door locks
- Vendor meetings to assess the community
- Quotes for light pole repairs and review of architectural requests

Mr. Walker closed with the following recommendation(s):

Recommendation (1): By direction of the Covenants Committee, move to approve the reimbursement of Board Member's water bills for power washing services. The motion was made by Mr. Walker and adopted by unanimous consent.

Recommendation (2): By direction of the Covenants Committee, move to approve Genesis' estimates for the dog waste stations and community signs installations. The motion was made by Mr. Walker and adopted by unanimous consent.

Recommendation (3): By direction of the Covenants Committee, move to approve Genesis' estimates for trash pickup services. The motion was made by Mr. Walker and adopted by unanimous consent.

Property Management

Community Services Group reported the following:

- **Transition Process:** Welcome letters will be sent for review by Friday for same day distribution.
- **Community Portal and Requests:** Residents should wait until the portal is up and running to submit requests. Resident were asked to payments for September and October and keep records.

VII. **Unfinished Business**

- **Fines Policy:** The Board will implement a fines policy once the new management company is up and running.



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- **Audit and Tax Preparation:** The Board is awaiting proposal(s) from firms.
- **Finance:** The Board will generate a list of vendors, request for the management company to reach out to vendors, address bill credits and payments for late invoices, verify insurance policy dates, amounts and payments, and complete processes to open and close bank accounts.
- **Community Center:** The Board will have a vendor conduct a professional inspection and assessment of the community center, add another security camera to expand coverage of area, and add access for Blackstone. The Board worked with the County to reinstate and renew the alarm permit for the Association.
- **Insurance Policy:** The Board will request for the management company to review the insurance policies and recommend companies.
- **Maintenance & Repairs:** The Board will prepare a list of units that need roof repairs.

VIII. New Business

IX. Open Forum

Madame President conducted Open Forum.

X. Adjournment

The meeting was adjourned at 8:58 p.m.

These minutes were approved by the Board of Directors.

Natalie N. Bennett
Natalie Bennett, Secretary

10.07.2022
Date

Bernetta Reese
Bernetta Reese, President and CEO

Date



Applegate, A Condominium Office of the President

September 8, 2022

Greetings Applegate Board of Directors,

These past two months have been some of the most pressing thus far, but together we've continued to make tremendous progress. After an intensive screening process, we announced a major transition this month to a new management company, and we are truly excited to work with Blackstone to provide services to the Applegate community. I thank the Board, and the community, for being patient and supportive through this process.

As this Board knows, since our first day of taking office on April 28 of this year, we have been immersed in our roles from sunup till sundown almost daily. After implementing a new mission and vision statement and Strategic Plan in June, we have worked with deliberation to restore and rebuild the foundation of Applegate:

1. Our new street signs help to restore safety and visual appeal to the community.
2. We've added protection and security to our community center and surrounding recreational area as the central part of our neighborhood.
3. We've established relationships with every utility company and welcomed them to the community as you've seen them servicing and repainting fire hydrants, replacing box covers and sewer pipe caps.
4. We are restoring cleanliness to the community through vendor services, and we have removed vendors with unscrupulous business practices and those that have failed to deliver and failed to provide quality service.

We are still assessing all the needs of this community and recognize this will be a very long endeavor. Unfortunately, we are learning that Applegate is in dire straits as there has been minimal oversight and zero accountability for several years and it is appalling what we have discovered as we've begun to unravel years of neglect.

Thankfully, with the willfulness and diligence of this Board, we have now secured every bank account known to us, including Truist, WesBanco, and Fulton Bank, and regained control of our finances. This was no easy task as these accounts were untended and poorly managed, but we are taking the necessary actions for remedy.

First and foremost, we must build up our reserves and resolve all delinquencies. We must also implement stricter policies, consequences, and fines for residents that are

negatively impacting the community. And we must work with a capable management and legal team to address our extensive needs.

As we work through both our Strategic Plan and Board Action Plan, we will continue the transformation we've started through our new partnerships with Blackstone, our attorneys, our service vendors, government entities, and together as a Board and community.

Bernetta Reese

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