

## **Baldwin Grove Condominium Board Meeting Minutes July 17, 2018**

The Baldwin Grove Condominium Board of Directors meeting was called to order at 7:04 p.m. The following Board Members were present: Judy Kostelnik, Chuck Kelleher, Ann Durham, Linda Thel

### **Open Forum**

Heather Mason, Eric Blomquist, and Jesse & Chelsea Laswell attended the meeting and were present for committee discussions.

Judy mentioned that she was concerned that the gutters at 11314 Sundial were not cleaned during the community-wide project. Eric also noted that he had issues with debris and screens being left on his patio. Management will reach out to the gutter cleaning company again.

The Board noted that there are several lights out around the community and asked Management to arrange for an inspection of all community lights as well as any necessary repairs.

The Board asked the newsletter committee to publish the following reminders of common dryer vent issues in the next newsletter to raise residents' awareness of what they should ask the cleaning technician to look for: holes in vent covers or lack of vent covers, broken flexible connectors, and birds nesting in covers. The Board noted that residents should be advised that plastic vent covers are best. The Board also expressed an interest in looking into arranging discounted rates for residents in 2020, the next time cleaning is due. Management will place this on the annual calendar.

The Board mentioned there are bedframes on common area, and the cinder blocks are still in the parking area on Sundial. Management will have maintenance remove the items.

### **Review of Minutes**

The May 2018 Board meeting minutes were reviewed. Linda motioned to approve the May 2018 minutes with the correction of the call to order time from 7:002 to 7:02. Judy seconded the motion, all were in favor, and the motion passed unanimously.

### **Financials**

Linda motioned to approve the May and June 2018 financial statements. Judy seconded the motion, all were in favor, and the motion passed unanimously. Linda motioned to let the United Bank CD (\$47,756.61) expire on 9/28/18 and place the funds into operating, and to do the same with the Sandy Spring CD (\$37,790.05) which expires on 12/6/18. Judy seconded the motion, all were in favor, and the motion passed unanimously. The Board asked Management to insert rate sheets in the next meeting package.

### **Old Business**

The Board reviewed the utility bills. Management provided an update on the excess water usage notices sent to the residents of 1344 Garden Wall Circle. The Board authorized Management to send second notices to anyone who did not reply to the first notice. The Board also reviewed the operational calendar.

### **Committee Reports**

**Landscape Committee** – The Board reviewed four proposals from Shenandoah based on the committee landscape walk. The proposals were for removal of declining trees in the pergola area, installing new plants in a bare mulch bed in the pergola area, installing mulch beds and plants in various locations around the community where grass does not grow well, and turf renovation (topsoil/seed/straw) in various locations around the community. The Board mentioned that a resident had already installed plants in the bare mulch bed. The Board discussed the bare grass areas and noted that grass has trouble growing there due to trash sitting in the areas and pet waste, as well as lack of sunlight. The Board asked Management to look into the possibility of installing brick or concrete pads at each building to create a place where trash

can be placed without harming the grass. Judy motioned to approve Shenandoah's proposed cost of \$1,682 for topsoil, seed, and straw to renovate turf in certain areas with the caveat that stakes/tape should be placed around the areas after installation to keep people from walking in the area. Linda seconded the motion, all were in favor, and the motion passed unanimously. Eric will add a note to the next newsletter to inform residents to avoid those areas.

Newsletter/Communications Committee – Eric confirmed that the committee is working on the next issue of the newsletter.

### **New Business**

The Board discussed ongoing parking issues in the community. There are currently no parking passes, so it is easy for non-residents to park on the lot without the tow company being aware. The Board discussed the possibility of implementing parking passes. Management will provide sample parking policies from other communities for the Board's review.

The Board discussed the Acceleration Resolution from Chadwick again, as well as the emails confirming the resolution was initiated by the Board last year based on a situation with a particular account. The Board asked Management to provide information on the collections process, including number of letters and deadlines for responses, after an account is sent to collections. Management will contact Chadwick for more information.

The Board reviewed a three year proposal for grounds maintenance and snow removal from Shenandoah. Linda motioned to approve the three year contract with Shenandoah. Judy seconded the motion, all were in favor, and the motion passed unanimously.

The Board reviewed a proposal from Shenandoah for tree trimming at a particular building per a resident's request. The Board asked Management to have the proposal revised to include all necessary trimming around the community.

The Board reviewed a proposal from KGS for exterior repairs to stop an exterior leak at 1315 Garden Wall Court in the amount of \$4,255. Linda motioned to approve the proposal; Judy seconded the motion, all were in favor, and the motion passed unanimously.

The Board reviewed a proposal from KGS in the amount of \$6,805 for aesthetic repairs and cleaning requested by the resident at 11308 Sundial Court. The Board unanimously agreed not to approve the proposal.

The Board reviewed and signed a DRB application for a light installation on the side of the building at 1377 Garden Wall.

The Board reviewed a proposal from MD Contracting for repairs to the deteriorated concrete spheres around the community. The Board asked Management to find out what the sample entails, what warranty is offered, and whether they all have to be completed at once to get the same price.

The Board reviewed proposals for sump pump installations (plumbing and electric). The Board asked Management to obtain additional bids for review via email.

The Board reviewed a price from Patriot Pest Control to treat the entire community for cicada-killers, non-aggressive bees. The Board voted not to approve the proposal because the bees are not aggressive and will go away in the fall.

### **Executive Session**

The Board entered Executive Session at 9:00 PM to discuss delinquent accounts and sensitive correspondence.

**Adjournment** The meeting was adjourned at 9:14 PM.