

**CONDOMINIUM NUMBER ONE OF THE PINES INC.  
BOARD OF DIRECTORS MEETING  
REGULAR SESSION  
OCTOBER 4, 2016**

**BOARD MEMBERS PRESENT**

Daryl Anderson, President  
Hazel Anderson, Vice President  
Joyce White, Director  
Renee Washington, Vice President

Annette Keizer, Treasurer  
Michelle Stevenson, Director (7:20pm arrival)  
Paula Reed, Secretary

**OTHER ATTENDEES:**

Asharelah Watford, CVI - Community Manager  
Gloria Rice – Service Coordinator

**BOARD MEMBERS ABSENT:**

**RESIDENTS PRESENT:**

Gloria Roundtree: 10228-104  
Paula Reed: 10222-203  
Elizabeth Johnson: 10234-104  
Bernard Lane: 10232-T3

Clifton Gaskins: 10222-102  
Renee Washington 10240-103  
Gloria Whitley 10214-T2  
Christine Johnson 10240-201

**STATEMENT OF EXECUTIVE SESSION**

On September 6, 2016, at the Pines One office, the Board of Directors made a motion to open Executive Session at 7:03pm. All were in favor. The purpose of the Executive Session is to discuss delinquency matters.

**REGULAR MEETING**

**CALL TO ORDER**

Daryl Anderson called the Regular Board Meeting to order at 7:05pm.

**DETERMINATION OF QUORUM**

Daryl Anderson announced quorum.

**OPEN COMMENTS:**

Joyce White reported the map included on “no parking” notices cannot be read. Paula Reed advised an updated map is coming. A resident suggested these types of notices should state no parking in front of a specific building instead of having the map to help clarify instructions.

Christine Johnson stated the landscaping for building 10240 looks horrible. Asharelah Watford advised she has gotten proposals to landscape the beds in front of that building and at the time the costs was \$3,500. Darryl advised the beds have been landscaped several times over. Asharelah added community planting is an option for the springtime. She also stated there was a large tree which was recently

removed and was eating up nutrients in the soil. Cliff Gaskins suggested getting a soil sample from the University of Maryland as they will test the soil for free.

Elizabeth Johnson reported there are advertising signs posted in common areas. Specifically the sign near, 10200 has flyer for carpet cleaning taped to it. Ms. Johnson added the meter room in 10234 has been unlocked for a week. Asharelah Watford advised staff will take care of these.

Gloria Whitley provided information from a Washington Post article on the management of Condominiums in the area. Darryl Anderson noted a Montgomery County Association lost FHA Certification due to the same issues in the article. Asharelah Watford advised Pines One has FHA approval. Ms. Whitley also asked about renter's licenses. Asharelah Watford advised all rental licenses are through the county and CVI checks every quarter (3 months). Gloria Whitley also mentioned there was a big brown German shepherd dog on the landing of her building (10214) and it could have been a stray. Ms. Whitley asked if Washington Gas will repair the concrete. Asharelah Watford said yes and advised a resolution is still being worked on due to Washington Gas wanting to patch instead of restoring the asphalt. Asharelah is getting the Public Utility Service Commission involved to help facilitate a resolution if one cannot be met reasonably.

Renee Washington mentioned a couch has not been moved from woods behind 10242. Asharelah Watford advised she would let maintenance know.

## **MINUTES**

Joyce White made a motion to accept the minutes from the September 6, 2016, Regular Session with one correction. The motion was seconded by Annette Keizer and passed 7/0.

## **Management Report:**

### **REGULAR SESSION:**

**ACTION 1.** Geraldine Nelson of 10206-103 is requesting to have another handicapped space with an access ramp for both handicapped parking spaced at 10204-10206. The Board must decide how they would like to proceed

Joyce White asked if Geraldine Nelson's disability parking certification was received. Asharelah Watford advised not yet. Asharelah will forward certification to Board when received and will table this item until then.

**ACTION 2.** A. Ledger #0103.30, a \$75,000.00 CD, matures 11/07/16. If you were to continue with your laddered investment program currently in place, the Board would need to vote to purchase a \$75,000.00 CD to mature during 2020.

Paula Reed made a motion to renew the CD at the current rate. The motion was seconded by Renee Washington and passed 7/0.

**ACTION 3.** The snow proposals for the 2016/2017 winter season have been received. A copy of their proposed agreements have been provided:

- a. LevelGreen Landscaping
- b. Mainscapes
- c. Complete Landscaping
- d. Brightview (formally Brickman) - Pending

This expense will be billed to Snow Removal Code 4019, with the amount of \$7000 budgeted for the 2016/2017 budget which has a balance of \$6233.00 as of August 31, 2016. A decision is needed from the Board.

Asharelah Watford advised all proposals are for time and materials – no flat rate. This action item has been tabled. Asharelah will go back and ask for flat rate.

**ACTION 4.** The Landscaping proposals for 2017-2018 have been received from the following:

- a. Complete Landscaping           \$26,815.80
- b. LevelGreen Landscaping       \$37,500.00
- c. Mainscapes                       \$56,556.00
- d. Brightview (formally Brickman) - Pending

This expense will be billed to Lawn Maintenance Code 4017, with the amount of \$44,496 budgeted for the 2016/2017 budget which has a balance of \$29,956 as of August 31, 2016. A decision is needed from the Board.

Asharelah Watford advised the current rate is \$44K paid to Brightview which includes 26 cuts a season, April – October (7-10 days) weather permitting. She added Complete Landscaping proposal including optional work will equal close to \$44K. Asharelah mentioned Complete Landscaping proposes 22 cuts a season but will ask to increase it up to 25. The Board tabled the landscaping and snow proposals in order to go back to Complete Landscaping for a flat rate proposal. Asharelah will have information so Board can vote via email by end of the week.

**ACTION 5.** Orndorff & Spaid, the Associations preferred roof contractor submitted a proposal of \$93,169.00 to replace the roof on building 10208. This is a Reserve Expense from Code 0388.03 Roof, which has a balance of \$321,605.58 as of August 31, 2016. The past work has been satisfactory and they have held the labor pricing. The fluctuation in cost is based on the materials. Approval is needed from the Board in order to proceed.

2010 Cost: \$89,842.00 for 1 building  
 2011 Cost \$93,472.00 for 1 building  
 2012 Cost \$93,500.00 for 1 building  
 2013 Cost \$89,224.00 for 1 building  
 2014 Cost \$93,169.00 for 1 building  
 2015 Cost \$93,169.00 for 1 building

The Board tabled this for correction to costs.

**TREASURER'S REPORT:**

Treasurer's report was available for residents who were present at this meeting.

**OLD BUSINESS**

Asharelah Watford will forward Paula Reed the updated Building Rep list. Asharelah Watford advised there will be four towing company proposals submitted to Board for review by mid-October. Asharelah Watford reported the No Trespassing signs will go on the dog poles. She added five additional poles ordered and signs are waiting for pick up notification. Asharelah Watford advised a letter was submitted to the county October 3, 2016 for four dumpsters the spring and again in the fall of 2017 (twice a year). Asharelah said an email blast will go out once the county confirms the request.

**NEW BUSINESS**

Asharelah Watford reported a pilot issue of the Pines One newsletter will be distributed to residents by Friday, October 7, 2016. It will also be posted to the website and via email blast. Asharelah gave newsletter copies to those in meeting and advised this would be a quarterly newsletter.

**ADJOURNMENT**

Joyce White made a motion to adjourn the meeting at 7:56 p.m. The motion was seconded by Hazel Anderson and passed 7/0.

Approved:

  
Signed \_\_\_\_\_ Date 11/1/16