

**CONDOMINIUM NUMBER ONE OF THE PINES INC.**  
**BOARD OF DIRECTORS MEETING**  
**REGULAR SESSION**  
**November 3, 2015**

**BOARD MEMBERS PRESENT**

Darryl Anderson, President  
Hazel Anderson, Vice President  
Annette Keizer, Treasurer  
Cliff Gaskins, Director  
Michelle Stevenson, Director

**OTHER ATTENDEES:**

Asharelah Watford, CVI - Community Manager  
Kia Johnson, Pines – Service Coordinator

**BOARD MEMBERS ABSENT:**

Joyce White, Director

**RESIDENTS PRESENT:**

Gloria Roundtree: 10228-104  
Paula Reed: 10222-203  
Elizabeth Johnson: 10234-104  
Christine Johnson: 10240-201  
Gloria Whitley: 10214-T2  
Shawn Cross: 10208-305

Loretta Hayman: 10218-208  
Debra Woodard: 10210-301  
Robert Gibbs: 10202-T3  
Shana Murray: 10210-203  
Marie McBroom: 10228-102

**STATEMENT OF EXECUTIVE SESSION**

On November 3, 2015, at the Pines One office, the Board of Directors made a motion to open Executive Session at 8:10 p.m. All were in favor. The purpose of the Executive Session is to discuss delinquency matters.

**REGULAR MEETING**

**CALL TO ORDER**

Darryl Anderson called the Regular Board Meeting to order at 7:00 p.m.

**DETERMINATION OF QUORUM**

Darryl Anderson announced quorum.

**MINUTES**

Annette Keizer made a motion to accept the minutes from the October 6, 2015, Regular Session. The motion was seconded by Hazel Anderson and passed 5/0.

**OPEN COMMENTS:**

- 1.) **Christine Johnson** – stated she wants to know where the association stands for the Brickman work on building 10240. Asharelah stated Brad with Brickman moved on to another company, he was our regular contact, and added she is hoping to have an update in two weeks.

- 2.) **Gloria Whitley** – Ms. Whitley stated a section of the Bylaws references defecation clean-up being a requirement of residents and she shared the consequences which could occur by not following this rule. She states this has been an ongoing issue for her. She mentioned just recently about 3 ft. from her patio there is dog defecation. She wants signs on the property to resolve this matter. She wants to know what the cost of purchasing signs will be. She asked for more dialogue/communication when she reports dog defecation. She also mentioned her concern with the tickets which were received as a result of asphalt/stripping work which was done on the community. She asked for more informative planning next time.
- 3.) **Gloria Roundtree** – Ms. Roundtree inquired on whether or not the rosebushes at the back of 10228 could be trimmed. She advised she asked this at the last meeting and they are very high and have not been trimmed as of yet. Asharelah advised she would follow up with Brickman because she was told it was done prior to the meeting. Later in the meeting Ms. Roundtree stated when it rains the pine needles are very slippery. She asked if Brickman could come out to clean the pine needles. Asharelah advised Rick and Ron normally go out to take care of the pine needles and she will get with them to have it done.
- 4.) **Shawn Cross** - Shawn Cross states he moved in and the same day he moved in he received a ticket on his car. He stated the pavement project was disorganized. He added CVI should have informed the parking authority. Michelle Corton agrees. Asharelah advised a notice or email blast will be given to the residents to assist in to appeal the tickets.
- 5.) **Michelle Stevenson** – Michelle states the guy who feeds the cats is on the 1st floor of her building. Cliff added one of the people which have been accused of feeding the cats is in foreclosure.
- 6.) **Shana Murray** - Shana asked what the office hours were. Michelle and Shana Murray stressed their concern for office hours to be longer.
- 7.) **Gloria Whitley** – Ms. Whitley asked for a security update. Asharelah advised the obstacle with moving forward with this is some owners do not want to pay the increase for security and there are some owners on fixed incomes. She advised in the meantime, the association will be doing other things such as re-doing the lighting. She added this would be a replacement cost so the association members would not feel the weight of this. Asharelah stated the Board is considering numerous security options at this time, such as the re-keying of locks on the storage room doors.

#### **Management Report:**

- ACTION**    1.    A decision is needed for a holiday schedule for the staff. CVI is closed on Thursday and Friday, November 26 and 27 for Thanksgiving, Friday, December 25 and Friday, January 1<sup>st</sup> for New Year's Day.

Cliff Gaskins made a motion to follow CVI's schedule. The motion was seconded

by Hazel Anderson and passed 5/0.

- ACTION** 2. Cinnamon Ridge Condominium is requesting to use of the Pines One meeting room for nine meetings on the first Wednesday of the month for the year 2016. The current cost is \$75.00 per meeting for nine meetings (\$675.00) as they do they do not hold meetings in January, July, and August. Below are their scheduled meeting dates.

February 3, 2016	March 2, 2016	April 6, 2016
May 4, 2016	June 1, 2016	September 7, 2016
October 5, 2016	November 2, 2016	December 7, 2016

Approval is needed from the Board.

Cliff Gaskins made a motion to accept Cinnamon Ridge's use of the Pines Office for their meetings. The motion was seconded by Annette Keizer and passed 5/0.

- ACTION** 3. Ledger #0107.61, a \$75,000.00 CD, matures 11/23/15. 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.

Cliff Gaskins asked why the Board would choose and 5 year CD over a 2 year CD and inquired about the rates on both CD's. Asharelah Watford reported the 5 year option is at a rate of 2.25% as of November 2, 2015. She also stated that Capital One, Goldman & Sachs, Discover Bank have a 2 year option with rates ranging from 0.9% - 1.2%. Cliff suggested the 2 year option. Cliff stated he wants to see the current rates in writing. Asharelah stated she will make sure the current rates will be on the management reports moving forward. Annette stated the Pines One community should stick with the 5 year option because the associations has been doing that up until this point. Asharelah recommend the Board lock the CD into a higher rate because the community's reserve is in good condition. Cliff stated if the interest rates go up, the association will still be locked into this rate for 5 years. Darryl responded the chance of it doubling within the next two years is low due to interest rates being kept low right now. Cliff responded the Federal Reserve would be making a decision next month. Asharelah stated The Board has until November 23, 2015 to make a decision. Annette, Darryl and Hazel support the 5 year option and Michelle and Cliff supported the 2 year option. Darryl motioned the 5 year plan and Hazel Anderson seconded at a rate of 1.75% - 2.25%. Asharelah advised the Board would not be aware of the rate until the bank receives the decision from the Board.

Darryl Anderson made a motion to accept the 5 year CD. The motion was seconded by Hazel Anderson and passed 3/2.

- ACTION** 4. The Brickman snow proposal for the 2015/2016 winter season has been received. A copy of their proposed agreement has been provided. We recommend contracting with Brickman for the 2015/2016 snow season.

Cliff stated this should be tabled because he just received his Board. Michelle Stevenson asked Asharelah if she has looked at anyone else's prices outside of Brickman. Darryl stated this is the same contract the community has had for the last three or four years. He mentioned the only change occurring during that time has been a 3% increase. Cliff asked when the contract becomes due. Asharelah stated that it is due the 15<sup>th</sup> of November. Cliff wants Brickman to come before the Board. Michelle Stevenson asked how much time there is to make a decision. Asharelah stated Brickman would still service the community even if the deadline has expired. The decision was made to table this action because Cliff and Michelle requested more time to review.

- ACTION**      5. The Board needs to specify the dates Brickman can place the "snow" trailer on the property and the deadline for its removal. We suggest October 26, 2015- April 10, 2015.

The Board tabled this action until Brickman provides a new location and a new date.

- ACTION**      6. The association's Master Insurance policies expire on November 30, 2015.  
Current carrier: Strathmore, Great American, CNA & Travelers  
Agent: HMS

	<u>Budget</u>	<u>Current</u>	<u>Renewal</u>
Property & Liability	\$54,503	\$54,503	\$58,056
Umbrella	\$ 1,808	\$ 1,763	\$1,803
2005 truck	\$ 2,800	\$ 1,519	\$2,000 (est.)
Workers' Comp	\$ 9,812	\$ 9,312	\$10,037
Fidelity (Crime) Bond	\$ 2,900	\$ 2,900	\$ 2,900
D&O Liability w/CAN	<u>\$ 1,990</u>	<u>\$ 1,990</u>	<u>\$ 2,032</u>
Total	\$73,813	\$71,987	\$76,868

We have budget for a 10% increase at renewal = \$81,194.00.

Cliff reported the insurance policy from last year requires the association to pay Liability Insurance for CVI. He stated CVI should be paying their own Liability Insurance. Darryl advised he received a copy of CVI's insurance it covers CVI and is separate from the Pines insurance. Cliff states he did not receive the crime insurance and it should be in his package as well. Cliff mentioned his lack of support for the renewal of the policy. Michelle Stevenson then asked if this was an annual policy. Asharelah stated it is. Asharelah and Darryl advised changes can be made to the policy as needed.

Hazel Anderson made a motion to accept the insurance as is. The motion was seconded by Darryl Anderson and passed 4/1.

- DISCUSS**      7. Management is proposing the Board discuss the possibility of re-keying all the locks on the storage room to include master keys which will allow access to all rooms using one key; the keys can then be kept at the onsite office. At this time no one can identify how many keys are out there or whether or not extra copies have been made. With reports of individuals loitering and sleeping in the storage rooms this may be a good solution in resolving that issue. There are also only two active building

representatives. We believe this will also be a good way to get people interested in becoming the building representative and holding the key to the storage facility. Currently owners do not have access to the storage rooms when the onsite office is closed. Management has requested a preliminary proposal from Art Lock Service to gather cost data. Art Lock Service submitted a proposal to rekey all of the storage room locks at a cost of \$3,102.36.

Michelle Stevenson stated her concern with having limited access to the storage keys/rooms. Asharelah informed she pulled in a proposal from Art Locke Service who is Pines One preferred Locksmith. Cliff suggested putting the building reps in place first. Michelle Stevenson asked if anyone could take the new keys to any locksmith under the Art Locke Service keys. Asharelah stated she requested unduplicatable keys from Art Locke Service. Ms. Keizer asked how many reps were needed. Asharelah 22 building reps are needed. Darryl recommended the priority be to secure the storage rooms. A homeowner suggested the Board start a policy in which the head of the lease be allowed to have a key and it has to be returned if the key is lost. Homeowner suggested the association have coded locks on all storage rooms. Asharelah stated it would cost about \$200 per lock to place coded locks on the storage room doors. She stated there are currently coded locks on the trash room's doors near Prince George's Community College. Shana Murray offered to ask the school system locksmith how much it will cost to re-key the storage rooms. Shawn Cross stated the storage unit for 10208-305 appears to have been changed around for that storage unit. This discussion was TABLED.

**TREASURER'S REPORT:**

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

**OLD BUSINESS:**

**NONE**

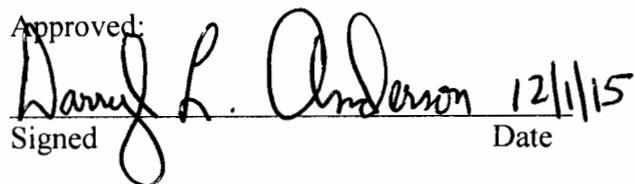
**NEW BUSINESS:**

**NONE**

**ADJOURNMENT:**

Annette Keizer made a motion to adjourn the meeting at 8:05 pm. The motion was seconded by Darryl Anderson and passed 4/0.

Approved:

  
Darryl L. Anderson 12/1/15

Signed

Date