

**CONDOMINIUM NUMBER ONE OF THE PINES INC.
BOARD OF DIRECTORS MEETING
REGULAR SESSION
February 7, 2017**

BOARD MEMBERS PRESENT:

Darryl Anderson, President
Renee Washington, Vice President
Annette Keizer, Treasurer

Paula Reed, Secretary
Joyce White, Director
Michelle Stevenson, Director

OTHER ATTENDEES:

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

BOARD MEMBERS ABSENT:

Hazel Anderson, Director (absent)

RESIDENTS PRESENT:

Gloria Whitley 10214-T2
Elizabeth Johnson 10234-203
Bernard Lane 10232-T3
Margaret Lindsey 10240-101
Marie McBroom 10228-102

Rob Thomas 10200-108
Christine Johnson 10240-201
Jeanne Wall 10214-102
Cliff Gaskins 10222-102

STATEMENT OF EXECUTIVE SESSION:

On December 6, 2016, at the Pines One Office, the Board of Directors made a motion to open Executive Session at 7:40 pm. 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 7:01 pm.

DETERMINATION OF QUORUM

Darryl Anderson announced quorum.

OPEN COMMENTS:

Gloria Whitley asked about a notice she received from Yes Energy about servicing her meter/furnace she was concerned because she has never received this kind of letter before and was wondering it was because her furnace was malfunctioning, what generated the letter, and how many others may have gotten this particular letter. Asharelah Watford advised Yes Management does an offsite check of the meters periodically by sending an electronic diagnostics and if it comes back the meter may be malfunctioning. Yes will send a tech out during their scheduled maintenance times in the fall and spring. Asharelah added during that inspection they may find the furnace and not the meter is malfunctioning which they will advise you of so you can hire a contractor for repairs. She stated if during the diagnostics other owner's meters are malfunctioning they too will get a letter.

Jeanne Wall commented on newsletter and suggested to add an article in the next newsletter about upkeep of the community and the owners responsivity regarding the upkeep of their balconies. Asharelah Watford suggested to remind residents of the up and coming dumpster day in May so they can dispose of items on their balcony.

APPROVAL OF MINUTES:

Annette Keizer made a motion to accept the minutes from December 6, 2016, Regular Session and Executive Session. The motion was seconded by Rene Washington and passed 6/0.

REGULAR SESSION:

ACTION 1. Information regarding excess assessments and a suggested resolution from Goldklang, Group CPA, P.C., the Association's auditor, was forwarded to the Board under separate cover. The Excess Assessment Resolution has been prepared for Board's approval and signature.

A motion was made by Joyce White to approve the Excess Assessment Resolution. The motion was seconded by Annette Keiser and passed 6/0.

ACTION 2. Ledger #0108.10, the Mutual of Omaha ICS Savings account, to reduce the balance it is recommended the Board vote to purchase a \$75,000.00 CD to mature during 2019.

A motion was made by Joyce White to purchase a \$75,000.00 CD to mature during 2019. The motion was seconded by Renee Washington and passed 6/0.

ACTION 3. Homeowner Request:

- a. Ruth Richardson of 10232-101 submitted a request to have a contractor use a crane to install a new unit on the roof. The Board must ratify the email vote to proceed.

A motion was made by Joyce White to approve the Excess Assessment Resolution. The motion was seconded by Annette Keiser and passed 6/0.

ACTION 4. The 2016/2017 proposed Board Meeting date schedule has been forwarded to the Board under separate cover. We are requesting the Board's approval of the meeting dates prior to publication to the owners in the coupon mailing in April.

A motion was made by Annette Keizer to approve meeting dates. The motion was seconded by Paula Reed and passed 6/0.

ACTION 5. The 2017 Annual Meeting is scheduled for May 2, 2017. The call for nominations will be mailed to all owners on February 10, 2017. The deadline to submit names for the two three-year positions is 4:30 PM, March 17, 2017. The Board needs to appoint an Election Committee. Last year the Committee consisted of Marc Sims, Robert Thomas and Barnard Lane.

Jeanne Wall volunteered to serve. Barnard Lane volunteered as an observer and Robert Thomas volunteered as an alternate. Email request needed to serve on Election Committee

ACTION 6. Raymar Plumbing submitted their costs for the annual and quarterly sewer line cleaning for the new budget year 2017/2018 as noted below. We recommend the Board approve for

Raymar Plumbing to complete the 201/2016 sewer cleaning.

All Roof Stacks to Sewer one time a year	Manhole to Manhole to County Main 3 times/year	Total
\$4,950.00	\$2,223.00	\$7,137.00

The amount of \$36,000 is budgeted in Code 4012 Plumbing. The sewer line snaking is included in this line item.

A motion was made by Renee Washington to approve Raymar Plumbing for the annual and quarterly sewer line cleaning. The motion was seconded by Joyce White and passed 6/0.

ACTION 7.

Proposals were submitted for security cameras throughout the community. All companies have submitted proposals with two options for the cameras a lease option and purchase option w/maintenance.

a. Maryland Security Professionals

Lease Prices (per system, per month)	1 Year Lease	2 Year Lease	3 Year Lease	4 Year Lease	5 Year Lease
Unit #1	\$1,350.00	\$1,200.00	\$1,100.00	\$975.00	\$825.00
Unit #2	\$1,350.00	\$1,200.00	\$1,100.00	\$975.00	\$825.00
Unit #3	\$1,350.00	\$1,200.00	\$1,100.00	\$975.00	\$825.00
Total (month)	\$4,050.00	\$3,600.00	\$3,300.00	\$2,925.00	\$2,475.00
Total (year)	\$48,600.00	\$43,200.00	\$39,600.00	\$35,100.00	\$29,700.00

Purchase pricing: \$31,302.00 w/Monthly Maintenance (Annual) Fee: \$4,000.00

b. Surveillance Secure Inc.

Lease Option Cost (with buyout at the end of lease):
\$517.49 Monthly
\$23,731.00 Total
\$1.00 Buyout Cost

Purchase w/Monthly Maintenance (Annual) Fee:
\$16,231.00 - Total Purchase Cost
\$1,500.00 - Total Monthly Maintenance Fee

c. Smart Security Pros

Lease Option Cost Pending

Purchase w/Monthly Maintenance (Annual) Fee:
\$35,630.75 – Total Purchase Cost
\$3,599.88 – Total Monthly

Maintenance Fee

The Board must decide how they would like to proceed.

Asharelah Watford recommends Maryland Security Professionals & Surveillance Secure Inc. (2 of the 3 companies) to give presentations and these will be scheduled for the March board meeting. Asharelah explained security cameras most useful in certain areas of property. Cameras & Tag Readers run 24/7 and are point, tilt & zoom cameras.

TREASURER'S REPORT:

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

BUILDING REP REPORT:

NONE

COMMITTEE REPORTS:

NONE

OLD BUSINESS:

Washington Gas – Asharelah Watford met with Mr. Brittingham on the property & it was determined that Washington Gas went above and beyond with some restoration, however other such as grass & asphalt needs resolution. Next step, according to Asharelah, will be a meeting for final resolution.

NEW BUSINESS:

NONE

OPEN COMMENTS FROM THE FLOOR:

Ms. Johnson did not get a copy of the audit. Darryl Anderson gave her his copy & going forward, Ms. Johnson will copy Asharelah Watford on her letter requests. Ms. Johnson also reported dirt & twigs left by Brightview when they recently mulched around building 10226 & 10228.

Joyce White reported Grey SUV illegally parked along outside space. It needs to be towed. Asharelah Watford said she will notify SLT Towing.

ADJOURNMENT:

Renee Washington made a motion to adjourn the meeting at 8:06 pm. The motion was seconded by Paula Reed and passed 6/0.

Approved:

Paula Reed 3/7/17

Signed

Date