

**CONDOMINIUM NUMBER ONE OF THE PINES INC.
BOARD OF DIRECTORS MEETING
REGULAR SESSION
October 3, 2017**

BOARD MEMBERS PRESENT:

Darryl Anderson, President
Joyce White, Vice President
Paula Reed, Treasurer
Annette Keizer, Secretary

Renee Washington, Director
Michelle Stevenson, Director

OTHER ATTENDEES:

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

BOARD MEMBERS ABSENT:

Hazel Anderson, Director

Residents Present:

Gloria Whitley 10214-T2
Gloria Roundtree 10228-104
Ebony Mahoney 10230-T5

Clifton Gaskins 10222-102
John Rosser 10202-301
Cheri Osbourne 10236-107

Statement of Executive Session

On September 5, 2017, at the Pines One Office, the Board of Directors made a motion to open Executive Session at 7:45 pm. All were in favor. The purpose of the Executive Session is to discuss delinquency matters.

REGULAR MEETING

CALL TO ORDER

Joyce White called the Regular Board Meeting to order at 7:04 pm.

DETERMINATION OF QUORUM

Darryl Anderson announced quorum.

OPEN COMMENTS:

1. Gloria Roundtree advised that the water in the pool has an odor. Asharelah Watford explained this is a PCA issue and it will be addressed.
2. John Rosser suggested the Association should allow homeowners to challenge any maintenance issue resulting in a determination letter. Discussion included conversations that homeowners already have the option of getting a 2nd opinion.
3. Gloria Whitley brought up that timing of hallway lights need to be adjusted. She also asked if the concrete on the landings & steps of her building could be painted. Ms. Whitley mentioned it would add value to property. Ms. Whitley reported that jetting by Raymar Plumbing caused sediment in her sink and it spilled onto carpet. She provided Asharelah Watford with pictures of her sink.
4. Ebony Mahoney provided pictures of her patio and screen door to Board Members. She also reported there is a humming/vibrating sound coming from the area of the bus stop on Prince Place near 10234 and it is hampering her sleep.

Minutes

Joyce White made a motion to accept the minutes from September 5, 2017 (with the addition of replacing the furnace & A/C unit for the on-site office) and August 1, 2017, Regular Session and Executive Session. The motion was seconded by Paula Reed and passed 6/0.

REGULAR SESSION:

UPDATE 1. The Board met with Structural Solutions to discuss the proposed balcony renovation project. A review of the results will be discussed at the meeting.

Asharelah Watford advised the majority of concrete bases on the balconies and all balcony rails need to be replaced. She also stated the next step is for Structural Solutions to create a design plan and to get three (3) bids from contractors; Structural Solutions will oversee entire project. Ms. Watford stated prior to a vote being made Structural solutions will outline to the Board: a) Type of railings, b) Bids from contractors and c) county code. This is a 3 to 5 year project, based on costs. Ms Watford will get information on the next steps for this project from Structural Solutions.

ACTION 2. The snow proposals for the 2017/2018 winter season is pending. A copy of their proposed agreements have been provided to the Board. This expense will be billed to Snow Removal Code 61900, with the amount of \$17,000 budgeted for the 2017/2018 budget which has a balance of \$17,000.00 as of August 31, 2017. How does the Board like to proceed?

Asharelah Watford explained Brightview is the only company offering tiered pricing and their costs did not increase from last year. There was some discussion regarding staging snow removal equipment on the property. Paula Reed made a motion to accept Brightview's snow proposal for the 2017/2018 winter season. The motion was seconded by Annette Keitzer and passed 6/0.

UPDATE 3. Maryland Security Professionals have finally obtained the first permits needed to begin the digging for the poles for the camera installation. Tentatively they anticipate digging to begin the week of September 25, 2017. There are several steps to the permitting process, which include an inspector from DPIE coming to inspect everything they do step by step, approving the work, then submitting paperwork so the next permit can be obtained. The next permit, which will need to be obtained once the site is inspected by DPIE, is the electrical permit so the electrician can install the electrical lines. Updates will be provided to the Board as they are received.

Asharelah Watford stated that the only delay right now is with the County issuing the necessary electrical permits. She will continue to monitor and follow-up on this.

DISCUSSION 4. Brightview contract expires December 31, 2017. The landscape proposal has been received from Brightview and bids have been requested from other vendors, which are pending. Management has enclosed Brightviews proposal for review and discussion at this meeting to see if the Board would still like to proceed in obtaining bids for 2018. Below are the numbers from the bids received last year (please keep in mind these numbers may change as minimum wage increases in October):

- | | | |
|----|---|-------------------------------|
| a. | Complete Landscaping | \$26,815.80 -- 2017 proposal |
| b. | LevelGreen Landscaping | \$37,500.00 -- 2017 proposal |
| c. | Mainscapes | \$56,556.00 -- 2017 proposal |
| d. | Brightview (formally Brickman) 1 yr. Option | - \$47,125.00 - 2018 proposal |

3 yr. Option – Yr. 1 \$46,275.00

Yr. 2 \$47,664.00

Yr. 3 \$49,094.00

Asharelah Watford advised that Brightview's contract expires 12/31/2017. She stated if the Board is considering other company bids from last year such as Complete, Mainscapes and Level Green, to keep in mind with the increase in the minimum wage, last year's bids will increase as well. Ms. Watford recommended Brightview with either a three year or one year option.

The Board decided to table this until the November 7, 2017 meeting and asked Ms. Watford to obtain new bids.

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:

Replace furnace and A/C unit for on-site office:

Board ratified vote for Beltsville Heating and A/C proposal for \$6,931. Renee Washington approved motion and it was seconded by Annette Keitzer. All was in favor.

NEW BUSINESS:

NONE

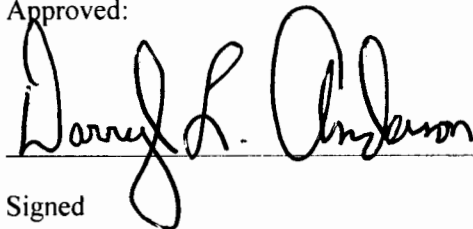
OPEN COMMENTS FROM THE FLOOR:

NONE

ADJOURNMENT:

Paula Reed made a motion to adjourn the meeting at 7:53pm. The motion was seconded by Joyce White and passed 6/0.

Approved:

 11/7/17

Signed

Date