

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

BOARD MEMBERS PRESENT:

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

Renee Washington, Director
Hazel Anderson, Director

OTHER ATTENDEES:

Asharelah Watford, CVI – Community Manager
Gloria Rice – Service Coordinator
Officer Marsh – PG County Police, District II Station

BOARD MEMBERS ABSENT:

Michelle Stevenson, Director

Residents Present:

Diane Wilder 10212-T6

Robert Gibbs 10202-T3

Statement of Executive Session

On October 3, 2017, at the Pines One Office, the Board of Directors made a motion to open Executive Session at 7:57 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 7:00 pm.

DETERMINATION OF QUORUM

Darryl Anderson announced quorum.

OPEN COMMENTS:

Paula Reed commented that she heard the Community Planting Day was a success, however a homeowner advised her that several plants and mulch went back on the truck. Asharelah Watford explained that given the number of volunteers that actually showed up, all plantings were not able to be completed that day, however all plants & shrubs will get planted as planned, included tulips without cost to the Association. Paula suggested the success of the event be mentioned in the January 2018 Newsletter.

Joyce White asked about replacing the Multicorp. Ashareleh Watford will re-visit cleaning bids from last year.

Minutes

Joyce White made a motion to accept the minutes from October 3, 2017, Regular Session and Executive Session. The motion was seconded by Renee Washington and passed 6/0.

Guest Speaker: Officer Marsh #3982, Prince George's County Police

Officer Marsh introduced himself and gave some personal and professional information about his work with the Prince George's County Police. He handed out Holiday Safety brochures, provided upcoming community events & distributed his business card. Renee Washington asked if he will take regular walks/rides on the property to which he said that he would.

REGULAR SESSION:

ACTION

1. A decision is needed for a holiday schedule for the staff. CVI is closed on Thursday and Friday, November 23 and 24 for Thanksgiving, Monday, December 25 for Christmas and Monday, January 1 for New Year's Day. Does the Board want to follow the CVI schedule?

Joyce White made a motion for staff to follow the CVI Holiday schedule and it was seconded by Paula Reed. All were in favor.

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 2018. The current cost is \$75.00 per meeting for nine meetings (\$675.00) as they do not hold meetings in January, July, and August. Below are their scheduled meeting dates.

February 7, 2018	March 7, 2018	April 4, 2018
May 2, 2018	June 6, 2018	September 5, 2018
October 3, 2018	November 7, 2018	December 5, 2018

Approval is needed from the Board.

Joyce White made a motion to approve Cinnamon Ridge Condominium's request for use of the Pines One meeting room for nine meetings in 2018. It was seconded by Hazel Anderson. All was in favor.

ACTION

3. Brightview contract expires December 31, 2017. The landscape proposal has been received from Brightview and bids have been requested from other vendors, which to date 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):

Contractor	No. of Years	Cost	Comments
LevelGreen Landscaping			Proposal Pending
Mainscapes	3	\$51,714.00	
Brightview	1	\$46,275.00	
Brightview	2	\$47,664.00	

Brightview	3	\$49,094.00	

Paula Reed made a motion to keep Brightview's landscaping contract for one year. It was seconded by Hazel Anderson. All was in favor

- ACTION 4.** The association's Master Insurance policies expire on November 30, 2017.
Current carrier: Strathmore, Great American, CNA & Travelers
Agent: HMS

	<u>Budget</u>	<u>Current</u>	<u>Renewal</u>
Property & Liability	\$55,828	\$55,828	\$57,267
Umbrella	\$ 1,855	\$ 1,855	\$ 2,332
2005 truck	\$ 3,026	\$ 3,026	\$ 3,026(est.)
Workers' Comp	\$10,654	\$ 8,368	\$ 8,874
Fidelity (Crime) Bond	\$ 2,900	\$ 2,900	\$ 2,900
D&O Liability w/CAN	\$ 2,118	\$ 2,153	\$ 2,431
Total	\$76,381	\$74,130	\$ 76,830

We will provide the remaining numbers when they arrive.

Hazel Anderson made a motion to accept the Master Insurance Policy renewal and it was seconded by Renee Washington. All was in favor.

- ACTION 5.** Structural Solutions has completed the core sampling/assessment of the balconies and rails. They have submitted a report detailing the structural evaluation of the balconies/rails and have met with the Board to discuss the report. The core sampling revealed the balconies must be repaired for structural stability and the rails replaced to ensure any damage which is occurring as a result of the distress is eliminated. The next step in the process is for Structural Solutions to prepare the Balcony Repair Design Documents and Construction Services to address the identified structural deficiencies with the balconies. In the proposal forwarded to the Board there are several phases broken down and management is recommending the Board approve phase's I-V of the construction services proposal. This service will be done at a total cost of \$16,650.00. The Board must decide how they would like to proceed.

Joyce White noticed an error in reporting. She also stated costs seem to be ala carte. Asharelah Watford said the total should be approximately \$22,750.00 and that she will table this and bring back Julie with Structural Solutions to address final costs with the Board.

- ACTION 6. Investment decisions:**

a. **Ledger #10718**, a \$75,000.00 CD, matures 12/05/17. 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 2021.

b. **Ledger #10330**, a \$75,000.00 CD, matures 12/18/17. 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 2022.

Asharelah Watford stated rates as of 11/6/17 were 2.15% for Ledger #10718 and 2.2% to 2.35% for Ledger #10330.

Joyce White made a motion to purchase both CDs as indicated above. It was seconded by Hazel Anderson and all was in favor.

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:

Asharelah Watford stated the security cameras should be operational this month hopefully by Thanksgiving Day.

NEW BUSINESS:

NONE

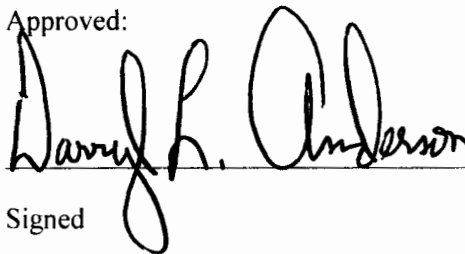
OPEN COMMENTS FROM THE FLOOR:

NONE

ADJOURNMENT:

Paula Reed made a motion to adjourn the meeting at 7:30 pm. The motion was seconded by Joyce White and passed 6/0.

Approved:

 12/5/17

Signed

Date