

ABV Condominium Trust
Board of Trustees
Closed Meeting Minutes 09-17-2020 (Final)

Board's Statement to our Community: Although we have not been able to hold open Board of Trustee Meetings, we want to assure you that managing the business of our community is continuing to move forward. On Thursday, September 17th the full Board, Reggie Thomas and Shelly Kaner from our Management Company met to review/discuss and vote on, where applicable, specific community business. We thank you for your diligence in supporting state COVID-19 guidelines and we hope you continue to stay well and stay safe.

Management Company Report

- a) **Work Order Report:** All items that are the Trust's responsibility are being handled and closed expeditiously. The Board reported to both Reggie and Shelly that to date, we are please with the response of Taylor Made.
- b) **Annual Meeting Status:** Per Reggie, things are changing on a daily basis regarding the conducting of Annual Meetings. He recommended that now is the time for us to contact our Attorney and outline our plan and get in writing, either concurrence or alternative approach. Sharyn and Mike will draft the communication to our Attorney and provide feedback to the Board once received.
- c) **Contracts out for Bid:** In order to ensure that we are paying appropriately for snow removal and lawn care, the Board asked Evergreen Management to solicit bids from several additional vendors for these services. The result was overwhelming that our current vendors, Taylor Made Construction and McCarthy's Landscaping offer were the best value. Motion made to accept the contract bids for Taylor Made, Snow Removal, and Landscaping, McCarthy; motion 2nd and after minimal discussion, vote was unanimous. Reggie will notify all bidders as well as have the contract for Jeff Taylor and Roger McCarthy signed by Sharyn and Dennis.

Officer and Committee Reports

1. Treasurer's Report: Dennis Fitzpatrick reported that our total income from January 1, 2020 through August 31, 2020 was \$257,928. This includes not only the monthly assessment, but also interest and legal collection fees. Total expenses January 1st through August 31st were \$242,127. Year to date summary: from January 1st through August 31st, we have taken in from all sources \$15,801 more than we spent. As of August 31st, our Operating Account Balance was \$102,418. Checks written but not yet cashed totaled \$968. Our Capital Reserve Balance as of August 31st was \$735,189. Our Aging Report shows past due assessment at \$276. Motion made to ratify the approved May, June and July financials, motion 2nd and vote was unanimous. Reggie to post the appropriate pages on the website. Reggie will clarify a classification for our July financials before the Board approves and ratifies. Dennis reported that initial data gathering for the 2021 Budget Year has started. The Budget Committee will start work in the early October timeframe.

Board Meeting Minutes 9/17/2020 (Cont'd)
Officer and Committee Reports (Cont'd)

2. Landscape & Architectural Modification Committee: Carl reported on several requests: # 8 AB Drive requested to remove shrubs from front and side garden, # 38 AB requested to add patio, shrubs and a small tree; # 43 AB requested to add a fireplace in their living room. The Committee and the Board via email had previously approved these requests. Motion made to ratify these requests, motion 2nd and vote was unanimous. # 140 AB has gone through several iterations of requests. The final version with sketch adding a patio, privacy fence and a door to exit their 3 seasons room was reviewed and discussed. Motion made to approve and ratify, motion 2nd and vote was unanimous. Carl is going to review both the Landscape Procedures and Policy and the Architectural Modification Procedures for clarification on specific types of requests and abutter notification. Carl will send revisions out for the committee to review and approve before forwarding to the Board their review and approval.

3. Legal and Legislative Committee: Mike reported that the committee needs to calendar a follow-up meeting for further discussion on three (3) items: a) fine structures, b) unit security cameras, and the c) procedures and policies to gather and file annually any updates to our documents. Refining the fine structure is still a top priority where age related living arrangements is still the highest priority. Continued research needs to be done and ultimately will require an amendment to our docs. For the use of security cameras, additional research needs to be done as some owners have installed devices via access through exterior siding that is not permitted without approval via Arch. Mod procedure. Once reviewed via our docs and our AM procedure, a communication will go out to the village. It was agreed that the 3rd priority due to the backlog and limited availability and access to the courts would be deferred to another time.

4. Maintenance Committee: Mike reported that items found in the April walk-through are being addressed. The Committee will meet again in the mid October timeframe and follow-up on a few of the noncritical items that were initially deferred. A complete walk-through and property assessment is tentatively scheduled for mid October. Mike is continuing to work on communication to the village as to maintenance procedures, owner vs. trust, contact numbers, turnaround times, etc.

5. Storm water Compliance: Mike reported that he and Carl removed some woody plants from the ponds behind 2/4/6 AB. We, as a Board, need to discuss having McCarthy incorporate this type of activity for our detention pond maintenance, recognizing there will be an additional cost. Discussion also needs to include the removal of debris from the ponds and slope maintenance. Fall 2020 inspection is tentatively scheduled for early November with a focus on basins. **Note** – see Item # 4 under New Business for additional action items. We also need to determine if any maintenance/rebuilding activities for concrete facings and outflow pipes. Mike recommended that Pioneer take a look at this item.

6. Clubhouse Update: Our Clubhouse continues to remain closed. Per Evergreen, they will not support a re-opening at this time and strongly recommend keeping the facility closed. In addition, Insurance Companies will NOT support any Covid claims. The Clubhouse committee is in agreement with Evergreen and supports the continued closure. They asked the Board to support their recommendation. Motion made to keep the Clubhouse closed; Motion 2nd and vote was unanimous. On Thursday afternoon, 9/17/2020, the Clubhouse Fire Alarm system and Pull Stations were inspected. Entire system checked out ok and we are fine for another year.

Board Meeting Minutes 9/17/2020 (Cont'd)
OLD BUSINESS

1. Ratify approved 6/12/2020 Meeting Minutes: Motion made to ratify the approved June 12th meeting minutes; 2nd and vote was unanimous.

2. Status on Shrub Removal Program: Carl reported that McCarthy completed the 2020 program in early September. A total of 64 shrubs were removed and 21 were replaced. Per Carl, plans for 2021 will include the removal of many overgrown PJM Rhododendrons that will be replaced with a variety of ornamental shrubs.

3. Dumping of Sod & Dirt into Front Gully: Board agreed that with some work being done in the village that Taylor may take top soil, clean fill & deposit in the front gully. There is to be no charge for this work. Motion made, 2nd and vote was unanimous. Carl to notify Jeff.

4. Review of LC Contract – cutting of hills, maintenance of Detention Ponds, etc. - The Board discussed terms of the current McCarthy contracts. McCarthy is fulfilling his contractual responsibilities, however, if and when asked to do additional work with the understanding that he would be paid, he has complied. Reggie recommended that we have a site visit by ESI to take a look at all of our Detention Ponds to get an estimate for a very thorough clearing of these ponds. This is not an immediate need, however the Board asked Reggie to contact the company and arrange a site visit.

NEW BUSINESS.

1. Dryer Vent Cleaning Program for 2020: Carl and Phil have agreed to head up this initiative. They will be doing research for companies, draft the communication to the village for process, etc. This will be at the owners' expense.

2 Bulkhead Painting: As part of our 2021 Maintenance Program, the Board would like to add the phased in painting of our bulkheads. The painting would be done in the same rotations as the power washing to ensure a clean surface. The Board unanimously agreed to have this item put into our 2021 program.

3. Maintenance Responsibility Matrix. This chart has not been updated since 2015 and over the years, new items have been identified and need to be incorporated into this document. Mike will get the current version out to the Board Members for a review and identification of recommended updates. Once finalized, this will be distributed to the village.

4. Update to Owners Listing: There have been a significant number of new owners since our March 2020 version. Sharyn will get a notification out to the community for review and update. The plan is to have the update distributed late September or early October 2020

5. Use of Conference Calls: For now and under this Covid Protocol, we will try to meet face –to- face rather than via a conference call. It was agreed, that if all Board Members are not available and there is a majority, go forward with the meeting. However, if a Board Member has requested an agenda item, then accommodations must be made to ensure (s)he is present. We will need to readdress these post Covid Protocols and hopefully return to regularly scheduled 6:30 PM Meetings.

Board Meeting Minutes 9/17/2020 (Cont'd)
NEW BUSINESS (Cont'd)

6. Parking of Bobcats in the overflow Clubhouse Lot – The Board was asked if it was possible to have Jeff park his 2 bobcats either behind Emily Drive or somewhere else on our property during the winter months. There has been a history with previous vandalism having Jeff parking then there. Also, it's a convenience for Jeff to have them in that location if there is a significant storm. There is an ease of moving his equipment out to start the snow removal. Motion was made to continue to permit Jeff to park his two (2) Bobcats in that specific location, motion 2nd and after an additional discussion vote was taken. The majority of the Board agreed that the Bobcats would be parked in the overflow lot. That is the only vehicle(s) permitted for overnight parking without Board approval. Board approval for overnight parking is required for Clubhouse & overflow parking lots.

7. Wood Burning Fire Pits in the Village: We have been asked to address the use of wood burning fire pits in the village. Research in our docs and in a discussion with our Fire Chief confirms that the banning of wood burning fire pits is supported. A communication from Evergreen will be going out to the Village supporting this.

8. Printing of ABV Condo Docs and Procedures: Based upon recent conversations about owners not having or being aware of all our Condo Documents, the Board has agreed to have approximately 30 complete hard copies sets available should they be needed. Carl is handling this for the Board.

Next Meeting: TBD