

**CONDOMINIUM NUMBER ONE OF THE PINES INC.  
BOARD OF DIRECTORS MEETING  
REGULAR SESSION  
NOVEMBER 1, 2016**

**BOARD MEMBERS PRESENT**

Daryl Anderson, President  
Hazel Anderson, Vice President (7:08pm arrival)  
Joyce White, Director  
Renee Washington, Vice President

Annette Keizer, Treasurer  
Michelle Stevenson, Director  
Paula Reed, Secretary

**OTHER ATTENDEES:-**

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

**BOARD MEMBERS ABSENT:**

**RESIDENTS PRESENT:**

Gloria Roundtree: 10228-104  
Paula Reed: 10222-203  
Elizabeth Johnson: 10234-104  
Bernard Lane: 10232-T3  
Marie McBroom 10228-102  
Brittany Cley 10228-204  
Dorsey Evans 10226-305

Clifton Gaskins: 10222-102  
Renee Washington 10240-103  
Gloria Whitley 10214-T2  
Christine Johnson 10240-201  
Gail Clanton 10222-303  
Robert Thorns 10200-108  
Virgen S. Germosen 10236-106

**STATEMENT OF EXECUTIVE SESSION**

On October 4, 2016, at the Pines One office, the Board of Directors did not hold Executive Session as there were no action items to discuss. All were in favor. The purpose of the Executive Session is to discuss delinquency matters.

**REGULAR MEETING**

**CALL TO ORDER**

Daryl Anderson called the Regular Board Meeting to order at 7:06pm.

**DETERMINATION OF QUORUM**

Daryl Anderson announced quorum.

**Guest Speaker – Sgt. Copeland, Prince George’s County Police**

Sgt. Copeland fielded questions from residents regarding the recent homicide of a resident and what the community can do about drug activity on the property. Sgt. Copeland advised there are no new developments in the homicide case; it is active and the investigation is ongoing. According to Sgt. Copeland, residents can obtain updates via the Crime Solver’s Hotline or Corporal Mercer and/or by using the NextDoor app. There was discussion regarding drug activity, specifically around 10250. Sgt. Copeland suggested residents call the non-emergency number so calls are logged and reported to police. Undercover presence as well as unarmed patrol also mentioned as possible deterrent.

### **Guest Speaker – Rasheed, Bumper 2 Bumper Towing**

Lack of towing when requested & failure to respond to requests in a timely manner were voiced by community. Mr. Lane noted there are 6 vehicles belonging to a resident at building 10232 when only 3 permits are allowed per unit. Rasheed advised people move their vehicles around which makes it difficult for the driver to catch them all. He said they tow for Cinnamon Ridge, Tree Top and other communities in the area as well as Pines One. Rasheed suggested the Association may want to change the color of the parking permits to eliminate unauthorized duplication of permits. He also suggested making the tow hours 24x7.

### **Guest Speaker – David Pearson, Brightview Landscaping**

David Pearson provided a Brightview Communication Plan/Service outline to everyone in attendance. Joe Johnson, Brightview Branch Manager was also in attendance. Gloria Whitley asked if it's ok for residents to ask staff to do work while they are on property – the hedges in front of her unit need trimming. Asharelah Watford advised her to direct her requests to Maintenance or on site office. Ms. Whitley asked if hedge trimming is a part of Brightview's contractual agreement. David explained they do things seasonally and winter pruning can encourage growth. He also stated hearing about these concerns helps them prioritize their work. A resident mentioned when Brightview mows, the grass clippings are left on sidewalks and also cars. David said he will address this issue to his manager. They use back pack blowers, but they will do a better job. David went on to say they are at the property every 7 to 10 days. He will email Asharelah Watford a week in advance to let the community know exactly when they will be out. Joyce White asked about doing a soil sample at 10240. David said a sample was done and the soil has high levels of copper and iron. Mr. Lane requested the fence line should not be trimmed/cut at 10230 & 10232 (far right corner) to avoid people making a path through it. David concluded by stating Brightview is willing to work with the community including snow proposals, costs savings, increase service etc.

### **OPEN COMMENTS:**

**NONE**

### **MINUTES**

Joyce White made a motion to accept the minutes from the October 4, 2016, Regular Session. The motion was seconded by Annette Keizer and passed 7/0.

### **MANAGEMENT REPORT**

### **REGULAR SESSION:**

- ACTION**    1.    A decision is needed for a holiday schedule for the staff. CVI is closed on Thursday and Friday, November 24 and 25 for Thanksgiving, Monday, December 26 for Christmas and Monday, January 2<sup>nd</sup> for New Year's Day.

Joyce White made a motion to accept the holiday schedule for the staff. The motion was seconded by Annette Keizer and passed 7/0.

**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 2017. 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 1, 2017	March 1, 2017	April 5, 2017
May 3, 2017	June 7, 2017	September 6, 2017
October 4, 2017	November 1, 2017	December 6, 2017

Approval is needed from the Board.

Renee Washington made a motion to approve the use of the meeting room For Cinnamon Ridge for the above dates. The motion was seconded by Annette Keizer and passed 7/0.

**ACTION 3.** The snow proposals for the 2016/2017 winter season have been received. A copy of their proposed agreements have been provided:

- a. LevelGreen Landscaping
- b. Mainscapes
- c. Complete Landscaping
- d. MSD Snow Removal, Inc.
- d. Brightview

This expense will be billed to Snow Removal Code 4019, with the amount of \$7000 budgeted for the 2016/2017 budget which has a balance of \$6232.50 as of September 30, 2016. A decision is needed from the Board.

Asharelah Watford recommended Brightview – they offer tiered plus flat rate pricing, staging (equipment left on property Nov-April) for guaranteed access in a heavy snow, Rick & Ron are comfortable working with Brightview, and they are familiar with the needs of the community.

Hazel Anderson made a motion to approve Brightview’s proposal for snow removal 2016/2017. The motion was seconded by Joyce White and passed 7/0.

**ACTION 4.** The association’s Master Insurance policies expire on November 30, 2016.  
Current carrier: Strathmore, Great American, CNA & Travelers  
Agent: HMS

	<u>Budget</u>	<u>Current</u>	<u>Renewal</u>
Property & Liability	\$54,503	\$58,056	\$63,728.00
Umbrella	\$ 1,808	\$ 1,803	\$ 1,855.00
2005 truck	\$ 2,800	\$2,000 (est.)	
Workers’ Comp	\$ 9,812	\$10,037	
Fidelity (Crime) Bond	\$ 2,900	\$ 2,900	
D&O Liability w/CAN	<u>\$ 1,990</u>	<u>\$ 2,032</u>	
Total	\$73,813	\$76,868	

We will provide the remaining numbers when they arrive.

Asharelah Watford advised final numbers are pending changes that may reduce the association's insurance fees. Asharelah will notify Board when she obtains remaining renewal item costs. Darryl Anderson noted that the insurance expires the end of this month and as such a decision needs to be made.

Hazel Anderson motioned to approve the renewal of the Master Insurance policies and if the rates are too high new insurance will be sought. The motion was seconded by Paula Reed and passed 7/0.

- ACTION 5.** Structural Solutions submitted request for an invasive investigate and assessment of the condition of the balconies throughout the Community. The service will consist of performing an onsite assessment and structural evaluation of the condition of the balcony slabs and railings. They will be surveying, testing and evaluating a representative sample of the 232 balconies at a cost of \$19,175.00. The Board must decide how they would like to proceed.

Asharelah Watford stated core samples will be taken on 20 balconies. She also mentioned advanced notices would be sent to residents whose balconies are to be sampled.

Hazel Anderson made a motion to approve Structural Solutions to conduct core samples of the Balconies. The motion was seconded by Joyce White and passed 7/0.

- ACTION 6.** Orndorff & Spaid, the Associations preferred roof contractor submitted a proposal of \$102,424.00 to replace the roof on building 10208/10210. This is a Reserve Expense from Code 0388.03 Roof, which has a balance of \$321,605.58 as of August 31, 2016. The past work has been satisfactory and they have held the labor pricing. The fluctuation in cost is based on the materials. The Board needs to ratify the email vote to proceed with the proposal from Orndorff and Spaid with the stipulation if material costs decrease the price will reflect the decrease otherwise the current rate of \$102,424.00 will be paid.

2010 Cost: \$89,842.00 for 1 building  
2011 Cost \$93,472.00 for 1 building  
2012 Cost \$93,500.00 for 1 building  
2013 Cost \$89,224.00 for 1 building  
2014 Cost \$93,169.00 for 1 building  
2015 Cost \$93,169.00 for 1 building

Darryl Anderson noted that the Board already voted on this via email, but wanted to get a final vote.

Hazel Anderson made a motion to ratify the email vote to approve the roof replacement by Orndorff and Spaid for \$102,424.00. The motion was seconded by Annette Keizer and passed 6/1.

**ACTION** 7. The following proposals were submitted for a new Tow Company for the Community:

- A. Carolina's Towing
- B. SLT Towing & Recovery
- C. Henry's Towing - pending
- D. Hoffman Towing – cannot take on more jobs at this time

The Board must decide how they would like to proceed.

Asharelah Watford reported Carolina's Towing did not include their towing fee and SLT offering free or low fee parking permit changes, jump starts and other conveniences. SLT's proposal is for one year, but can be cancelled with 30 days' notice. She added SLT accepts cash and credit card payments however no checks. Mr. Lane asked how many tow trucks does SLT have and how long have they been in business. Asharelah Watford said she would obtain that information and provide it to the Board.

Paula Reed made a motion to approve SLT Towing & Recovery after the two questions are answered. The motion was seconded by Michelle Stevenson and passed 7/0.

**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**

Building 10244 – Stone Retaining Wall

Asharelah Watford submitted three proposals to the Board to replace the retaining wall down at 10244:

- 1. Marafatsos – \$9,997.50
- 2. Proctoc Landscaping - \$15,345.00
- 3. Brightview - \$10,000.00

Asharelah noted this is a landscaping project and recommend using Brightview Landscaping as they are the current landscaper and provided a competitive bid. Asharelah advised the stone wall will be exactly like the one at building 10250. She also stated this is a long standing request from the residents who live in the buildings near it.

Hazel Anderson made a motion to approve Brightview for the retaining wall replacement project. The

motion was seconded by Annette Keizer and passed 7/0.

Asharelah Watford stated Washington Gas wants to do only the bare minimum in restoring the grounds and doesn't want to get it back to its original condition or better. As a result, she has to escalate this issue to the Public Utilities Service Commission and due to colder weather, the asphalt will probably be done spring 2017. Asharelah Watford also advised new replacement flood lights should be installed next week.

Asharelah Watford received one cleaning company proposals so far the cost \$10-\$12K more than the current cleaning company. She is waiting on two more proposals and will present those at the next Board meeting. Asharelah also mentioned a change in staff with the current cleaning company can be requested.

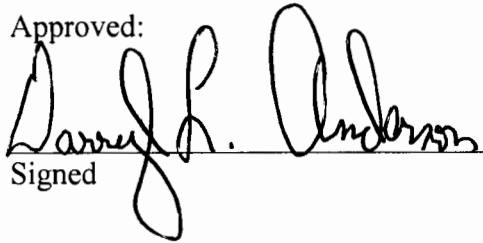
**NEW BUSINESS**

NONE

**ADJOURNMENT**

Renee Washington made a motion to adjourn the meeting at 8:45 p.m. The motion was seconded by Michelle Stevenson and passed 7/0.

Approved:

 12/6/16  
Signed Date