

Birch Street Townhomes Meeting Minutes

Date: September 24, 2024

Time: 5:00 PM Central Time

Location: Zoom Meeting & In-Person

Quorum: Yes

1. Call to Order

The meeting was called to order shortly after 5:00 PM by President Ostenburg.

Present: President, John Ostenburg; Vice President, Kynithia Kendall; Secretary, Margaret McDannel; Assistant Secretary, Sheila McGann; Treasurer Richard Whitehead; Manager, Brian Ross; Assistant Manager, Luciana Jackson; Maintenance Coordinator, Bob Huffnagle; AI-Recording

Members in Attendance (Zoom): Kathleen Lilley, 8 Bertoldo; Linda Whitehead, 9 Bigelow Rd; Izetta Williams, 26 Birch; Desiree Meekins, 60 Birch; JoAnn Whisenton, 74 Birch St.; Laurie Ebert, 9 Choate; Michael & Jane Dwyer, 17 Choate; Kimberly Morris, 23 Choate; Gloria Moody, 2869 Western

2. Approval of Minutes from August Meeting:

- A motion was made by Ms. McDannel to approve the minutes of the August 27, 2024, meeting of the Board of Directors as presented, with the correction to include the names of attendees from the previous meeting.
- Brian will ensure the addition of names to the minutes.
- Motion was seconded and approved with no further corrections or additions.
- **The motion carried unanimously.**

3. Members' Comments, Petitions, and Suggestions:

- **Jo Ann Whisenton, 74 Birch**, asked for updates on the Senior Exemption checks. Brian confirmed that they are still waiting for information from the Treasurer's office.
- **Julie Maggio, 10 Bertoldo**, inquired about power washing for moldy siding. Brian reported that bids are being collected and he hopes to have the work completed this fall, possibly incorporating window washing.

4. Reports of Officers:

President, John Ostenburg

- The President addressed an inquiry about the Reserve Study, noting that the external firm began the work on September 11. This external study is part of a plan to prepare for the upcoming budget and ensure the reserves are adequate.

- The President highlighted the importance of maintaining reserves, citing past examples such as defective furnaces and unit explosions that required immediate financial response.

Vice President, Kynithia Kendall

- No updates at this time.

Secretary, Margaret McDannel:

- No updates. Attendance was confirmed after her brief internet issue during the call.

Treasurer, Richard Whitehead

- The budget is on track. Contractors for the porch and bathroom window projects are being finalized.

5. Manager's Report, Brian Ross

- **Yardi System:** The new Yardi system is set to go live on October 1. Members will receive instructions on signing up for "Condo Café," which will allow online payments, work order submissions, and viewing ledgers.
 - Maintenance will also use tablets for more efficient work order tracking.
- **Window Installation:** The bathroom window installation has started on Bender Road and will be completed across all relevant units through Choate Road.
- **Reserve Study:** The study will be completed before the October meeting, and the results will be available for members.

6. New Members Report:

- **Bernice Santos** at 73 Dogwood was approved as a new member.
- Motion moved and seconded.
- Current sales report: 8 memberships for sale, 2 sales pending, 3 applications declined due to credit issues.

7. New Business:

Movie in the Mall:

- A movie night will be held on Friday, October 11, at 7:30 PM. The movie is family-friendly and a surprise.

Shredding and Electronic Recycling Event:

- Scheduled for Saturday, November 9, from 8:30 AM to 11:30 AM. Two locations: Court B6 and Birch/Bertoldo.

Oral History Project:

- The Board approved an oral history project to document the rich history of the cooperative. Volunteers will collect interviews and stories from long-standing members.
- Ms. McDannel motioned to approve the oral history project, seconded by Mr. Whitehead. The motion carried unanimously.

Front Porch Replacement Program:

- The board discussed replacing front and side porches on Choate Street, with two homes also receiving rear porch replacements.
 - Detailed bid review to occur in executive session.

Yard Landscaping Contract Renewal:

- The board will review the contract renewal for Sebert, with general satisfaction regarding their work, though concerns were raised about consistent timing for lawn maintenance.

Paving Projects:

- Certain specified driveways will undergo paving. Bids will be discussed in the executive session.

Budget Work Session:

- The 1st budget work session is scheduled for Wednesday, October 9, from 4 PM to 7 PM.
- The October board meeting was rescheduled from the 22nd to the 15th due to travel conflicts for the NAHC conference.

Annual Beautification Program:

- The Board approved an annual recognition program to award members who beautify their yards throughout the year.
 - The program will run from early spring to late summer, with certificates and small awards for the best yards.
 - The budget for the program is set at \$500.
- Ms. Kendall motioned to approve the Annual Beautification Program. Mr. Whitehead seconded the motion. The motion carried unanimously.

8. Adjournment:

- Mr. Ostenburg entertained a motion to adjourn the Regular Session of the Board meeting.
- Ms. Kendall made a motion to adjourn the Regular Session of the Board meeting at approximately 6:00 PM. Mr. Whitehead seconded the motion. The motion carried unanimously.

Approved: _____ Date: _____