CHELSEA WOOD CONDOMINIUM
BOARD OF DIRECTORS APPROVED MEETING MINUTES

3.8.2017	Time: 7:00 P.M.	Location: Community Meeting Room
Meeting called to Order by	Peggy Smith, President	
Type of meeting	Home Owners Association Meeting – Open Session	

ATTENDEES

Board Members	Homeowners	Visitors/Guests/Other
Peggy Smith President Nancy Smith Vice President Kelly Smith Treasurer David Yoctorowic Secretary	See Sign in Sheet	Officer Wood, P.G. County Police Officer Carroll of Blue Line Security Jessica Warren - Supervisor, Blue Line Security Paul Horton, Quality 1 Property Management

Meeting called to order at 7:00 p.m.
The code of conduct was read aloud by Peggy Smith for all in attendance. It was also announced that this was a Budget meeting.

Approval of Minutes
Motion: To approve the minutes of the February 8, 2017 meeting by David Yoctorowic, seconded by Nancy Smith. Minutes were approved unanimously.

Treasurers Report

Paul Horton, Quality 1 Property Management presented the Treasurer's Report. A hard copy of the Income Statement from 5/1/2016 – 12/31/2016 was provided to the Board members.
Proposed Budget

	Projected Year End	2016-17 Budget Total	2017 – 18 Budget Total
INCOME			
Total Income	**$1,492,271.00**	**$1,647,492.00**	**$1,678,212.00**
EXPENSES			
Total Contracted Services	$336,617.93	$372,612.00	$402,432.00
Total General and Admin.	$306,996.70	$221,175.00	$209,800.00
Total Maintenance Expenses	$477,413.57	$182,754.00	$183,450.00
Total Payroll Expenses	$87,008.66	$104,160.00	$114,280.00
Total Supplies	$31,989.97	$30,607.00	$20,250.00
Total Utilities	$540,509.97	$510,680.00	$523,000.00
TOTAL EXPENSES	**$1,780,536,80**	**$1,646,988.00**	**$1,678,212.00**
NET INCOME	**-288,265.46**	**504.00**	**0**

HIGHLIGHTS
Assessment income is based on the 280 units multiplied by the monthly rate.

Delinquencies:
- A minimum of 15% of homeowners are two months or more behind, contributing to an approximate $221,000 loss of income.
- 19 accounts are $1000-$2000 in arrears - totaling $24,000

- 19 accounts are $2000 -$5000 in arrears - totaling $65,000
- 6 accounts are $5000 – $10,000 in arrears – totaling $43,000
- 12 accounts are $10,000 – 50,000 in arrears – totaling $240,000 (1 account owes over $40,000).

Expenses

Contracted services account for 24% of total budgeted expenses.

The following services increased in expense:
- LawN care: $21,528
- Boiler room: $8,420
- Site repairs and maintenance: $20,000

The following services decreased in expense:
- Snow removal: $5000
- Tree enhancements: $7,000

Overall expenses under budget by approzimately $36,000.

General and Administration account for 13% of total budgeted expenses.

The following G & A increased in expense:
- Legal fees: $10,000
- Late fees are charged if assessment is not paid by the 15th of the month

Maintenance accounts for 11% of total budgeted expenses.

The following maintainance increased in expense:
- Site repair and maintenance: $74,000
- Boiler repairs: $67,000
- Plumbing: $34,500
- General repairs: $6,300

The following maintenance decreased in expense:
- Vehicle repairs: $3000

Payroll accounts for 7% of of total budgeted expenses.
- Covers onsite staff
- Increase of approximately $14,500 overall
- Looking to expand the amount of time staff is on site.

Reserve account is 14% of Budget..
Anticipated improvement expenses that will come from reserve account:
- Pool Deak: $52,000
- Holding Tank: $50,000
- Both Hot Water Heaters: $60,000

Utilities account for 31% of total budgeted expenses.
- HOA pays all utilities with the exception of cable and phone.
- Options for decreasing costs:
    - LED fixtures to decrease electrical bills
    - Ongoing annual inspections to identify and reduce water usage.
        - Inspections include checking for leaks

Proposing an increase of one dollar ($1.00) per month effective May 1, 2017. Over the last two years, there has not been an increase.

Q & A

Q: What is the long range plan to anticipate repairs/maintenance?
A: The Board has had a reserve study that laid out a 30 year plan (which now needs to be updated). However, it cannot anticipate where maintenance repairs may be necessary.
Q: Does Quality 1 research statistics on how long these structures last?
A: This is an aging infrastructure. Had BGE conduct an electrical study.
Q: There are eight (8) lights out currently. Is there a back up plan?
A: Charged homeowner to come up with a cost effective plan that can be presented to the Board.
Comment: Homeowner who has been living on the property 19 years thanked the Board for what they are doing. She has seen a lot of improvements.
Q: A homeowner stated that she was wrongfully charged late fees. How can she get it corrected?
A: Paul will look into it and get it resolved.
Q: Resident in unit 8413. Still awaiting repairs for damaged rubber matting on the steps by workers when they painted. How soon can it be resolved?
A: Paul will look into it and get it addressed.

Motion: by Nancy Smith to accept the budget as written. Seconded by David Yoctorowic. Motion passed unanimously.

SECURITY

Officer Carroll and Jessica Warren (supervisor) from Blueline Security were introduced and given the opportunity to speak briefly.

Officer Wood of the Prince George's County Police was introduced and provided a brief crime report. He reminded homeowners to lock their car doors and to not leave any valuables inside. Always call the police if you see anything out of the ordinary.

Nextdoor.com is a website where homeowners can sign up on to get alerts. A minimum of 10 residents is required for the community to have an account.

Quality 1 Management Report

Unit inspections have started. Notes will be taken on any findings and there will be follow up with each resident/homeowner afterwards. A make up date is available for any residents who are not at home at the time of inspection. Call the office to re-schedule.

Annoucements

Annual Meeting is April 12, 2017. Election of Board members will take place at the meeting. There are three (3) vacant seats on the Board. Nominations must be received by March 10, 2017. The maximum number of Board members is five.

A homeowner informed the Board that he has been in touch with Mr. Johny Hicks at the County to request that he make a presentation to the community for people who are interested in leadership. Peggy Smith asked that he provide the contact information to the Board for follow up.

Meeting adjourned at 7:40 p.m. by Peggy Smith.

Approved on September 13, 2017