

Cross Keys Maintenance Corporation (CKMC)
Board Meeting Minutes
January 31, 2022

Present: Deborah Saunders (for Sarah Taylor), Condo I; Carroll Jenkins, Dunn's Grove; Ruth Roman, Fallswood I; Hal Hathaway, Fallswood II; Mike Grier for Goodlow House and Village Management; Julie Cahan, Hamill Court; Susan Giscombe and David Gordon, Harper House; Ann Saunders, Roland Green; Neal Borden and John Ford, Roland Mews; Arsh Mirmiran, Caves Valley Partners; Chad Leo for Senator Carter; Jennifer Riggins, Dayla Attar and Samuel Rosenburg on behalf of legislation involving a global liquor license for the Cross Keys Commercial District); Marie Gerwig, Mackenzie Management

NOTE: This meeting was held in the Clubhouse, on ZOOM and by Conference Call. Until a more current communication system is installed at the Clubhouse, ZOOM is unreliable at best. Members who cannot attend in person are strongly encouraged to send a substitute.

I. Hal Hathaway called the meeting to order at 6:06 PM.

II. Review of Minutes

The minutes of November 8, 2021 were presented and a motion was made to approve them as written. The motion was seconded and passed unanimously.

The minutes are entered into the Association's records.

III. President's Opening Remarks

Hal greeted those present and those attending via ZOOM and introduced topics to be covered in tonight's meeting

IV. President's Treasury Report

Hal initiated the financial report, which David then added to.

There was a \$60,000 variant until recently when \$30,000 in past dues was paid.

The remaining \$30,000 is largely due to legal fees related to Caves Valley developments. Much of this will be reimbursed by Caves Valley.

There is about \$70,000 currently in reserves.

V. Management Report

Mike Grier noted that all accounts previously in arrears are now up to date on fees. Delays in RFID Tags have now been resolved.

A total of 19 trees were removed from Cross Keys at a cost of \$20,000.

VI. Commercial Update

A. Liquor License for Retail Center

Arsh Miriman discussed a proposal to file for a Global Liquor License for the commercial district of Cross Keys. This has been discussed with Maryland State Senator Carter, representative of the 41st legislative district of Baltimore City. And a letter in support of this proposal is being drafted for signature by Del. Rosenberg, also of District 41. Hearings will take place this month to determine if the liquor license is granted for Cross Keys.

Representatives of these government offices attended tonight's CKMC meeting to hear the response of CK Associations and to answer questions.

This Global license would reduce the time and effort involved for CK businesses to apply for their individual liquor licenses, and this Global license would attract businesses to CK.

This proposal was well received by CK Association representatives, who voted to support the Global liquor license for Cross Keys.

B. Update on CK Business Properties

- Work on the Gatehouse is complete.
- In 2 weeks, work will begin on the courtyard side façade.
- This spring, work will begin on the garage: new paint and lights, and elevator service.
- Work on the courtyard is "on pause" until restaurants are on board.
- Courtyard office space is expected to be fully leased by the end of the year.
- Anticipated businesses include: a steak house, an Italian market, wine shop, sushi restaurant, oyster bar...
- Anticipating the construction of the apartment building, the tennis barn will be torn down this spring (possibly March).). Prior notice will be given to CKMC so benches, nets and related material can be removed.
- Student residences in the hotel will end this May.

VII. Old Business

There was a brief discussion of the North Gate. A few questions/complaints have been received by Dunn's Grove regarding the need to have the gate open. No other associations have received complaints. The North gate is viewed as a convenience by many. It was concluded that the gate will continue to be open during the day, M-F, 6:00 am – 5:00 pm.

VIII. New Business

A question was raised as to how best to support the Maryland CAI Legislative Action Committee (LAC) oppose HB 26. This bill requires the state of Maryland to establish a Common Interest Community Association Board to regulate community association manager state licenses and requires community association managers to apply for a license at a cost through this state-run Board. See Mike Grier's email of

1/20/2022 and forward that letter to residents.

IX. The meeting was adjourned at 7:25 PM.

CKMC – Scheduled Meetings 2022

Monday, May 9, 2022

Monday, August 1 (?), 2022

Monday, November 7, 2022 – 6:00 pm (annual meeting)

Additional meetings will be scheduled as needed.

Then followed a meeting of the Recreation Committee.

Respectfully submitted,
Carroll Jenkins

Notes on the Recreation Committee

It was brought to the attention of all present that POOL 2 needs extensive repairs; it has been leaking for over a year. Total cost for the refurbishment (reviewed by DVD) would likely be at least \$250,000.

Given that the reserve fund is c. \$380,000, there was some discussion as to how to best pay for POOL 2. It is likely that DRD will supply an estimate for the upgrading of POOLS 1 and 3 as well. Once estimates are received, decisions can be made prior to the May meeting.

In addition, Mike noted that a handicap access ramp for the Clubhouse was being considered.

Finally, The Clubhouse needs many improvements (paint, furniture, carpet...) and these are funded by the same budget.

There will be other meetings of the recreation committee to prioritize expenses and discuss payment options. Their recommendations will be brought back to the Board.

CJ

02122022

Cross Keys Maintenance Corporation (CKMC)
Board Meeting Minutes
May 17, 2022

Present: Deborah Saunders (for Sarah Taylor), Condo I; Carroll Jenkins, Dunn's Grove; Ruth Roman, Fallswood I; Hal Hathaway, Fallswood II; Julie Cahan, Hamill Court; Alex _____, Roland Green; Neal Borden, Roland Mews; Marie Gerwig, Mackenzie Management

I. Hal Hathaway called the meeting to order at 6:00 PM.

II. Review of Minutes

The minutes of January 31, 2022 were presented and a motion was made to approve them as written. The motion was seconded and passed unanimously.

The minutes are entered into the Association's records.

III. President's Opening Remarks

Hal greeted those present and introduced topics to be covered in tonight's meeting

IV. President's Treasury Report

The treasurer was absent, however Hal reported that:

- No unusual expense items have come up.
- All Associations plus the hotel are current with payments to CKMC.
- The reserves for the shared account are \$82,000.
- Anticipated costs include:
 1. Road paving
 2. Storm water management
 3. Landscaping
 4. Signage
 5. Cameras
- It is likely that most of these costs can be covered this by this year's shared account budget.

V. Management Report

Mike Grier was absent due to health reasons.

VI. Commercial Update - Update on CK Business Properties

Marie Gerwig provided an update from Arsh Mirmiran – *see attached*.

Her handout is much appreciated!

VII. Old Business

The North Gate will be matching hours of the middle gate: 7 AM – 5 PM.

A camera was recommended to monitor the North Gate, however no vote was taken.

VIII. New Business

Maryland House Bill 107 is on the Governor's desk for his signature next week. This Bill is likely to go forward and would become effective on October 1, 2022.

- The Bill concerns statewide Reserve Studies for all condominiums, with 5-year updates to follow. It will also impose certain requirements relating to the annual budgets of all condominiums.
- Reserve studies will be conducted by certified professionals or members of the Association of Professional Reserve Analysts. Cost: c.\$5000 per study.
- The most current Reserve Study for CKMC was in 2016.
- This bill will have a major impact on budgets for all Cross Keys Condominium Associations. It will require that all condos have the ability to address ALL reserve needs for the coming 10 years – available as part of their reserve funds.
- It is likely that all associations at Cross Keys will need to substantially increase their incomes to accommodate this bill.
- CKMC Board representatives are responsible for relaying this information to their Condo Associations.
- For CKMC this hits hard, particularly for the Recreation Budget. (see meeting that follows)

IX. The meeting was adjourned at 6:35 PM.

Monday, August 1 (?), 2022

Monday, November 7, 2022 – 6:00 pm (annual meeting)

Additional meetings will be scheduled as needed.

Then followed a meeting of the Recreation Committee.

Respectfully submitted,
Carroll Jenkins

Notes on the Recreation Committee

The balance of the Recreation Committee budget (fund) is currently \$600,000.

Expenses in 2022 include:

- ADA access to the Clubhouse (\$20,000)
- Making improvements to the tennis court (including fencing) (\$10,000)
- Clubhouse renovations
- Work on Pool #2 (south end)

DRD is the company we have worked with for many years. They report:

1. This pool needs comprehensive repairs costing c. **\$500,000**
2. \$400,000 this fall; the remainder in spring 2023
3. Pool 3 (north) to be addressed in fall 2023

A discussion followed:

- The most significant cost being Pool #2, we have only 1 estimate: DRD.
- DRD has worked with CKMC for many years and knows our pools well.
- They are top-rated in the Baltimore area.
- However, due diligence dictates that at least 2 other estimates are needed.

The Board voted to solicit additional bids for Pool #2 repair before work can be started.

The need for a Reserve Study/Studies was reviewed.

- It was decided to **contract for a Reserve Study ASAP**, given that the reviewers are likely to have full schedules. It is not certain whether one study is sufficient, or whether two are needed: one for the shared account and a second for the recreation account.

The Pool 2 rehab is on hold awaiting the outcome of the Reserve requirement legislation allowing us time to get new bids.

CCRC CONDOMINIUM MEETING

May 17, 2022 - 6:00 PM

COMMERCIAL UPDATE

EVENTS

American Red Cross Blood Drive - 07/22 from 1pm-4:30pm - Village Square Retail -
Suite #10. Mail RedCrossBlood.org to schedule and appointment! Flyer will get
blasted out this week.

APARTMENT BUILDING

likely a July 2022 or early 2023 start. Utility relocation work underway to get power
lines out of the tennis ball lot to allow apartment building to be built. Terms have
been held on delayed by lender approval timing.

LEASINGS

Recent Press Releases regarding leasing at Cross Keys

- 10,000 sf - Village Square - Grocers Commerce - eCommerce Website developer
- 9,000 sf - Village Square - New Story Schools
- 5,000 sf - The Quad - Calvert Medical Group
- 4,685 sf - The Quad - Mindworks Therapy
- 2,000 sf - Village Square Retail - Easy Like Sunday Cafe
- 64,121 - Village Square Retail - Jly Desserts Bkwa

PROJECTS

Village Square Retail - Facade Upgrade

The first phase is complete - from corner to end of The Store Limited. Phase II underway.
Project targeted for Fall 2022 completion.

Village Square Office - Elevator modernization and new elevator lobby upgrades

The Village Square II elevator is slated to be back open by June 1st. The elevator lobby
that is shared with the hotel is getting a facelift.

Village Square Garage - New elevator lobbies are underway in both levels of the garage and the
several options to remove and repainting the ceilings is being tested.

Village Square Office - Common Area and Restroom Upgrades

Project is 80% complete. All common area lobbies, hallways and restrooms are being
upgraded.

Village Square - Cameras/Lights/High Speed Wifi

Phase I cameras have been installed and Phase II is poised to start in the next 30 days,
including cameras in the garage. Lighting has been upgraded in the courtyard and Verizon
FIOS and Comcast brought upgraded service to the site.

Quadrangle - Parking lots will be seal coated and striped in July.

Cross Keys Maintenance Corporation (CKMC)
Board Meeting Minutes
August 1, 2022

Present: Sarah Taylor, Condo I; Carroll Jenkins, Dunn's Grove; Ruth Roman, Fallswood I; Hal Hathaway, Fallswood II; David Rosenberg, Goodlow House; Julie Cahan, Hamill Court; Susan Giscombe and David Gordon, Harper House; Alex Katzenberg, Roland Green; Neal Borden and John Ford, Roland Mews; Mike Grier, Village Management.

I. Hal Hathaway called the meeting to order at 6:00 PM.

II. Review of Minutes

The minutes of May 17, 2022 were presented and a motion was made to approve them as written. The motion was seconded and passed unanimously.

The minutes are entered into the Association's records.

III. President's Opening Remarks

Hal greeted those present and introduced topics to be covered in tonight's meeting, the focus being on HB107 and its CKMC budget impact.

IV. President's Treasury Report

David reported that:

- No unusual expense items have come up.
- Getting new bids on pool repair and maintenance has been a slow and cumbersome process.
- The major concern is the unknown: what the reserve study will conclude and how that will affect the coming budget.

V. Management Report

Mike Grier reported that:

- A large white oak tree was removed: \$3500.
- Signage in Cross Keys is 30 years old and is in consideration for an update.
- A video was taken of the storm drain under Hamlet Hill which revealed rusted pipes at the bottom of the hill.
- One was also taken of the area under the Gate House, which will need attention.
- An estimate was given of \$58,000 to line these pipes. An estimate from other sources will be sought.
- The lift at the entrance to the Club House will be removed; a ramp has been built to replace it.
- Interior renovations to the Club House are on hold.

- WiFi upgrades for Cross Keys: Verizon got to the Gate House and then stopped.

VI. Commercial Update - Update on CK Business Properties

Marie Gerwig was unable to attend but provided an update – *see attached*.

VII. Old Business

Maryland House Bill 107 was signed by the Governor and will become effective on October 1, 2022. The Bill concerns statewide Reserve Studies for all condominiums which will dictate requirements for annual budgets. It will also impose new requirements relating to the annual budgets of all condominiums.

Reserve studies will be conducted by certified professionals or members of the Association of Professional Reserve Analysts. Cost: c.\$5000 per study.

VIII. New Business

The CKMC Board will meet when the Reserve Study is in.

IX. The meeting was adjourned at 7:00 PM.

Monday, November 7, 2022 – 6:00 pm (annual meeting)

Additional meetings will be scheduled as needed.

Then followed a meeting of the Recreation Committee.

Respectfully submitted,

Carroll Jenkins

Notes on the Recreation Committee

Pool 2 is being kept clean and is running through the end of the season. The pump continues to provide water which offsets current leaks.

OK.

Update Commercial Property

From: Marie Gerwig (mgerwig@mackenziemanagement.com)

To: jaweaver@villagemanagement.net; hhathaway@thornhillbaltimore.com; mgrier@villagemanagement.net

Date: Monday, August 1, 2022 at 05:36 PM EDT

I apologize that I could not attend the meeting tonight. Arsh is in California but I asked that I share a couple of updates.

1. There is work on going to separate Electric for the new apartment site from where it comes in to the park at the quadrangle. This accounts for all of the disruption and along the roadway or on the roadway. The work will continue through September.
2. The Coppermine Will be torn down in the next couple of months but until then people are welcome to use the tennis courts as much as they are assessable.
3. There are no announcements as it relates to restaurants although meetings and plan to continue to get closer.
4. The café is still scheduled to open in the spring.
5. The façade work will continue and will be finished in the fall.
6. Everhart Vet should open after Labor Day.

Let me know if you have any questions.

Marie



Marie Gerwig

Vice President | MacKenzie Management Company, LLC

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**Cross Keys Maintenance Corporation (CKMC)
Board Meeting Minutes
December 7, 2022**

Present: Sarah Taylor, Condo I; Carroll Jenkins, Dunn's Grove; Ruth Roman, Fallswood I; Hal Hathaway, Fallswood II; Julie Cahan, Hamill Court; Susan Giscombe and David Gordon, Harper House; Alex Katzenberg, Roland Green; Neal Borden and John Ford, Roland Mews; Arsh Mirmiran and Marie Gerwig, Caves Valley Partners, Mike Grier, Village Management.

I. Hal Hathaway called the meeting to order at 6:00 PM.

II. Review of Minutes

The minutes of August 1, 2022 were presented and a motion was made to approve them as written. The motion was seconded and passed unanimously.
The minutes are entered into the Association's records.

III. President's Opening Remarks

Hal greeted those present and introduced topics to be covered in tonight's meeting, the focus being on HB107, now Maryland law, and its CKMC budget impact.

IV. Management Report

Mike Grier reported that:

- There are no updates to report on the signs at Cross Keys.
- A second bid is expected for lining the storm drains at Hamlet Hill.
- Work on the pools is on hold; a second bid has been received.
- The estimate for replacing the carpet and wallpaper at the Clubhouse is about \$25,000.00.
That project is on hold.
- A discussion followed on the use of the space within the Clubhouse, and Mike will send the Board the guidelines/regulations on this.
- The arrears report was provided as well as a revised Draft Budget.

V. Commercial Update - Update on CK Business Properties

Arsh reported that there has been a great deal of construction activity at the Courtyard.

- Bird deterrents have been put in place.
- Benches have been stained.
- Landscaping has been redone on the north lot
- Considerable work has been done on courtyard lighting.
- The exterior paneling work has been extensive.
- Painting has begun in the garage.

Almost 100% of office space in Village Square and 70% of the Quad has been rented out.

Commercial properties are in negotiation.

The plan is to provide a variety of cuisines/ethnic foods between restaurants and grocery shopping. Other shops planned include a wine store, women's clothing store, a nail salon, and a hair salon.

VI. 2023 Shared Budget

- The most recent Reserve Study for CKMC was in June 2021,
- Maryland State law (see HB 107, signed by the Governor earlier this year) requires that recommendations of this Study be fully funded in 12 months.
- Abramoff Bushel LLC, a law firm in Baltimore, Maryland focused on state and local taxation, was contacted to perform an analysis of the situation and make recommendations for a course of action to be in total compliance with this law, projecting 3-5 years into the future.
- The Second Revised Draft Budget (the Shared budget) reflects this recommendation by increasing fees paid to CKMC by Condo Associations approximately 25% in 2023.
- An in-depth discussion followed reviewing the implications of this raise in owners' condo fees. Despite the fact that this will be an enormous burden to owners and condo associations, it was agreed that this course of action was necessary to be in compliance with Maryland law.
- The issue of the fee increase was brought to a vote. The motion was made to accept this increase as presented in the meeting's second Draft Shared Budget. The motion was seconded and unanimously approved.
- It was also discussed that should there be any immediate expenses for CKMC in 2023, these would ~~likely~~ be met by an assessment of Condo Associations.

COGL

VII. 2023 Recreation Budget

- A similar review took place with an in-depth discussion of the Second Revised Recreation Draft Budget, which reflected an increase of ~~condo association~~ fees of approximately 25%.
- It was again agreed that despite this being an enormous burden to owners and condo associations, this course of action was necessary to be in compliance with Maryland law.
- The motion was made to fully fund this increase as presented in the meeting's Second Revised Recreation Draft Budget. The motion was seconded and unanimously approved.
- It was noted that a second bid on the repair of Pool #2 has been received. A 3rd bid will possibly follow. Were a bid to be accepted, it is unlikely that work would begin until fall of 2023. This issue will be revisited in coming Board meetings.

VIII. Election of Officers

The current slate of officers has volunteered to serve in 2023:

- President – Hal Hathaway
- Vice President – Neal Borden
- Treasurer – David Gordon
- Secretary – Carroll Jenkins

There being no other nominations for officers, the motion was made to accept this slate of officers for 2023. The motion was seconded and unanimously approved.

IX. 2023 Scheduled CKMC Board Meetings

Mondays at 6:00 pm

January 9, 2023

September 11, 2023

April 3, 2023

November 6, 2023

X. Adjournment

With no further business, the meeting was adjourned at 7:40 pm

**Respectfully submitted,
Carroll Jenkins**