

CROSS KEYS MAINTENANCE CORPORATION

VILLAGE CLUBHOUSE

Monday, February 12, 2024

6:00 PM

I. Call to Order

H. Hathaway called the meeting to order at 6:01 pm. Representatives from all seven condo associations were present, along with representatives from Caves Valley Partners. There was no one present from the hotel.

II. Review Minutes of November 6, 2023

A motion to approve the minutes from the November 6, 2023 meeting was made by A. Katzenberg. It was unanimously seconded.

III. President's Report/Opening Remarks

New members were introduced:

- Bob Frey (Harper House)
- Heather Chilcot (Mackenzie Real Estate)
- Jim McCabe (Alternate for Goodlow House)

H. Hathaway & M. Grier informed the members of the board know that Village Management has fully merged with DH Bader, LLC, who currently manages 225 properties. Cross Keys (with support from D.H. Bader) will be as a standalone site with the property manager on-site. All of the Village Management staff will remain, with the exception of those who are retiring. Cross Keys will continue to run just as it has been running, the only notable difference to residents will be that the finance operations will be off-site.

A portal is available through the DH Bader website for residents to pay their condo fees and the board will have access to finances through the portal once things are up and running.

IV. Treasurer's Report

A request was made by A. Katzenberg to have the financial statements available to the board at least three days in advance of board meetings.

For the Fiscal Year 2023, CKMC came in under budget. The reserves are currently in compliance with the new Maryland legislation, in part due to the fact that payment for the work on the pool has not yet been billed. There are no additional plans for a special assessment.

Caves Valley Partners (CVP) has asked to postpone the CVP 5% fee increase to CKMC for one year to be due in January 2025. The fee would be paid in full and CVP's portion of the CKMC budget would increase from 25% to 30%. This would result in no loss of revenue to CKMC.

H. Hathaway made a motion to approve the abatement of the fee until January 2025. The motion was seconded by B. Frey and unanimously approved by the board.

V. Management Report

1. Electric Vehicle Chargers

- H. Hathaway reported on a request from a Condo 1 resident to have CKMC install electric vehicle chargers. The board felt that this was not an issue for the CKMC, but one that should be explored by individual associations or unit owners.

2. Power Outage

- M. Grier reported that during a recent power outage, the Gatehouse's phone service had been cut off. Verizon will no longer transfer phones to an emergency number, so management is looking into purchasing a generator to power phones during outages.

3. Asphalt Repair

- The board reviewed asphalt repair proposals from three companies to repair portions of the roads within Cross Keys. M. Grier recommended Prestige as it was the most cost effective and had been used before for work in Cross Keys. The \$56,313 for the work will come out of the shared reserves. H. Hathaway made a motion to approve Prestige. K. Bunz seconded the motion and it was unanimously approved by the board.

4. Security Rover Patrol

- M. Grier reported that each individual association needs to sign a document to approve the Rover patrol on their condo association roads and property for insurance purposes.

5. Commercial Property Retail Directory

- M. Grier asked that CVP provide a list of retailers and offices for the Gatehouse, so that they can direct traffic to the appropriate locations.
- CVP reported that they were working on a digital directory that would be accessible with a QR code.

6. Storm Drain at Cross Keys Road

- The storm drain on Cross Keys Road near Roland Green requires rebuilding and Management will be soliciting proposals for the work.

CVP knows of someone who has done work for them in the past and will pass it on to M. Grier.

7. North Gate Signage

- There was a discussion about trucks using the North Gate to enter the property and it was proposed that a sign be put up to direct trucks to enter via the South Gate. M. Grier will look into the matter.

VI. Commercial Update

Work continues on schedule for the Village Square. Updates on square's progress and tenants can be found on Instagram @crosskeysbaltimore.

The apartment building that will be constructed on the site of the old tennis barn was settled in December 2023 and site work for the building will be happening through the Spring.

VII. Adjournment

The meeting adjourned at 7:20 pm.

*Next Scheduled Meeting is May 13, 2024.