CKMC Board of Directors Meeting Minutes

September 24, 2026

Board of Directors meeting was called to order by President Karla Buntz at 5:30 PM.

June minutes were approved.

Our Corporate documents are still being reviewed by our attorneys. Most of them were created in the 1960's, well before current updates in Corporate/Condo law.

1. A Capital Reserve Study will need to be done in 2027. Because of the ongoing construction and ongoing major pool improvements it was thought that an updated Reserve Study should be done now. We have contacted Becht Engineering who has given us price quotes for three options with regard to such a Reserve Study.

Level 1 is a complete new Reserve Study($14K). Level 2 is an update of our present Reserve Study with on-site inspection($10.3K). Level 3 is a Reserve Study based on information and documents supplied to Becht by e-mail. After discussion a Motion was made, seconded and passed to have Becht undertake a Level 2 Reserve Study.

2. It is time for a financial audit for CKMC. It was recommended that this be undertaken by Strauss & Assoc. P.A. for $5500.00+costs. They will audit our accounts and prepare required tax forms on our behalf. A Motion was made, seconded and passed for Stauss to perform the Audit work for CKMC.
3. The Board reviewed the Draft Budget for 2027. At this time there is proposed a 3% increase in the CKMC shared Budget and an 11.1% increase in the CKMC Recreation Budget. Final Budgets will be submitted to the Board at the November Meeting.
4. A new CKMC Employee Manual was previously distributed to the Board for review by Bader. There are 10 full-time employees and several part-time employees. After a short discussion a Motion was made, seconded and passed to adopt the CKMC Employee Manual.
5. We received the nomination of Barry Phipps as Treasurer subsequent to the resignation of John Heier. Her qualifications were reviewed. President Bunz indicated that all Officers are up for re-election in November. Therefore, she was appointing Barry Phipps interim Treasurer, until the elections.
6. Construction: Sanctuary move-in date is now October 25th. Questar had the road repaved in front of the S. Pool area adjacent to their building. Caves Valley Partners(CVP) will repave Hamill Rd. From the south gate to the Quadrangle. CVP

will also repair the sidewalks, curbs, and grass on the southside of the Cross Keys property where damaged during construction. CKMC resolved the improper Hamill Rd. closure by Questar earlier this month.

Question about whether a Traffic Study was ever done by CVP/Questar will be checked by CVP.

Use of South Pool parking lot may require resident and guest tags for car windows.

CKMC applying for new automated City water use calculation system.

7. Commercial: Heather Chilcot- CVP is promoting its Village Insider Program, that offers discounts in the Village Shops & Restaurants. CKMC as a maintenance organization, does not promote commercial ventures. CVP will contact the individual owners/residents.

New Nail Salon will open in November; new Home Furnishing Store in the art gallery space is forthcoming; and Wm. Sonoma will renovate their store in March 2027.

There will be an Open House for the Sanctuary with a date TBD.

There will be a repeat Baltimore Area School Art Exhibit again this year.

There will be a Christmas Tree lighting on Nov. 18th, and a Holiday Market on Dec.5th.

8. Old Business: Problems with BGE contractors cutting electric lines to street lights were discussed. Because the Cross Keys electric lines are not marked BGE claims no responsibility for the damage. They have agreed to dig up areas damaged to assist electricians CKMC is paying to make repairs. Unfortunately, no sooner do we repair then BGE damages the lines, again. This has occurred multiple times. CKMC has decided not to make additional repairs until all work is completed.

Clubhouse fence bids were reviewed but they need additional information before the Board's vote.

There was discussion as to inclusion of an in- pool bench within North Pool renovation project that was passed by the Board at the last Meeting. No additional action taken.

9. New Business: There was a short discussion of the DRD Pool Mgmt. contract that totals $145,440.00. Upon Motion made, seconded and passed, DRD contract to manage the pools in 2027, at the same price as the last two years, was approved.

Meeting Adjourned.