



Abaris Realty, Inc.

7811 Montrose Road, Suite 110, Potomac, MD 20854
301-468-8919 • Fax: 301-468-0983
Web Site: www.abarisrealty.com

Excellence
Since 1975

October 6, 2024

Dear Condominium 5 at the Colonnade Unit Owners:

In accordance with the documents which govern the Condominium, this letter will serve as official notification of the Annual Meeting which will be held virtually via Zoom on **Tuesday, October 22, 2024, at 7:00 PM**. Members may participate in the virtual meeting by video conference or by phone using the following link or call instructions:

Join Zoom Meeting

<https://abarisrealty.zoom.us/j/96427799945?pwd=rQHakdYpkHNjoyE7JNkiwn4qwyIM8i.1>

Call in number

• +1 301 715 8592 US (Washington DC)

Meeting ID: 964 2779 9945

Passcode: 681207

The purpose of the Annual Meeting will be to elect two (2) members to the Board of Directors of the Association for 3-year terms. One position is currently held Stephanie Denmark, and the other is vacant. As of this writing, one nomination application has been received from Stephanie Denmark, for election to the Board. Nominations will also be taken from the floor at the meeting. All nominees must be unit owners in good standing (no delinquent assessments). Individuals serving on the Board of Directors do so on a volunteer basis to establish and enforce policies and procedures which help run the community.

PLEASE NOTE:

The Montgomery County Commission on Common Ownership Communities (CCOC) has launched an online training program for common ownership community board members. The CCOC developed this training to meet requirements of Bill 45-14, which was passed by the County Council on February 3, 2015. The measure was signed into law by the County Executive on February 11, 2015, and took effect January 1, 2016. **Members of the board of directors of all common ownership communities in Montgomery County who are elected, re-elected or appointed to a term of office on or after January 1, 2016 are required within 90 days to successfully complete the online training program, at <http://www2.montgomerycountymd.gov/CCOC-Training/>** For additional information about the CCOC or the training program, call [240-777-3636](tel:240-777-3636) or visit www.montgomerycountymd.gov/ccoc.

Enclosed is a meeting Agenda and Directed Proxy for you to vote on the Board election and to assist in establishing quorum. Because the Annual Meeting will be held virtually, voting by proxy is strongly encouraged, even if you attend the Annual Meeting. **Please complete and submit the enclosed Directed Proxy to Abaris Realty by email to gmmamen@abarisrealty.com no later than 5 pm on Tuesday, October 22, 2024.** There will be no ballot voting at the meeting since the meeting will be held virtually. Instead, those homeowners present at the virtual Annual Meeting and who have not voted by proxy may request a ballot by emailing gmmamen@abarisrealty.com at the meeting with their name and email address. These homeowners will then be emailed a ballot. The "ballot box" will be kept open for 24 hours following the meeting, closing at 7:00 pm on October 23, 2024. The votes will then be counted, and the election results announced.



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A quorum of 25% of Owners is required by the Association's Bylaws to hold the Annual Meeting. Should a quorum not be reached, the procedure authorized by 11-109(c)(8) of the Maryland Condominium Act, may be invoked to call an additional meeting. At this additional meeting, the Unit Owners present, in-person or by proxy (no matter how many or how few), will constitute a quorum. Thank you for your assistance in conducting the business of the Association. We look forward to your participation in the virtual Annual Meeting or receiving your completed proxy and we hope you are all staying safe and well.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kwame Yiadom', with a horizontal line underneath.

Kwame Yiadom, CPM, PCAM
Property Manager



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CONDOMINIUM 5 AT THE COLONNADE

Virtual Annual Meeting

Tuesday, October 22, 2024 at 7:00 P.M.

HELD VIA ZOOM

Join Zoom Meeting

<https://abarisrealty.zoom.us/j/96427799945?pwd=rQHakdYpkHNjoyE7JNkiwn4qwyIM8i.1>

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AGENDA

1. *Call to Order*
2. *Proof of Quorum*
3. *Proof of Notice of Meeting*
4. *Approval of 2022 and 2023 Annual Meeting minutes*
5. *Reports of Officers*
6. *Appointment of one inspector for the election*
7. *Election of two (2) Directors*
 - a. *Nominations from the floor*
 - b. *Statements from candidates*
 - c. *Voting*
 - d. *Results of Election to be announced after October 22, 2024*
8. *Unfinished business*
9. *New business*
10. *Adjournment*



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**CONDOMINIUM 5 AT THE COLONNADE
2024 ANNUAL MEETING**

PROXY

The Condominium 5 at Colonnade By-Laws provide that an Association member may appoint any other member, or the Condominium Board President as his/her proxy. It should be noted that any proxies which designate the management agent as proxy holder shall not be used for voting purposes unless the ballot below is marked. If you wish to vote for Directors by absentee, please complete the ballot below. All proxies must be received by the Management Company prior to the opening of the October 22, 2024, meeting. You should email your completed proxy to gmammen@abarisrealty.com.

I/We the undersigned Unit Owner(s) residing at _____ hereby authorize Kwame Yiadom (Abaris Realty, Inc.) or _____ who resides at _____ to present this proxy at the Subsequent Annual Meeting of the Condominium 5 at Colonnade, with power of substitution for the meeting, which is to be held on October 22, 2024, at 7:00 p.m. I/We understand that a proxy may not be used for voting of Directors of the Condominium Association, but it may be used for the purpose of establishing a quorum and for voting on my behalf as to any issues that may come before the meeting.

I/We the undersigned Unit Owner(s) understand that if I/We do in fact attend this meeting, this proxy can be withdrawn at the time of the meeting. This form hereby revokes all prior proxies/ballots. **PROXIES MUST BE SIGNED IN ORDER TO BE VALID. IF YOU WISH TO VOTE FOR DIRECTORS, PLEASE COMPLETE THE BALLOT BELOW.**

X _____
(signature)

Date: _____

ABSENTEE BALLOT FORM

Vote for up to two (2) candidates below by placing an "X" in the boxes opposite the candidate's name. Write in nominations will be recognized and announced from the floor at the Annual Meeting.

VOTE FOR NO MORE THAN TWO (2) CANDIDATES

- [] Stephanie Denmark
 - [] _____
 - [] _____
- Write-In

**CONDOMINIUM 5 AT THE COLONNADE
BOARD OF DIRECTORS
NOMINATION APPLICATION**

I, Stephanie Denmark, hereby submit my name for consideration of nomination for the Board of Directors of the Condominium 5 at the Colonnade election.

Occupation: Human Resources (25+ years of experience)

Education: BS in Mass Communications from Towson University

Experience: I've been serving on Condo 5 Board for 2+ years

Outside Activities: I serve on the Ride Allegheny planning committee as the Training and Events chair. Ride Allegheny is a non-profit organization that raises money for injured veterans and their families.

Attributes which contribute to the effectiveness of the Board: Diplomatic, transparent, organized, communicative, honest, and a team player.

SIGNATURE _____

DATE 10/1/2024

PLEASE RETURN NO LATER THAN FRIDAY, SEPTEMBER 20, 2024 TO ABARIS REALTY, INC., 7811 Montrose Road, Suite 110, Potomac, MD 20854 OR BY FAX (301)468-0983 OR BY EMAIL kviadom@abarisrealty.com

**CONDOMINIUM 5 AT THE COLONNADE
2022 SUBSEQUENT ANNUAL MEETING
JANUARY 31, 2023
MINUTES**

Board Members in Attendance:

Billy Oshinsky, President
John Coliton, Director at Large
Stephanie Denmark, Director at Large
Robert Rogers, Treasurer

Shireen Ambush, Property Manager – Abaris Realty
Kaitlyn Ambush, Assistant Property Manager – Abaris Realty

Ms. Shireen Ambush verified that all owners received notice of the Subsequent Annual Meeting on September 19, 2022, in accordance with the requirements of the By-Laws and State of Maryland Condominium Act.

Ms. Ambush verified that the quorum requirement in the By-Laws has been waived for this Subsequent Annual Meeting in accordance with the Maryland Condominium Act provision. Those unit owners present in person or by proxy automatically constitute a quorum.

The meeting was called to order at 6:45 p.m. by President, Billy Oshinsky.

APPROVAL OF MINUTES:

A motion was made, seconded and carried unanimously to approve the minutes of the 2021 Subsequent Annual meeting.

ELECTION:

Ms. Ambush announced that there are 2 positions up for election on the Board currently held by John Coliton and Robert Rogers. Robert Rogers has indicated his desire to run for re-election to the Board. Max Kotasek has come forward to express an interest to serve on the Board. There being no further nominations, the floor was closed. Shireen Ambush announced the ballot box will remain opened for an additional 24 hours, as this meeting was held virtually. The results of the election will be announced via email on Thursday, February 2, 2023.

HOMEOWNER COMMENTS:

Paul Cencula noted the stairwell in 31 Booth Street needs painting and a few steps are loose between the upper two flights of stairs, at the front door of the building. Paul also noted that stairwell “H” has a strong smoke smell present.

The next Board meeting will be held on Tuesday, May 30, 2023, at 6:30 pm.

There being no further business, a motion was made to adjourn the 2022 Subsequent Annual Meeting. The motion was seconded and carried unanimously. The meeting was adjourned at 7:00 pm.

**CONDOMINIUM 5 AT THE COLONNADE
2023 SUBSEQUENT ANNUAL MEETING
NOVEMBER 20, 2023
MINUTES**

Board Members in Attendance:

Billy Oshinsky, President

Robert Rogers, Treasurer

Kwame Yiadom, Property Manager – Abaris Realty

Glen Mammen, Assistant Property Manager – Abaris Realty

The meeting was called to order at 7:05 p.m. by President, Billy Oshinsky.

Kwame Yiadom verified that the quorum requirement in the By-Laws has been waived for this Subsequent Annual Meeting in accordance with the Maryland Condominium Act provision. Those unit owners present in person or by proxy automatically constitute a quorum. 8 total owners were either in attendance or counted via proxy.

Kwame Yiadom verified that all owners received notice of the Subsequent Annual Meeting on November 1, 2023, in accordance with the requirements of the By-Laws and State of Maryland Condominium Act.

APPROVAL OF MINUTES:

The 2022 Minutes were not approved at this time due to them not being readily available.

ELECTION:

Kwame Yiadom announced that there are 2 positions up for election on the Board currently held by William Oshinsky and a vacant seat. William Oshinsky and Paul Linzer have indicated their desire to run for election to the Board. There being no additional nominations, from the floor Kwame indicated that the two candidates could be voted by acclamation. Robert Rogers made the motion to accept the nominations of Billy Oshinsky and Paul Linzer by acclamation. Paul Cencula seconded the motion, and it passed.

COMMITTEE REPORTS:

Bob Rogers of the Finance Committee stated that he appreciated the thoroughness of the reports, he was thankful at the amount of interest revenue for the reserve funds. He also noted as the Treasurer he has reviewed information regarding the lighting project. Kwame also spoke noting that Bob had a question regarding the permits for the lighting project. He commented that it was an additional \$5,000 for the permitting fees as required by the City of Gaithersburg. Bob noted that it would be good to see the contracted amount versus what has been paid out. Bob expressed concerns about being able to track the reserve expenditures. Bob also asked about the lighting project's initial design was to have the lights in the stairwell be activated by motion sensors which had since been changed to stay on as per code. He asked if this change would affect the rebate and proposed savings and if it would mean the fixtures and or bulbs would need to be changed out sooner. He continued about the lighting project to question if the private storage units were included in the pricing. Kwame responded that the association was still eligible for the rebates. Kwame also confirmed that the lights would possibly burn out sooner being on all the time, but they should last around 10 years. Bob noted that based on the information provided the estimated time is around 6 years. Bob also wanted to confirm if the bulb or the fixture would need to be changed.

Kwame was to follow up. Bob reiterated that it was the Board's duty to ensure value for the dollars paid. Billy said that he would go over how to track the reserve expenses with Bob. Bob and Billy discussed how to track upcoming large projects like the garage and façade projects, while using the ongoing lighting project as an example. Kwame confirmed that the lighting part of the reserves was to be done staggered through later dates, however the incentives that were available led to the project being done sooner.

HOMEOWNER COMMENTS:

Paul Cencula echoed Bob Roger's concerns. He noted that the savings which were estimated may be inaccurate given the changes in project, such as the stairway lighting and repair of the molding. Kwame noted that the CCA has yet to make a decision regarding the repair of the walls for the lighting project. Paul stated that he preferred the older look of the hallway fixtures over the new ones and that the CCA should take an architectural view for these types of projects rather than just basing it on cost-savings. He also noted that the permit fee should not have been a surprise. He finished by stating that lessons learned from the lighting project should be applied to future projects.

Bob asked if a meeting could be held in January to discuss the upcoming year and expressed his intention to no longer serve as the treasurer.

There being no further business, a motion was made to adjourn the 2022 Subsequent Annual Meeting at 7:37 pm. The motion was seconded and carried unanimously.