

Sanctuary Condominiums
Condominium Association Meeting minutes
September 17, 2026, 3:00 pm
Location: 10440 Dove Chase Circle

Attendees:

Joyce Freville, President; Patrick Craig, Treasurer; Evie Whitworth, Vice-President; Fred Andres, Director; Viola Williams, Secretary; Elgin Garrett, Mulloy Properties

Minutes from August 20, 2026, were approved.

FINANCIAL REPORT - Patrick Craig

The board clarified with Mulloy the changes requested to July's financials, those changes were made and are reflected in the August 31 financials.

The board is moving forward with trimming the trees, which was part of the Special Assessment paid by each unit. In doing so, we would like to point out that the assessment is due by the end of this month. As reflected in the financials the HOA is currently short \$1988.00, so if you have not paid your assessment, or were unaware of this requirement, please contact Mulloy properties on how to go about doing so.

The board recently received notice from Mulloy properties regarding mortgage requirement changes. One such change, for condo communities, was a requirement that 15% of dues revenue must be committed to the general reserve. We checked our standing as it relates to this change, and we are well above the required figure with a commitment of 21.81% of our dues revenue to that fund.

Otherwise, we are currently monitoring accounts that are stressed and operating with spending on an as needed/required basis. We would encourage everyone to take time to review the financials posted on Mulloy's website.

MULLOY MANAGEMENT REPORT - Elgin Garrett**Gutters and Downspouts**

- 10433 — water overflowing downspout, can't locate popup valve **Action:** Completed
- 10438 — water flowing over gutters, can't locate popup valve **Action:** gutters cleared, popup valve located, readdressing issue
- 10505 — broken cover for downspout drain **Action:** Work order entered for Adams
- 10519 — drainage cap missing from the downspout at the right side of the front yard.
Action: Work order entered for Adams

Roofing

- 10400 — Ceiling repair from previous garage leak **Action:** homeowner confirmed no additional leaks, work order entered for related drywall repairs. Rescheduled by owner. Technician reached out to owner to reschedule
- 10400 — leak in bedroom, along the crown molding **Action:** rescheduled by owner
Technician reached out to owner to reschedule.
- 10418 — roof leak in foyer repaired, owner asked about spot on ceiling
Action: water stain will be addressed once we get some rain and owner confirms there are no additional leaks.
- 10427 — water intrusion 1st floor ceiling **Action:** leak fixed, will address water stain at the same time as others in the Sanctuary.
- 10500 — raccoons removed, roof needs sealing **Action:** Completed
- 10525 — ceiling stain on covered patio HOA responsibility **Action:** roof repair completed, confirmed no further leaks with resident, updated work order to complete the Kilz of the area. Owner has scheduled.

- 10527 — repairs following previous leak **Action:** Elgin contacted owner. Some outside work performed. Owner has scheduled.

Landscaping

- 10409 — basin tree leaning—root system rising **Action:** getting estimate for removal
- 10437 — some grass doesn't seem to be getting mowed, are they moving too fast?
Action: Elgin discussed with Adams Landscaping and updated the resident. See **Community Notice** below for additional information.
- 10502 — reseeding needed in front yard and back yard **Action:** front yard is part of reseeding work scheduled for the rest of the community. After further evaluation, it was determined that the back yard is not HOA property. Suggestion is for owner to plant ground cover as opposed to grass.
- 10519 — weed control concern **Action:** Additional treatment for weeds cannot be applied until the high heat breaks. With the fall treatment, additional seeding for any of the affected turf will also be applied.
- 10521 — owner requested grass seed be planted to replace flower bed
Action: Owner responsibility, letter sent

Irrigation

- 10410 — patio sprinkler head leaking **Action:** corrected leak which was due to line bleeding.
- 10418 — sprinkler head in front not working, some grass is brown **Action:** sprinkler head checked and is working, updated resident. See **Community Notice** below for additional information.
- 10423 — sprinkler head center front not spraying; front entrance leaking. **Action:** work order issued
- 10425 — possible underground leak **Action:** owner responsibility - previous patio expansion, owner notified
- 10438 — sprinkler at front corner/driveway not working **Action:** checked, sprinkler working correctly. See **Community Notice** below for additional information.

Miscellaneous

- 10409 — owner application to upgrade walkway beside unit **Action:** Approved
- 10410 — additional move-in issues **Action:** Elgin scheduled call with owner to review the various emails he has received and to verify the list to be addressed.
- 10428 — front double window (interior) doesn't come together so they can lock it.
Action: owner responsibility
- 10434 — inspection report issues **Action:** Items that are HOA responsibility have been approved and completed — waiting for owner to confirm all open items completed.
- 10444 — clogged gutter, sidewalk cracks, windows, storm door **Action:** Elgin reviewed owner responsibilities but entered work orders for HOA responsibilities—clogged gutter and assessment of sidewalk cracks.
- 10501 — mowing cracked sunroom door **Action:** replacement completed
- 10543 — drainage issue **Action:** work order issued to clear underground drain.
Requested quotes for: new drain at end of building, directed towards the water retention area, going west, and a new drain underneath the address sign, attached to the front of the building to alleviate the build-up on the sidewalk causing slippery conditions.

Window Update

The current addresses that have been approved for window repairs are: 10402, 10418, 10423, 10425, 10433, 10434, 10512. Most issues are regarding broken seals. Contractor will coordinate with owners on installation as supplies arrive. Deposit approved and made. Work to begin in September.

Common Areas, Limited Common Areas, and areas not HOA

- Thank you to Theresa Craig (10440) for coordinating the Board approved purchase and placement of our tastefully done community “Speed Limit/No Soliciting” sign at the Sanctuary entrance.
- 10537 asked if we would consider improving accessibility to our Book Sharing Box—the incline makes it difficult to reach. Action: A private individual installed this, and unfortunately the Association has no control over it.
- Some boards in the front fence need maintenance or replacing **Action:** in progress
- **MSD responsibility:**
 - 10438 requested stump removal behind unit, evaluated to be MSD— Elgin notified MSD, who will evaluate within 7-10 business days. Not Sanctuary property. per MSD, dead but not in creek so no action required. **Action:** Elgin will escalate with MSD again and involve city or councilperson if necessary.
 - 10506 requested tree removal behind unit, determined to be MSD responsibility — Elgin notified MSD who will evaluate within 7-10 business days. Per MSD, not impeding flow of water - no action required. **Action:** With new photos, Elgin will escalate with MSD again and involve city or councilperson if necessary. Owner is continuing to followup with MSD as well.
- Dove Chase Circle street repairs **Action:** Elgin sent photos to and discussed with Middletown since they schedule repair of potholes — Middletown is reevaluating our street condition.
- Middletown Mayor and Fire Chief to evaluate Sanctuary Fire Hydrants to be painted and tested. **Action:** Middletown painted fire hydrants. Board selected and approved company to do testing. Future information will be provided to residents.
- Final mailbox repairs/replacements — to proceed in September when weather breaks
- Electrical circuit for entrance lights not working **Action:** work order issued

COMMUNITY NOTICE - Note to Residents

We are getting questions about: grass being higher in some areas more than in others, grass dying in some areas, and sprinklers not working. Mulloy Properties has followed up on these questions with our vendors. The following information may help:

Mower blades are set the same for all areas; however, in a drought and high heat like we’ve experienced, some areas may grow more quickly than others due to factors like irrigation and shade. During periods of extreme heat, they set the blades higher to prevent burnout of the turf and preserve moisture as much as possible. It may appear the irrigation system is not working in some areas; however, when the vendor checks, the sprinklers are working fine. The combination of high heat and lack of rain can affect this, especially when trees in the area are shading and absorbing most of the moisture. We have requested to have all zones of the irrigation system checked and will continue to monitor any reported issues.

COMMUNITY REMINDERS

- Parking letters have been sent to **3** residences concerning vehicles frequently parked overnight in their driveway or visitor parking without having temporary approval.

Next Sanctuary Board Meeting: Thursday, October 15, 3:00 pm, at Evie’s house (10512)

Meeting Adjourned: 5:30 pm

Submitted by Viola Williams