

**Meeting Minutes**  
**July 16, 14**

**Present:** John Shuler, Joe Yanoka, Calvin Alt, Chris Baldwin, Linda Shepherd, Sharon McDaniel, Bhavik Shah, Nada Jones

**Call to Order:** The meeting was called to order at 7:06 PM

**Minutes:** The May minutes will be approved at a later time. There was a problem accessing the document on the computer.

**Treasure's Report:** Sharon presented the following information in writing to the Board:

Balance forward	5/14/14	
	Checking	17,138.61
	Capital	<u>10,004.10</u>
		27,142.71
Income		
NCCo Assessments	24,505.28	
DelDot—Snow	5,863.36	
Neighborhood Resources	<u>50.00</u>	
	30,418.64	
		57,561.35
Debits		
Countryside	6,106.01	
Delmarva	15.57	
Bank fee	2.00	
Postage	<u>1.61</u>	
	6,125.19	
		51,436.16
	Minus capital	<u>10,004.10</u>
	Checking	41,432.06
	Capital	10,004.61

- The county violation was in reference to trash dumped at Pond #1 and graffiti on the Verizon exchange box at the corner of Reybold Road and Salem Church Road. Chris spoke to the code enforcement officer about this. We can't do anything about the graffiti. Our violation wasn't related to us not maintaining pond.

*Joe: What about getting camera to install near pond.*

Chris thinks it's our 1<sup>st</sup> offense, so if it happens again we should look to do this.

The officer said they've talked and didn't fine us the \$50 this time.

*John: Should I regularly check on it?*

Chris: It wouldn't hurt. We can talk to Keith about it too. It is outside the contract we have with Countryside. Chris will let us know what Keith says.

*John: There's a workshop in the fall about ponds.*

Chris already has attended such a workshop. It's informative. It might be good for John & Joe to go (only 2 people per community can attend).

*Bhavik: The first time let it go, but we should go with a camera so we don't get fined \$50. We should do a cost analysis. If we only worry about cost of camera we need to make sure the problem doesn't grow.*

*Sharon: Could we have county e-mail when a violation happens since we don't check post office box frequently.*

Chris: I don't think it's a regular process.

### **Committee Reports:**

- Landscaping Committee:  
John: Nothing; no immediate issues with contracts. What about Pond #2. John said he'd check on it and get let Keith know on it and let Keith know if more work needs to be done.

The subject of solar panels on roof tops was addressed— We don't control this. The state overrides any deed restrictions.

- Budget Committee:

Calvin: See the report-- we are within our budget, except for snow/ice costs. As of 7/14/14 the expenses are as follows:

	<u>Allowance</u>	<u>Actual</u>
Insurance	1,000	969.00
Landscape	10,000	5,170.99
Stormwater		
Management	4,000	1,200.00
General Maint.	100	12.54
Administrative	6,300	4,472.89
Snow/Ice	10,510	13,059.20
Utilities	<u>200</u>	<u>124.40</u>
	32,110	25,009.02
	** DelDot Reimbursement	<u>5,863.36</u>
		19,145.66

A pond costs \$200,000. The second pond will probably come due eventually. We need to have a single annual assessment rather than a surprise bill; we budget for the maintenance. Whatever extra money there is from snow/ice or ponds should go to the capital reserve. When we've had a good year, the money can be there in reserve to make up for the expensive years. That way we won't have to raise the \$130 assessments.

We have over \$10,000, so in the next few years we want to increase this capital.

*Bhavik: What about T-bills or other investment options.*

*Chris: What's the rate now?*

*Bhavik: It's a safe option. Some liquid funds & some long term funds. If everyone agrees, I can go into more detail at a later time.*

*Chris: Is that something to look into?*

*John: Sure*

*Chris: Christiana Fire Co. is a non-profit and lost its shirt. So non-profits can do it with other persons' money--- But we need to be SAFELY.*

- Communications—Chris & Nada need to meet still. Nada took new photos for the website.  
*Joe: How are delinquent payments for assessments noted?*  
 Nada: We don't put personal information in the minutes. We never post any homeowner's financial information.  
*Chris: Any other committees?*

### **Old Business:**

- *Sharon: Was franchise tax paid?*  
 Chris: Yes a long time ago.  
*Sharon: Well I haven't received a receipt yet to reimburse you.*  
 Chris: I forgot I have to send it to you.
- Chris: Bhavik, you volunteered to give a summary of combining the billing with collections.  
*Bhavik: I want to know from you county charges.*  
 Chris: Starting letter of demand is sent from Neighborhood Resources (NR)  
 Then other expenses (\$40) beyond that. It is sent directly to the homeowner.  
 The county charges \$6.25/household for billing services: Includes 1<sup>st</sup> notice & 3 other notices. We don't get any management of additional charges from the county, and we don't have a way to notify homes of delinquency charges. This is why we couldn't get a full judgment on previous cases that went to court. So we need to consider a joint billing & collections system through Neighborhood Resources.  
*John asked for clarification.*  
*Chris explained how people would only get bills from Neighborhood Resources.*  
*John: I see. If we change to NR we have to let people know.*  
 Chris: Yes, we have to let people know at the Annual Meeting & in the minutes.  
*John: Do we have to pay \$30.00 for money up front (3 years)?*  
 Bhavik: It's not clear. We need to find this out.  
 We have to decide too if we want to go with 3 years or just do 1 year at a time.  
 Chris: NCCo has raised their fees over time.  
 Sharon: We should talk about what could happen if NR doesn't stay open. It would be safer to go with one year plans.

*Joe: As long as we weren't paying up front.*

Chris: We need to have a clause that lets us out of the contract if something isn't going well.

I'll have to ask him (Steve Blanchies of NR) about forced majeure situation and what contract should consider to benefit us like 30 days/annum.

*Joe: What about if he doesn't perform for 6 months.*

Chris: I don't think there will be a problem because it's not undue burden

County presents bill/house

NR also presents/

Chris: We don't want to pay 5 years up front; each year pay and get billed yearly but have a *contract* for 5 years.

*John: We should be billed/6 months*

Chris: Only bill people yearly

*John: But there's already money there*

Chris: Oh—be billed 6 months as faith payment

*Bhavik: How does it go to account?*

Sharon: Direct Deposit

*Bhavik: Okay, we need to set up how he'll do that.*

*Chris: I'll talk with Steve (at NR) about billing. It would come from payment proceeds and hopefully billing will go in as a direct deposit.*

*Sharon: And we need periodic reports of delinquencies.*

Chris: If there are any other comments, send an e-mail to Chris.

- Update on damage to the sign at the neighborhood entrance: John had a hard time getting in touch with "Sign Right," the company that installed the existing. The man in charge, Bob Quinn, is retired. However, he will call the person is recommended by Mr. Quinn.
- Memorial:

Linda: There's a lot out there from different places; for example, "Exterior Accents"

Some websites/brochures don't show prices.

*Chris: The designs from one site appear to be laser printed. We need engraved.*

*Nada: Perhaps we should find out what cemetery craftsmen, contractors of garden hardscapes, etc.*

*Chris: Looked at tree & it looks "stressed".*

John will check on this with Keith at Countryside. Chris would like a copy of the communication sent to him (cc in an e-mail).

*Bhavik: We need to make sure they know we are checking on the "memorial tree".*

*Chris: We should be proactive.*

*The gardens seem to be okay. But the crew needed to be reminded about ponds since last year there were problems.*

Chris: Any more Old Business? (No responses were given)

New Business?

- Announcements—

*Linda: My house is going up for sale. She wanted to let the Board know that she will most likely not be able to continue on the Board if her house sells soon.*

Linda: *I move to adjourn.*

*Sharon: Did anyone attend the event for the new development (White Water)? No one from the Board was able to go.*

Chris: *Anything else?*

**Next meeting: September 10... We'll need to vote on billing contract to prepare for the Annual Meeting. The Budget Committee will also have to schedule a budget meeting.**

*Sharon already made a motion to adjourn.*

*2<sup>nd</sup>? John & Nada*

*All in favor? Aye (No one opposed)*

The meeting was adjourned at 8:58 PM