**SANDY BRAE HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS MEETING**

**LEWES LIBRARY JUNE 11. 2018**

**MINUTES**

**AGENDA- IN TOTAL EXECUTIVE SESSION**

**Call to order**

**Attendees:** Kathy Davison, Jay Abel, Joanne Kempton, Rusty Walker, Lorie Seaman, Shellie DiLauro, and Nick Pereira. Absent: John Luzzi and Maryann Jachym

Approval of the May 14, 2018 minutes: motion to approve by Rusty Walker second Nick Pieria. All in favor

Approval of the 2018 Annual Meeting Minutes: motion to approve by Joanne Kempton second by Jay Abel. All in favor

**Treasurer Report: Joanne Kempton**

* Financials: reported and distributed for May 31, 2018. Joanne to provide Nick with all the financials electronically since February to load on the website.
* Update on liens issued by the attorney: Residents have until June 14 to respond or liens will be placed. We have received a few payments.
* Update on status of chronic offenders and next steps: by unanimous vote chronic offenders will be taken to small claims court
* Update on unpaid 2018 dues: those not paid have been turned over to the attorney

**Old Business:**

* 2018 Annual Meeting review: 35 residents 40 proxies, breakfast, information table, location: discussion about possible change to a closer location and seeing about Jolly Trolley for transportation as a way to increase attendance. Food and information table well received.
* Database and how it is going to be used: copy of database as of June 10 was distributed
* Bios sent to John for the newsletter and photo for newsletter: 2 members still owe copy and the photo will be a group picture
* Entrance HOA signs cost discussion: presentation on what the signs will look like and say. Unanimous decision to get 4
* Board decision on contact information: the HOA website address needs to go on all correspondence so residents will get into the habit of going there to get information. Only phone numbers to be listed on the website are the President and Vice President.
* Landscaping project: still ongoing

**New Business:**

* Selection of Officer Positions and Responsibilities Discussion:

Kathy Davison – President 2 years

Jay Abel – Vice President 2 years

Joanne Kempton – Treasurer 2 years

John Luzzi - Scribe 2 years ( he will also handle facebook and newsletter)

Board of Directors

Rusty Rodgers – 1 year - mailperson & rotating committees

Lorie Seaman – 2 years - mailing committee and creating flyers

Nick Pereira – 2 years - website

Maryann Jachym - 2 years - database

\*after one year of total service there will be a discussion amongst the Board for those that might want to leave or continue to stay.

* Mailing of Annual Meeting materials: when and what: materials: as outlined in the Covenants the materials will be mailed to all residents by the end of June and loaded onto the website.
* July meeting-insurance agent visit: yes ten minutes before meeting begins
* Fireworks notice-entire community: FIREWORKS ARE NOT ALLOWED. Lorie to create a flyer to be distributed via email and facebook ASAP. Will be included in the materials being mailed from the annual Meeting.
* Dog waste signs: investigate cost of 6 of these to be installed around the community. Just signs no poop bags or containers attached. Be a good neighbor and pick up after your animal.
* Backyards with yard waste now rodent issues: Over the past two weeks several residents have called complaining about mice, rats, a skunk, and a possum. Rusty, Nick, and Jay will inspect the community for yards containing large piles of yard debris and trash which is where rodents tend to make nests. Residents will be notified. Article about this will be in the newsletter.

**Website Update: Nick**

* Surveys: Nick will provide a sample for decision at July meeting topic is “having a social”
* Need to have Covenants and By Laws in documents tab
* Treasurer reports need to be added to the monthly agendas
* Kathy and Jay need their phone numbers listed after their names no one else’s.
* How do we get the directory back on listing by street just resident name and address? Nick will get with Maryann and have this done by the end of June. The listings will go by street names.

**Architectural Review Committee Report:**

* Dumpster on 34101 Juniper: visit by Jay Abel and email from Kathy Davison with no response. Violation letter to be written.
* Total outside replacement roof, windows, siding, front and back doors 34432Maple APPROVED
* Outside painting 34006 Mulberry APPROVED

**Violations:**

* Discussion on Maple Lane issues: next steps need to be taken as front lawns are now pools filled with water which is a health issue.
* Update on Elm proprieties and route one businesses using Elm Lane to enter their properties. Joanne to research Keller William contact. Kathy is in ongoing conversations with P&Z as well as DelDot as the 30 days given to owners by DelDot is up.

**Adjourned 7:50pm**