



## SANDY BRAE HOMEOWNERS ASSOCIATION BOARD MEETING

### BOARD MEETING MINUTES

**Date:** February 8, 2021

**Location:** Meeting held via ZOOM 6:00PM – 7:00PM in Executive Session

**Meeting called to order at 6:05PM**

**Attendees:** Barbara Brewer, Kathy Davison, Joanne Kempton, Jack Temple, Janis Nezvesky-Schertzer, and Lori Seaman. Absent: John Luzzi

**President Remarks:** A temporary procedural change reference conducting Board meetings on Zoom was voted to implement immediately. This procedural change will be posted on the website.

**Approval of the January Minutes:** Motion by Joanne Kempton seconded by Barbara Brewer. All in favor

**Treasurer Report: Joanne Kempton**

- Motion by Lorie Seaman to formally approve the January financials; seconded by Barbara Brewer and all-in favor. Budgets are posted on the HOA website.
- 1 property owner still not paid from 2018. 3 property owners not paid from 2019. 4 property owners not paid from 2020. 20 property owners not paid for 2021. Letters have been sent out to the 2021 property owners for failure to pay and violation fines placed accordingly.
- List of residents to have liens placed was reviewed and discussed.
- Collection Agency activity update: 3 residents have been turned over to the agency for serious outstanding fines. Contact was made with all 3 residents. Board voted to remove 1 resident from the collections process and have the HOA attorney set-up a mediation meeting due to the amount fines and severity of the violations.

**Old Business:**

- Barbara Brewer gave an update on the entrance signs. Sign company expects signs to be ready in 2-4 weeks. Agreement letter between resident and the HOA was signed by all parties for permission to install one sign on the border of their property. Board approved \$225 to have all the trees trimmed and area cleaned and cleared at the corner of Postal and Plantations to make room for the sign.
- Board Election Committee: Lorie Seaman and Janice Nezvesky-Schertzer will co-chair this committee and get 3 additional residents to serve on it. This committee will be responsible for tabulating the Nomination Forms and the 2021 election ballots. 2021 Nomination Form was presented, reviewed, and Lorie will make corrections. Board voted to send out the 2021 Nomination Form soon as possible with a March 15 return date.



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- Some pickets have fallen off the fence at the end of Locust and some erosion damage has happened to one post. Barbara Brewer fixed the erosion problem and will get special adhesive to fix the pickets.
- The reports from DelDot concerning the street repairs for the third section were reviewed and discussed. Board had many questions on items in the report and requested Kathy to set-up a zoom meeting with the DelDot Engineer, who wrote the report, either on or before the March Board meeting. To help understand the possible cost implications, Jack Temple and Barb Brewer are going to give Kathy some paving contractors to call.
- Board has recognized the need to enhance and modify our current Covenants. The Board wants to wait till July/August to initiate a Committee to start this process as it was acknowledged that this committee would need to meet in person.

### **New Business:**

- Janis and Jack will do the February drive around.
- Two homes are currently for sale in the community. Kathy has been in contact with the realtors for each.
- Janis gave a report on her research on an abandoned property on Beech.
- Kathy gave a report on the situation involving a property on Mulberry.
- The Board will continue to send "Welcome Packets" to new residents and renters. The packets contain the bound edition of the Covenants, a Rental Form, an AR Form, a Welcome letter, and a copy of the last newsletter. Although this takes time and cost \$3.75 to mail, it is a positive way to introduce the resident to the community.
- 4 owners have not sent in their rental forms for 2021. There are 31 rental properties in Sandy Brae.

### **Violations:**

- 8 residents have unresolved violations; fines and further action continue as appropriate.

### **AR Forms:**

- 2 AR Forms received this month

**Resident comments, letters or email:** comment was posted on Facebook and addressed via the Collection Agency

**Executive Session ended at 7:26pm**