



SANDY BRAE HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS MEETING

January 10, 2023 5:30-7:30 PM

MINUTES

Attendees:

Kathy Davison, John Luzzi, Lorie Seaman. Joanne Kempton and Helena Hannah

Meeting called to order at 5:32PM – VIA ZOOM

Approval of the December 2022 Board meeting minutes:

Lorie Seaman made a motion to approve the December 22 minutes, Joanne Kempton seconded, motion passed.

President Remarks:

The president attended an HOA leader Seminar in December 2022 and provided the 12 most pressing issues facing HOA Boards in 2023:

- Plan for much higher cost on every service used.
- Make a financial plan to generate income other than dues and fines
- Contingency plan if none of the residents apply for the Board.
- Make sure our records are well-kept electronically and hardcopy.
- Make sure our contracts for insurance, common ground maintenance, snow plowing are best possible prices.
- Maintaining sufficient funds for future construction issue or replacement needs.
- The last of the baby boomers turn 65 in 2023. We need to be aware of residents aging in place, their health and safety issues, and inability to meet financial obligations.
- Establish a Board that reflects diversity.
- Covenants that deal with AirBNB, VRBO, short term renting, tiny houses, and house sharing.
- How to deal with investor-owned rentals (late on dues, not providing accurate rental resident information, renters not informed of HOA Covenants, etc.).

The Board discussed these issues and where Sandy Brae stands on facing them:

- Getting board members is increasingly more difficult, and eventually outside support will be required.
- Our Air BNB- short term rental verbiage is good and has been used by other home owners' associations.
- A financial plan to set aside a yearly amount for future projects is not necessary as we have the ability to do an additional assessment (per the Covenants) should something occur.
- The transfer fee is a good option to increase income beside fines, but did not get the vote this time around.
- Many residents do not realize how expensive it has become to operate the HOA as opposed to 10-15 years ago.

Treasurers Report:

- **Present December financials.**
Helena Hannah made a motion to approve the December financials, John Luzzi seconded; motion passed.



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- **Presentation of 2022 YTD budget.**
Our original 2022 budget detailed an \$11K deficit projected as of the end of the year. Due to the Boards' efforts to monitor costs and focus on reduced pricing, our actual year end expenses showed a reduction in expenses of over \$15K. As a result of these efforts our year end numbers resulted in a profit of close to \$13K.
- **Update on any unpaid 2022 dues.**
Only one resident has not paid 2022 dues; same resident has not paid 2021. Fines will continue to be placed.
- **Update on how many 2023 dues paid to date.**
42 residents have not paid their 2023 dues as of this meeting. A past due letter was reviewed and approved. It will be sent with a violation invoice on February 1, 2023 to those who have not paid.
- **Update on 2023 Renters forms received to date.**
There are 32 rental properties in Sandy Brae, 20 rental forms have been received as of today. Renters' forms are required annually.
- **Update on status of unpaid 2022 fines and liens.**
Removal discussion/action plan was discussed on two violations
- **Review of the late payment and fine letter for 2023 dues and renter form**
After meeting with our attorney, liens were placed on two properties. An additional lien will be replaced in February 2023.
- **Update on 2023 Board applications received**
The deadline is February 7, 2022. One application has been received.
- **Notification of our CPA for taxes – Due April 15.**
Joanne Kempton will reach out to our CPA by the end of this month.

Old Business:

- **Conversation with DelDot concerning the safety issues in our community with the December 2022 closure of Postal Lane.**
There were several calls from residents regarding the lack of DelDot safety procedures in our community during the closure, lack of detour signs, police presence, etc. Our President registered a complaint email to all the parties at DelDot involved with the project; no reply.
- **2023 Meeting Rooms – Lewes Library.**
The Board cannot make reservations for rooms until 90 days prior to date. The library is increasing their own programs as well as the increase in requests to use the space have caused this new rule at the library.
- **Update on short term rental violation.**
This situation has been referred to our attorney. Kathy and the owner will discuss at a meeting with attorney on Friday, January 13, 2023.
- **Discussion on proposed Rules and Regulations**
Purpose
 - To establish communication processes including Web site, Zoom meetings and Facebook account,
 - To put to paper what already is in place.
 - To put clarify some Covenant points for boats and recreational vehicles.
 - Rules and regulations will be reviewed by each board member and comments provided to president before the next Board meeting. The plan is to go out in the Spring newsletter.



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New Business

- **Making sure residents understand what our zoning designation means and why due to complaints.**

Complaints continue to increase about residents running businesses out of their home that cause issues in the community. Additionally, with all the road activity in and around our community, various Sussex County departments have been in Sandy Brae and have reached out about seeing violations of our zoning designation. The HOA will begin process of reinforming our residents of our zoning designation and Kathy will provide further information to be included in the spring newsletter in March 23.

- **Update on the January 9th Sussex Co Board of Adjustment Mtg ref 2 new houses to be built on Postal Lane.**

Petitioner was denied by the Sussex Board of Adjustments based on their vote that he did not meet all the criteria for the request. The petitioner already owns the land and DelDot has already approved the entrance for driveway placements. Our fear now is that he will come back asking for more homes on the property not just the two he originally petitioned for.

- **Updates 2023 resident database and renter's database.**
Kathy will provide updated residents and renters database to the Board end of January.
- **Request from Elm Lane property owner.**
The Board has received a request from an Elm Lane resident to consider allowing him to rezone his two properties commercial. The HOA attorney informed the Board that the property could either be rezoned or apply for conditional use with requirements, both have pros and cons. Kathy will get more information and report back to the Board.
- **January community dive around.**
To date 2 violations, remain. 1 email of concern was sent.
- **Newsletter.**
John Luzzi recommended publication end of March; Spring Newsletter.
- **Social Committee update on proposed 2023 community activities. (Tim Sherman)**
Tim Sherman proposed a list of ideas for the entire year. Board discussed and Kathy will meet with Tim to flush out details and set the calendar.

Violations:

Two violations from December remain, 2 emails were sent requesting removal of utility trailer in driveways.

AR Forms:

None

Resident comments:

Several holiday and new year greetings via cards and email; several emails expressing concern over parking on the community streets; 2 emails of concern over the condition of their neighbor's backyard; 4 phone calls about a loud muffler car riding in the community.

ADJOURNED:

Meeting adjourned at 6:55 PM