



SANDY BRAE HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS MEETING

February 13, 2023 5:30-7:30pm Zoom Meeting

MINUTES

Attendees:

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

Meeting called to order: 5:30PM

Approval of the January 2023 Board meeting minutes

Lorie Seaman made a motion to accept the January 2023 minutes, Joanne Kempton seconded, motion passed.

President Remarks

- **Board of Directors role** – In addition to the president, all of the directors are able to address issues within the community.
- **Use of the databases** – Updated resident and renter databases were provided to the directors. Please use these as they have new email and phone updates.
- **Architectual Review Form** – The residents need to use the AR forms and an article will be attached to the meeting minutes to remind them of the importance of using the AR. An article will be in the Spring newsletter.
- **Re-visit recommendation for resident online survey** – The idea of using a survey has been discussed in the past. John and Lorie will create questions for the survey that will be presented at the next Board meeting.
- **Final results for applications to serve on the Board and recommendations** – No applications were received, only the current board members. The terms of all of the board members have expired. Board voted not to do a ballot mailing and save the \$450+. Current board will stay and at the June Annual Meeting anyone can nominate themselves from the floor. 9 director positions are open; 5 nominations are taken; 4 remain open. What position any of these nominees fill, will be determined at the July Board meeting.

Treasurers Report:

- **Present January financials** – John made a motion to accept the January financials, Helena seconded, the motion passed.
- **Update on 2023 dues and actions taken for non-payment** - 11 residents have still not paid their 2023 dues. Late fees have been assessed on these unpaid bills and 3 liens have been placed on homes for past unpaid dues/fines.. It was voted on to take one resident to wage garnishment.
- **Update on 2023 Renters forms received to date** – 32 rental properties. 31 forms have been submitted leaving 1 outstanding.



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Old Business:

- **Update on short term rental violation meeting with attorney** – The owner must pay the fine and any legal fees associated with the violation, per the Covenants. The board will continue to monitor the situation.
- **Discussion on proposed Rules and Regulations** – Directors voted unanimously to establish some rules and regulations. The board will hold a separate meeting to discuss and prepare general information and identify the necessary items.
- **Update on more details 2023 Social Committee events**- Tim and Laura are still working on details of the proposed events. The Cup or Cone dates have been confirmed (see attached flier). Dates posted in Spring newsletter.
- **Update on request from Elm resident** – The resident is meeting with his attorney and will get back to the board on his decision. Kathy will ask him for an update end of this month.
- **Update on actions for zone designation**- An article will appear in the Spring newsletter defining what MR Density means to Sandy Brae and explaining 6 residents have been identified by Planning and Zoning as being in violation of that definition as it relates to their home based business. The notice in the newsletter will serve as a general community thirty day notice.

New Business:

- **Change in 2023 Annual Meeting location and possible guest speaker** - Due to increased requests for Lewes library room usage, the board will have the annual meeting at the Lewes Senior Center on June 10. Jennifer Cinelli-Miller, DeIDot Transportation Planner cannot be the guest speaker, but instead will try to set up a multi-community meeting in March with Sandy Brae, Heritage, and Adolyette to discuss future plans and projects and the impact they will have on these communities.
- **Spring Yard Sale dates and logistics** – The dates for the spring yard sale are May 19 and 20. Lorie will place the ad in the Cape Gazette and directors will post the signs.
- **Spring Newsletter date to mail** – John is planning on sending the spring newsletter out on March 3rd.
- **Spring Pumping Station clean up and common area trimming contract** - Kathy is working with a company to provide the services need for a flat annual fee at the pumping station and sign areas at the entrances.
- **Damage to streets in the third section and follow-up with DeIDot, contractor, and residents** – (see attached article). Same article will be published in Spring newsletter.
- **Status of house at the intersection of Beech & Elm** – Board has reached out to the company that owns the home, but no response. The outside of the house has been powerwashed and painted as well as new flooring and painted inside. Doesn't look like it is going to be demolished.



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- **Property Management Company research** – Since no residents have volunteered for the board and the current board has served longer than expected, Kathy has researched the costs of hiring a property management company to manage Sandy Brae. The lowest price was \$10 per house per month for 10 hours a month of work everything else needed would be ala carte. This would necessitate an increase in annual dues to pay for this additional expense; fees may be raised annually until we reach the level that we need to pay for a management company. This item will be added to the agenda for the annual meeting. As the board must still exist in some form and residents are not willing to volunteer, this is the only alternative. Should new directors volunteer at the annual meeting or in the future, it may not be necessary to take this action.

Violations:

Two violations from January remain. One new added.

AR Forms:

- 18201 Hickory – trailer in driveway for debris for interior remodeling
- 34205 Beech – new fence
- 34253 Beech – new well
- 18376 Locust – new roof and re-installation of all solar panels
- 18221 Holly – addition to existing patio
- 34051 Birch – deck awnings

Resident comments: none

ADJOURN

Meeting adjourned at 7:02PM



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This is why the HOA requires an Architectural Review Form

In January, a paving contractor came to the third section of the community, as permitted, and got several jobs. The four jobs were for re-sealing and one for removing then repaving a top layer driveway. They were here for two days.

The HOA did not get an Architectural Review Form or an email, as required, from the residents alerting the HOA that these jobs were going to be performed. The Board was alerted on the second day by a very concerned resident who saw what the contractor was doing and how some of the machinery was being used. The problem is the contractor's equipment did damage to some of the roads in the third section; damage that compromises the recent work done by DelDot on those roads. Roads that the SBHOA financially contributed \$10,000 to along with other matching funds.

The conversation with the contractor was difficult and understandably not pleasant, but it was not all his fault. If the HOA had received an AR form from any of these residents, we would have called DelDot to see if it was too early for these types of repairs or was it OK. After which, we would have reconnected with the resident.

The Board called the DelDot engineer in charge of our street repair project, explained what happened, and a site visit was recommended. DelDot visited the third section and inspected all the roads as the contractor drove equipment from one driveway to the other, which made perfect sense. They noted that the fog sealant is compromised in places and peeled back in others the effect of which to the roads the DelDot field engineer is uncertain about at this time. Additionally, where the driveways met the street was not sealed, which can cause other issues. Since the DelDot inspection, the Board has sent an email to the contractor asking them to come back and seal that connection on each driveway. The contractor has done that.

DelDot is scheduled to make two additional inspections on Phase 1 and Phase 2 of our road repair projects by June 2023; now these third section road issues will be of special concern to them during those inspections. If issues arise by that time, DelDot says they will address them with the HOA then.

SBHOA's Architectural Review Form has been in effect since 2003; it might look different over the years, but it existed. In the past 5 years it has lived on the HOA website in the document tab with the other HOA documents, which everyone has access to. That AR form had contributions to it from residents who are in construction, so that it isn't complicated or cumbersome. The Board often mentions the form and why you need to use it, in the community newsletter. It is the resident's responsibility to know about this form and all the HOA documents.