



**SANDY BRAE HOMEOWNERS' ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**April 10, 2023 5:30-8pm Lewes Library**

**MINUTES**

**Call the meeting to order - 5:32**

**Attendees:**

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

**Approval of the March 2023 Board meeting minutes:** Helena Hannah made a motion to approve the March 2023 meeting minutes, Lorie Seaman seconded, motion passed.

**President Remarks:** The result of the discussion with DelDot and Reed Ventures is that we will get a pedestrian walkway into the Reed Property and part of the DelDot requirement for final site plan will be that Reed Ventures must put up a privacy fence across the entire back of the property except across the walkway. Shante Hastings, Deputy Secretary/Chief Engineer for DelDot gave her personal commitment that if we begin to have issues/trouble, then DelDot will put up a fence across the walkway. Shante and DelDot's passion is "interconnectivity" and there is no stopping that going forward.

**Treasurers Report:**

- **Present March financials** – John Luzzi made a motion to approve the March financial reports, Helena seconded, motion passed
- **Update on any 2023 remaining unpaid dues** – The third notice of unpaid 2023 dues will be sent by the attorney end of April early May. If the dues remain unpaid, a lien is placed. Personal phone calls have been made to the residents involved with no responses. A payment plan was approved for one resident.
- **Update on lien placements and wage garnishment for unpaid violations** – Joanne Kempton is working with our law firm's paralegal to provide info on transition from our former attorney and the new rates for services.

**Old Business:**

- **Update on more details 2023 Social Committee events-** A trip to Mill Pond Botanical Gardens is planned for April 14<sup>th</sup>; Trivia Night at American Golf is planned for May 2023.
- **Response from DelDot on replacing curve warning signs on Postal Lane** – No response from DelDot.
- **Response from DelDot on status of Postal Lane sidewalks.** This will happen in 2028 as no funds are available in 2026.
- **Final discussion on the Annual Meeting mailing.** – The Board needs to arrive by 9:00 to set up registrations, chairs, and tables. Materials needed were reviewed. The meeting will take place at Lewes Senior Center this year. The contents of the mailing were reviewed for resident mailing on May 1, 2023. Joanne is to get up with John to see about using an overhead. Lorie is checking to see if we have a Sandy Brae lawn sign, if not we will get one made.
- **Updates on Reed Ventures project:**  
Kathy met with DelDot, Pete Schwarzkopf and Russ Huxtable. Sandy Brae will be getting a pedestrian connection from the new property to Maple Drive. If the HOA has any trouble, DelDot will close this connection. The final site plan has not been provided for review. Kathy has also met with the Midway Assembly of God Church; they are putting up a fence in the middle of both properties. We need to know what type of fence the developer will put up to make sure it provides privacy for the proposed two-story office building. Communication on this issue was approved and will be sent out to the residents ASAP.
- **Final discussion on needs for Spring Yard Sale** – The yard sale will take place on May 19<sup>th</sup> and 20<sup>th</sup>. On May 4<sup>th</sup> Lorie will put an ad in the Cape Gazette to run May 12<sup>th</sup> and 19<sup>th</sup>. Kathy and Helena will put up signs on May 14<sup>th</sup>, John will count the number of homes participating on Friday and Saturday. John to do two postings on Facebook and two eblast April 30 and May 14.



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- **Final discussion on Rules and Regulations:**

Kathy motion to approve the re-named General Policies and Procedures document with changes as per the attached. There were final discussions on this document and future recommendations to the document. John seconded, and the motion passed.

#### **New Business:**

- **April drive around** – Kathy did first part, John will do the second part.
- **Delmarva Power update on poles in the community** – Delmarva Power has been in the community to check the condition of the pole's equipment and fuses, and to put up squirrel guards.
- **Update on attorney** – Our attorney has left the firm to join one in Wilmington. We are transitioning to two other attorneys in the current firm but as of today, have not received a call for either.
- **Discussion on increase of solicitors in the community.** HOA sent out a safety information eblast and Facebook post to the community. The HOA cannot do anything to prevent this as we do not own the streets.
- **Discussion on Survey** - Survey will be done in 3<sup>rd</sup> quarter 2023.

#### **Violations:**

All violations from March have been corrected. 2 ongoing violations remain; fines continue and no communication from those residents. A letter of warning was sent out.

#### **AR Forms:**

- 18371 Locust Lane – Parging foundation
- 34051 Birch – extensive tree removal and stump grinding
- 18365 Locust – addition rear of the home
- 34439 Postal – extensive tree and shrub removal
- 18399 Maple - new roof with dumpster in driveway
- 34077 Popular – tree removal

#### **Resident comments:**

Multiple phones call about Reed Ventures development; 1 email compliment on our website; 1 email on too small type for budget attachments.

One resident was in attendance with questions regarding people with trailers, when and why to use the AR form, questions on and disputing the property line for the community up at the intersection of Elm and Beech, and the appearance of some inconsistency in enforcement. Resident was shown the correct map and informed that anyone breaking the covenants has been fined, the fine process was explained, and even the resident had no suggestions on what to do if a resident even after getting a lien refuses to correct a Covenant violation.

**ADJOURN : 7:15**



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**General Policies and Procedures**

The following policies and procedures were adopted by the Sandy Brae HOA Board on April 10, 2023 to regulate matters within the Community that are subject to the Covenants. The purpose of these is to promote the safety and welfare of the residents, preserve and protect property values, as well as help the Board operate more efficiently/effectively while staying within the parameters of the SBHOA Covenants. Policies and Procedures are meant to be a fluid document that each Board keeps or changes, as the times and needs dictate.

**COMMUNICATION**

- Email is the primary means of communication with residents. Owners of rental properties are required to give email addresses for their rental residents so that they can receive community news, updates, and community information.
- The SBHOA Board has established a ZOOM account and will be able to use it for meetings of any nature for the community, Board, or committee business only.
- The SBHOA Board has established a FACEBOOK account closed only to the residents of the community. The main purpose is to communicate HOA business and not for commercial use. The vice-president is the administrator of the account.
- The SBHOA Board has established a WEBSITE without password entry. It will be for the purpose of housing HOA documents, a resident directory without phone or email information, Board contact information, community information, a calendar, Board agendas, minutes, as well as treasurer information, past year's documents, etc. It is not for any type of commercial use. The vice-president oversees the site. It is hosted by and technically supported by a qualified web design business.
- A newsletter is published once a quarter and saved on the HOA website. It will be mailed to any resident without email. The vice-president oversees the publishing of the newsletter.

**MEETINGS**

- HOA BOARD meetings are held once a month every month and open to all residents in good standing to participate.
- Agendas will be posted on the website 72 hours in advance of the meeting and the minutes within a week after the meeting.
- No photography or recording devices of any kind are permitted in any SBHOA meeting.
- Board and committee meetings maybe held via ZOOM or like technology, only when necessary or due to special circumstances, with minutes submitted to the HOA secretary for posting.
- At ANNUAL HOA Meetings, members are required to sign in and have a copy of the agenda and any other paperwork associated with the topics on the agenda. Residents will be given time to ask questions/voice concerns within a time limit once all official business has been conducted. Members must at all times behave with common courtesy and civility refraining from the use of rude, abusive, crude, or threatening language. Members must refrain from engaging in personal attacks on Board members, fellow members, or guests. No profanity or hostile body language is permitted. SBHOA Board has the right to dismiss any member/s from the meeting for engaging or demonstrating any of the above actions in an annual meeting.

**CONSTRUCTION AND REMODELING PROJECTS, SHEDS, FENCES, etc.**

- An Architectural Review and Modifying Form (AR Form) is required for any projects on the outside of the house/on the property. This has been a Board requirement since 2003. A Sussex County permit is necessary for sheds and many other construction/replacement projects for homeowners. That permit information needs to be attached to the AR Form when submitted to the Board for these projects. A list of what projects need permits is posted on our website, sandybraehoa.com, in the document tab.