



**SANDY BRAE HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
March 11, 2024 5:30-8 PM Zoom**

**Attendees:**

Kathy Davison  
Joanne Kempton  
Lisa George  
Helena Hannah  
Jessica Harrison  
Marty McDonnell

Call the meeting to order: 5:30pm

**Approval of the February Board meeting minutes:** Joanne made a motion to approve the February board minutes, Helena seconded, the motion passed.

**President Remarks:**

Welcome to the candidates that have applied to be on the board. We have invited them to attend our zoom Board meetings until June annual meeting. Our agendas and minutes will be a bit fuller than usual so that the candidates can see what is going on over the next several months.

**Treasurer Report:**

- **Present February financials** – Lisa made a motion to approve the February financials, Helena seconded, the motion passed.
- **Update on any 2024 remaining unpaid dues and next steps** – We have received 2 payments on delinquent accounts and 1 payment from our attorney on a wage garnishment; no other payments or contact from the remaining outstanding dues. Unpaid accounts will be turned over our attorney end of this month for lien placements per the Covenants. We have received no response on discussions with one tenant.
- **Update on 2024 remaining rental forms** – 2 rental forms are outstanding. Kathy will contact those residents again.
- **Update on unpaid violations** – Kathy will continue to contact the residents for collection.
- **Sussex County bill for entrance sign** – The land on which the sign on corner of Postal and Plantations is rented from the county; the bill for \$32 annually. It has been paid for 2024.

**Old Business:**

- **Update on Social Committee activities** – Tim and Laura have resigned from the committee; we will ask for new members but the response is always very minimal. Cup r Cone is interested in coming once month in the spring and summer; however, we have no open lots where they could set up and will not be able to offer it this year.
- **Discussion on May Spring community yard sale-** Lisa met with Lori to get timeline and processes and she is ready to go. The dates will be announced in April newsletter, in the Cape Gazette, and on Facebook.
- **Update on RV and Boat Storage business on Postal Lane** – HeritageVillage HOA president attended a planning meeting where they heard the Warringtons have not yet presented their second site plan.
- **Update on HOA 2024 mowing** – Joanne will have our vendor start mowing the common areas in April.

**New Business:**

- **June and July Board meeting dates** – Annual meeting is on June 8, 2024. The board voted to move the June Board meeting to June 10 and July board meeting to July 15<sup>th</sup> because of the holiday.
- **Discussion on an information/procedure's manual for new Board** – Kathy will create a procedure manual for various tasks that the board has to complete, for example the procedure for the yard sale. Directors will assist in this process. It will be another piece of the transition plan.

- **Spring newsletter-April** – Kathy will put the content out for approval and be published early April.
- **Schedule Pumping Station clean up** – Last year we did not use Total Package, our lawn vendor, for this spring clean out of the leaves and debris. Will contract with a new vendor to do it ASAP.
- **Update on Techno Goober website meeting** – Kathy met with graphic designer who provided ideas on freshening up the SBHOA website. The cost to freshen up the website would be \$2000. We will not move forward with this right now.
- **Update on DelDot Kings Highway Plan Meeting** – West side of Plantation will lose more ground, there will be a bus stop near Sandy Brae in the final plans.
- **Update on DelDot Plantations Road Improvement Plan Phase 2 meeting** – No new information.
- **February drive around outcome and March drive around** – There were two issues including a moving pod. Glofiber was in the neighborhood installing and a resident's lawn was damaged; Kathy provided Glofiber contact. A utility pole was replaced during this work and one house was out of power for the day. Kathy and Lisa will do March drive around.
- **Annual Meeting discussion on mailing and contents: letter, proxy, agenda, election results (new Board bio), YTD Budget vs actual, home sold, highlights of the year, and sign in sheets. Location confirmation.**  
Kathy sent the drafts for the packet that goes out to residents. There were no comments The proposed agenda was discussed, the financial update guidelines and a requested bio on new and old HOA board members by March 23. A discussion over mailing dates and additionally emailing the packet to encourage more participation. The annual meeting packet will go out May 1-4.
- **2026 Sandy Brae will be 60 years old- a diamond celebration to plan** – The board discussed forming a committee to explore how our community can celebrate. Topic for the annual meeting.

**Violations:** 3 reoccurring fines and liens and wage garnishment continuing; 2 residents not submitting rental forms

**AR Forms:**

34515 Maple – dumpster for pool debris removal

34371 Postal – new pool, new deck, outside shower, new fence, new paver patio, expand driveway, replace planting berms corner of front property, and new sliding doors rear of the home

18383 Locust – dog fence

18401 Locust – new roof

18249 Holly – dumpster for outside and interior debris removal

18371 Locust – new side of garage door

34603 Old Postal Lane – new well

34312 Beech – new paver sidewalk and small rear patio

**Resident Comments:** 5 complaints about cars parked in backyard; 2 complaints about people driving over open lots; 2 complaints dog off leash; complaints about those loud muffler cars in the community

**ADJOURN: 6:57PM**