



**SANDY BRAE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING AGENDA**

July 15,2024 5:30pm-7pm

Attendees;

Kathy Davison
Helena Hannah
Lisa George
Jessica Harrison
Martin McDonnel
John R Kelly

Call the meeting to order at the home of Kathy Davison: 5:29pm

Approval of the June minutes; Helena made a motion to approve the June minutes, John Seconded, the motion passed.

President remarks:

Six years ago, when I started this Board, I had a vision of a resident run volunteer HOA Board of Directors.

I wanted it to be run like a business, look more professional, be more transparent, be more consistent with Covenant enforcement, to use technology to communicate more, be more responsive to residents, and be more future focused in making decisions that would impact life in Sandy Brae for the next ten years. I started that vision/mission with next to nothing, but today, I believe, we reached all those goals.

You never do anything alone. I want to thank the residents over the past six years that have volunteered to be on the Board or to serve on committees. Those that used their time, talents, skills, and connections to make the Board, our community, and me better. I was very proud to represent Sandy Brae at DelDot, Chamber, Sussex County P&Z , and other community HOA meetings, forging relationships with people from these organizations that would help me help our community.

To the new Board, know you have my support, and that of many others, to be successful. I am here to answer your questions, provide background, or whatever you might need. But make this your time. You have the opportunity to leave a legacy for your community; make it a good one.

Treasurer Report

- **Present June financials** - Thank you Joanne for 6 years of service. Lisa made a motion to approve the June financials, Marty seconded, the motion passed.
- **Update on any unpaid 2024 dues and fines** – Payments are being made on one account; others still not being paid. All have been submitted to attorney.
- **Update on attorney dealings with residents** - There are no new submissions as of today. There is one possible new file to be turned over to the attorney.
- **President turns in HOA mailbox key, credit card, take name off online banking, and name off Facebook admin.** - Articles turned in to new board.
- **Treasurer transition** – Kathy recommended a level one audit on the account due to the board transition.

Old Business

- **Discussion on the June drive around** – Construction equipment and boats seen in driveways
- **Meeting with Dogwood resident** – Board with the resident to discuss fines.
- **Update on houses sold** – Maple Dr was sold. The board will continue to work with agents to provide covenants and guidelines.
- **Fines and deadlines were discussed.**

New Business

- **Results of new HOA Board positions:** President – Martin McDonnell, Vice-President - John R Kelly, Secretary Helena Hannah, Treasurer Jessica Harrison, Director Lisa George. Marty made motion to approve the positions, Lisa seconded, the motion passed.
- **Confirmation vote for Board representation in an August court case** – John made a motion to permit Kathy and Joanne to represent the HOA in the August resident court case.
- **Submission from the new Board of Board Agreement Form for 2024-2025** – Board will email to Kathy.
- **Distribution of updated database for resident & renters** – Database has been sent to the new board members.
- **Discussion on file cabinet removal...who and when** – John will contact Lorie.
- **Set up new Board meetings with attorney, insurance company, Techno Goober, and printcaost2coast.** Kathy will set up meetings with the new officers.
- **Next newsletter end of September; discuss procedure with Lisa.** Kathy will continue to work with Lisa.
- **Discussion on violations folder** – Discussed the current pending violations; Folder handed over to new president.
- **Distribute important numbers sheet, samples of letters, and all important files and forms** – copies of letters and files were sent to new board members.
- **Review of ongoing and potential AR's in the pipeline.** – AR's were reviewed with the new board.
- **Discussion on doing a school supply drive in conjunction with the Lewes Senior Activity Center in September** - HOA will work with the Lewes Senior Center to collect items in August.

Violations

4 emails sent to residents for having several cars parked on the front lawn for more than a day for a special party; 1 email resident has boat in front yard; 1 email construction equipment in driveway

AR

- 18387 Linden Lane – install deck and gazebo
- 34051 Birch Drive – replace 6 back of house windows and 1 side garage door

Resident Comments: several comments on how much they liked the summer newsletter; 1 comment from a resident about the 2024 newsletters not being loaded to the website; 1 email about items in neighbors' backyard and if they got approval and permits for items in it; 1 email question of enforcement on political signs

Adjourn – 6:55PM