



SANDY BRAE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

January 13, 2025 5:30pm-7pm ZOOM

MINUTES

Attendees:

Marty McDonnell
John Kelly
Jessica Harrison
Lisa George
Helena Hannah
Kathy Davison – Board Emeritus

Call meeting to order. 5:28PM

Approval of the December minutes. Helena made a motion to approve the December minutes, Lisa seconded, the motion passed.

President remarks - Thank you to the new board for the first 6 months of hard work; the road ahead will be smoother. Thank you to Kathy for her help with the snow plowing after the winter storm; it went well and we will work to fine tune it with the contractor.

Treasurer Report

- Present December financials – Joanne has transferred her files to Jessica who will now be recording financial transactions. John made a motion to approve the December financials, Helena seconded, the motion passed.
- Update on any unpaid 2024 and fines. 3 accounts are unpaid for 2024
- Update on attorney dealings with residents – Partial payment was received by the attorney for one account, waiting for the attorney to provide more detail on what is still outstanding and collection efforts.
- Update on 2025 dues payments received - 65 unpaid to date.
- Update on 2025 rental form received –19 forms have been received
- Review of the late payment and fine letter for 2025 dues. – The board reviewed and approved
- Review of Renter form reminder - Jessica will email those missing on Feb 1.

Old Business

- Discussion on the December drive around – One resident with trash in yard that was removed.
- Discussion on outstanding violations – One violation outstanding for which a lien notification letter was returned. Resident was also emailed the latest status and the case is now with the attorney.
- Update on houses sold – No houses sold this past month.
- Update on location and date of annual meeting - Troop 7 14th Jun 25 at 10 AM.
- Discussion to develop Tracking Spreadsheets for violations and AR submission – The board will postpone the development of this tracking
- Adding lights to the entrance signs. Only one vendor could produce a plan to install the lights on the signage. The cost for all signs would be \$10,000, John suggested that we start with the sign

on Plantations. Kathy suggested we do an email survey to see if the residents are interested in investing the funds. John will get a drawing for the board to get a better idea of how it will look.

- Resident and renter databases updated from returned dues forms and homes sold – up to date

New Business

- Discussion on 2025 elections – Board will mail out the call for candidates. If there are no candidates, a letter will be sent out explaining that there will be no election.
- Board members sign the 2025 Board Confidentially Form – Due Jul 2025.
- Board Election Committee discuss process and dates for mailing-The call for candidates will be mailed by Feb 14th and must be received by the HOA by Mar 15th. All candidates will be interviewed and further recommended by the election committee to the board.
- Newsletter – Lisa has sent out the draft and has been approved by the board. It will be emailed/mailed out next week.
- Date, Time, and Location of board meetings for 2025 – The meetings will continue to take place on the 2nd Monday of each month. We can continue to meet by Zoom and will make the Zoom information available. Should residents wish to attend the Zoom meeting, the order of business will be adjusted. This topic was tabled for further discussion.
- Communication Processes, including Website, Zoom meetings, Eblasts, and Facebook – Marty updates the website and Zoom meetings, Nate does Eblasts, Lisa does Facebook.
- Open burning in the community – Sussex County and fire department guidelines apply to burning in the community.
- Political signage and determination of profanity – Resident complaint about signage with profanity. Offensive signage will continue to be addressed by the board.
- Snow stakes CLC - They were not distributed in time for the storm; we are working with the vendor in case of additional snow.

Violations. Ongoing shed issue

AR

- 33999 Birch – Awning
- 34133 Juniper Dr – Fence, Doors, Siding – Fire damage
- 34427 Maple Dr – Shed

Resident Comments: 4 Christmas cards were received from residents thanking the board for their work and giving holiday wishes. Comments on signage, open burning, and trash stored in the yard.

Adjourn: 7:25 PM