

## **RIVERVIEW ESTATES HOA MANAGEMENT TEAM MEETING MINUTES**

**February 6, 2016**

Meeting began at 1:05 PM at Halstead residence

Present: Board Members Steve Swierczek, Joseph Yili and Steve Halstead, Treasurer Joanne Sharpe, and Admin/Technical Assistant Steve Chantry

### **A) BUDGET ISSUES:**

Treasurer Joanne Sharpe's provided the report of 2015 Expenditures (the 2015 Profit & Loss Statement) and the Projection of Income and Expenses for 2016.

Discussion:

**I) Delinquent dues** – little has changed since the November association meeting. Letters will be sent to two Members (the one who had contacted the Board about paying will be called) who had their \$75 warning letter waived in December to let them know they have until March 15 to pay or a lien will be placed against their property. There has been no word yet on Sheriff's sale of 333 Lea Ave held January 29. The lien on that property went into effect on January 26. (*Late Note: the property did sell and we will receive payment*)

**II) Review of 2015 Profit & Loss Statement** – the HOA had a Net Income of \$1,592.05 for the year. **Major expenses** included \$4,372 for the large pond fountain, \$8,073.37 for pond maintenance, \$941.90 electricity for pond fountains, \$5,179.96 for mowing and unreimbursed snow removal, \$1,000 for tree removal along the walking path, and \$873 for liability insurance.

**III) Proposed 2016 Budget** Using 2015 figures, the initial proposal resulted in a \$4,780 surplus; however, these categories were increased considering additional factors as stated:

- a) major snow storm expense already in January +\$500.
- b) the need for a new fountain for the small pond +\$500.
- c) replacement of the entrance signs and lighting +\$2,000.
- d) additional lighting and security measures by the pavilion +\$1,000.
- e) added electrical costs to operate 2<sup>nd</sup> pond pump +\$250.
- f) downward adjustments of some other items resulted in the final Net Income of \$1,280 for the proposed budget.

Should there be additional unexpected costs, there is still more than \$25,000 in our reserves. The lawn-care services were adequate for what was in the contract and saved us quite a bit over the 2014 expenses so the contract will very likely be extended, if that is an option.

- Pond maintenance contract options are being reviewed. The plan is to continue services with Solitude since their proposal is actually lower than the prior contract, and a no-increase two year contract has been offered. Stocking of minnows will be eliminated this year. It is hoped there are enough from previous stockings to eliminate that expense this year.
- We will investigate lighting for the Pavilion with a full-time light next to the announcement board.
- We will investigate security camera coverage for the Pavilion area (Advantech was recommended). The two above items were addressed in the review the Delaware State Police did of our community (at the request of Mr. Maharaj).
- We will investigate sign options for the Riverview Estates entrance at Lorraine Dr. and McGinnis Pond Road (recommended that we visit with a local resident who works for a sign company). Lighting may need to be replaced as well.
- We will request a proposal for improvements in the entrance landscaping from the lawn-care contractor.

B) Storm-water Maintenance District – Kent County issues – no action to report in this area.

Commissioner Buckson will be consulted regarding questions of pond maintenance responsibility since a number of lots remain unsold and there are unanswered concerns about this issue.

C) Snow Removal – some dissatisfaction with present service was voiced after the last big storm, especially by some folks on Albacore. We got an official total of 17.2” of snow over the course of the two day event. The cost will be \$3,000 for this storm of which we should get reimbursed \$2,250. That means we have already spent \$750 in 2016 on snow removal. Should we get such a snowstorm in the future, we will very likely ask the provider to come back and clear the slushy streets, even if we get no reimbursement from the state.

D) Pavilion area upkeep – we need additional mulch for the playground area and repairs are needed for the lawn portion where it was damaged by being driven on this winter. Mr. Yili believes he can level out the area with a heavy roller and wishes to do that prior to paying a contractor to do any work on this area. Once the ground is leveled we will plan to do reseeded of the area to improve the vegetation and appearance.

E) Storm-water District Petition Circulation – Legal counsel will be sought concerning the inclusion of changes to By-Laws in the petition process. This could make it easier to get 2/3 votes needed to make any changes. Is this an acceptable way to change By-Laws? If it is appropriate, what issues should we consider changing? Since it was proposed at our annual meeting last year we could propose that dues be waived for officers and Board members. What others might we want to consider? This petition will not be ready for circulation until the County reports back to us as to the status of needed repairs to the system.

#### OTHER ISSUES:

- Welcome packets have been very well received. Feedback has been received from most of the new people who got them, including email addresses and mortgage holders.
- Bird roosting – vultures – it does not seem that any action is necessary or appropriate at this time.
- Upkeep of “abandoned” properties (e.g. 285 Marcel) – mortgage holder will be contacted.
- Policy & Procedure for non-compliance with C, C & Rs will be finalized and sent out for comments.
- Steve H will check with the person who volunteered to be on the Board (December 2015) to see if she is still interested. Two persons were asked to join the Board to make it a five member board, but they both declined. If this volunteer wants to be on the ballot at the annual meeting, it will likely require one person to resign so that we still have an odd number of Board members (i.e. unless we can get someone else to also run as a 5<sup>th</sup> candidate). It is still hoped that we can have a Board of five members soon.
- No action was taken to set a date for the 2016 Annual HOA Meeting which will be in May.

Meeting was adjourned at 3PM.

Minutes compiled by S. Halstead