

Riverview Estates Homeowners Association (HOA) Annual Meeting

Thursday, May 14, 2015 @ the Pavilion

Meeting called to order by Board member Steve Halstead @ 7PM

Tangie Ulrich volunteered to be acting secretary for this meeting.

Prior Year's Annual Meeting Minutes: The minutes have been posted on the website and no recommendations for changes or corrections have been received. The minutes are accepted as posted.

Roll Call: Directors (BOD) Steve Halstead, Steve Chantry and Tangie Ulrich and HOA Officer (Treasurer) Joanne Sharpe - Present

Call for Quorum: 26 homeowners (Members) were present and 2 proxy ballots provided. The 10% Quorum was met – this number represents nearly 17% of those could cast votes. **

Treasurer's Report: See the attached separate page.

Directors' Reports:

Steve Halstead reminded everyone that our Treasurer, Joanne Sharpe, had done an excellent job setting up an on-line dues payment system such that Members can pay their dues directly from their bank account (at no extra cost) or by credit card (a \$5 administrative fee must be included). Many Members have taken advantage of this new payment system. There was negligible additional cost to the HOA for this service.

Steve Chantry reported that he had made contact with individuals involved in repair of roads to look at the crumbling blacktop in many sections of our roads. Riverview Estates is in State Senate District 16 – our Senator is Colin Bonini. We are in State Representative District 33 – our Representative is Harold J. (Jack) Peterman. Members are encouraged to call or write to our elected officials. *The Board will try to provide other contacts that Members can contact about our roads problems.*

Tangie Ulrich brought up the subject of speeding in the community – see Old Business for this item.

Steve Halstead asked that a motion be made to reduce the term of office for the Board of Directors from the current two (2) years to one (1) year. It was felt that this might encourage people to volunteer if they knew it was only for one year. If they should decide to continue to serve, they may run for office again the next year.

The motion was made, seconded and passed unanimously. **The term of office for Directors of the Board of Riverview Estates HOA is now 1 year.**

Call for Nomination for Board of Director Members: Steve Swierczek, Joseph Yili both volunteered to serve and Steve Halstead nominated himself since he had served one year already; there were no further nominations via mail or from the floor so a motion was made to close the nominations, it was seconded and passed. Since there were only three (3) candidates for five (5) positions, a motion was made to elect by acclamation. Motion was seconded and passed, and **all three (3) candidates were elected to the Board of Directors.**

** Late arrivals increased the number to 31 present w/ 2 proxies or 20% (=double the quorum requirement)

OLD Business:

- 1) See Treasurer's Report – suggestion for replacement of accounting firm.
- 2) Tangie Ulrich addressed the issue of speeding in the community. An alternative to speed bumps might be to post reflective road markings with 25 MPH in large letters at key locations along Lorraine and Lea Drives. *Tangie will investigate this option further, perhaps get a quote and report back to the board.*
Steve Chantry noted that he got a quote for a solar flashing speed indicator at about \$2,500. **Item tabled.**
- 3) Waiver of HOA dues for those serving on the Board of Directors.
A motion was made to exempt the Board of Directors from paying HOA dues. The motion was seconded and passed unanimously. It was not clarified at the meeting whether the waiver of dues was intended to include officers of the HOA. *A Legal opinion will be requested as to the acceptability of this proposal. The earliest anyone could be exempt from paying HOA dues would be the beginning in 2016, if it is allowed.*
- 4) Community gathering/event – Last year's efforts to organize such an event did not succeed. However, there is still interest. The discussion identified some sort of an event that would be family oriented - one that would bring the community together for a fun event. A Block Party or perhaps a potluck picnic was suggested. It was hoped that the Board of Directors would support such an event with some level of funding. One suggestion was to rent a “bouncy house” for the young children.
 - a) We will need a Planning Committee to communicate with everyone.
 - b) Volunteers included Deborah Johnson, Melissa Mann and Vivek Maharaj
 - c) These people will see if they have enough support and report back to the BOD with more information.
 - d) **A motion was made to revisit this option at a meeting to be held in the very near future (perhaps next month)...more to follow pending feedback.**
- 5) Modifications of By-Laws – discussion re: decals and/or advertising on personal vehicles and other changes. Since our HOA Documents were established by the developer, is it time to review them and decide what we want as a HOA? There are a number of By-Laws and Restrictions that are open to interpretation – should the wording be changed to make it clearer as to what we want? It is hoped that an ad hoc Committee can be formed to make such recommendations to the Board. A meeting would have to be called for this purpose, and it would require a vote of 2/3 of the Members to make changes to the HOA By-Laws. *The Board will investigate the options.*
- 6) List of Preferred Providers – the Board will begin collecting recommendations for service providers and set up a link on the web page (or some such mechanism) so that Members can find reliable, quality providers when they need services. *Please provide the BOD with your recommendations.*
- 7) Dog bites – everyone was reminded that any dog bite is to be reported to the Police or Kent County Animal Control (see the web page for details).
- 8) Street light problems – All such problems are to be brought to the attention of the BOD so that we can report problems to Kent County. *We will need the light pole number to do our reporting. If a light is out, flickering, intermittent or whatever the malfunction, please let us know promptly by sending an email to the BOD.*
- 9) Cost of Pond Maintenance – we discussed the high cost of maintaining our ponds. Members were reminded how poorly the ponds were maintained with previous managers. *The Board will continue to seek ways to reduce our costs* for this item but the Board believes we are getting excellent service.
- 10) The BOD is still attempting to update our records so that we have email addresses for everyone in the community. It was suggested that we may have to go door-to-door to obtain such information. This will be discussed further in the future as options may change. **Item tabled.**
- 11) Suggestion for using Facebook for communications - We are paying a relatively small amount for the service involved in our email and website (approximately \$350 for 3 years). We are doing some things through this service that we could not do with Facebook so it would require maintaining both services. The other factor is the security and confidentiality factors with Facebook. *The Board will review this idea* but our initial reaction is that we do not wish to use a social media site for any official business.

NEW Business:

- 1) Revision of By-Laws: Steve Halstead attended a Levy Court sponsored HOA event – Meet the State Ombudsman. Our County Councilman, Eric Buckson, was the host for this meeting. Steve was able to visit with him after the meeting. Steve asked the question, is it possible to dissolve a HOA? The only point made was that the current law says 80% of Members must be in favor of dissolution. Another thing he learned was that a law passed in 2009 has made some of our By-Laws obsolete. They need to be changed to comply with the current state law. *The Board will seek legal advice as to how to make necessary changes to the By-Laws to comply with laws.*

- 2) By-Laws required notice of Mortgagee: Everyone was reminded that the By-Laws call for the Board to maintain a list of all mortgagees. *If you have a mortgage on your home, you are to provide the Board with the name and address of the mortgage holder.*
 - a) Why is this important? When we have an unoccupied house that is not being maintained, we must contact the mortgage holder and get them to take responsibility for mowing the lawn or caring for the siding, etc. If we must hire someone to do that service, we need to know who to charge back for such services.
 - b) If you are aware of a property that needs maintenance, please contact the BOD via email and let us know the address and the specific problem that needs attention. Your assistance is appreciated.

- 3) Dues Increase: A suggestion was made to increase the dues from \$160 to \$200 so we have more of a buffer for catastrophic event coverage. Our budget is pretty close every year and it seems that we have little additional monies for unplanned events.

Discussion: One of the aspects of the 2009 law relating to HOAs is the requirement that a Formal Needs Assessment must be done every five (5) years. This is the basis for establishing a “Reserve Fund” that is adequate to meet any future anticipated financial needs. Presently the Board has determined to keep a Reserve of one year’s operating funds available for any urgent events/needs. A formal needs assessment is due in 2015 and then we will have a solid basis for our Reserve Fund.

No further action on this item until Needs Assessment is accomplished.

- 4) Steve Halstead concluded his remarks with the following statement. Since the Board of Directors has five (5) positions, and we only have three (3) volunteers to fill those positions, it is the intent of the Board to fill the two (2) vacancies by appointment (per the By-Laws, Article V, Section 6), until the next election. Contact the BoD if you are interested in serving until next year’s annual meeting.

FLOOR OPENED FOR FURTHER QUESTIONS:

- A) It was noted that the light by the Pavilion within Artesian’s fenced area is out and that their fence is looking rough.
- B) Melissa Mann thanked the Board for taking such quick action last summer in getting the large bee’s nest removed from the vacant house next to theirs.

A motion was made to adjourn. Motion was seconded and passed.

Meeting was adjourned at 8:45 PM