

BOARD OF DIRECTORS MEETING – September 14, 2015
SPECIAL MEETING CALLED TO DEAL WITH CURRENT ISSUES

Meeting held at the Halstead home at 302 Lorraine Drive

Since this is a Special meeting: 1) all Directors are expected to be in attendance and 2) private matters relating to infractions and delinquent dues will be discussed. Thus, no notice is required.

Meeting was called to order at 7PM

In attendance: Directors Joseph Yili, Stephen Swierczek, Steve Halstead, and Officers – Joanne Sharpe, Treasurer and Steve Chantry, Secretary/Technology Consultant.

Item 1) - Treasurer's Report – Status of Funds – Joanne Sharpe

The current bank balance is \$2,639 in the checking account (\$2K minimum balance required), \$25,414.59 in our savings/reserve funds account. Delinquent dues total \$12,025.90. Of the delinquent dues, \$909.39 is expected to be received due to the sheriff's sale of 168 Christensen Way. Many of the other delinquent accounts will most likely pay, but these Members seem to commonly wait until they owe 2-3 years and then pay. The more significant delinquent accounts are Members who have financial hardships or who are not reachable. Steve Halstead will go through the Kent Co Recorder of Deeds and determine the mortgage holders of all HOA members. We will ask the mortgage holder to pay off the liens against such properties. The largest account payable is \$2,186.19 on a property which has gone to sheriff's sale twice but for some reason has not sold. We will see if the sheriff will attempt to sell it again. Joanne Sharpe will write to those Members who have not paid due to a hardship, asking them what arrangements they wish to make to pay off their debts. These Members make up the three (3) largest accounts payables - a total of \$4,136.43.

Item 2) Pond fountains & Kent County Storm-water Maintenance District

The large pond fountain has been installed and has been paid for in full - \$4,372. That fountain has a 5 year warranty. We opted not to get the LED lighting for this fountain at an additional \$1,400.

Kent County will provide for the maintenance (minor and major) of impoundments and storm-water management structures via its Storm-water Maintenance District program. Maintenance of vegetation, trash removal, or water quality management is not included. The cost to residents (of the District) is \$28 per year added to their tax bill. We would need a petition with 51% of residents in favor of joining. (**See the Kent County Levy Court Fall 2015 Community Newsletter**) It is unknown at this time whether Section 1 of Riverview Estates would be included in this management district. If it is included, the residents of Section 1 would be included in the petition process, which could prevent us from inclusion in the program.

- a) Since this would relieve the HOA from doing the studies necessary to determine how much to keep in our reserve funds for storm-water impoundment upkeep, it would save us as much as \$8,000 in costs to do such studies – as are required (? still in question?) by the 2014 legislation known as DUCIOA.
- b) Secondly, this would relieve the HOA from keeping a large reserve fund for such upkeep/repair. It is estimated that we could reduce our reserves from \$25,000 to \$10,000.
- c) Lastly, the need to keep fewer funds in our reserves could lead to the lowering of annual dues. We could hope to lower them to \$120/year but that will have to be determined by the budget process.

Kent Co is investigating whether the Section 1 of Riverview Estates would be included in this project. Once this is determined, we should have a community meeting to explain this program to all our Members. If Section 1 of RE is to be included, we need to decide whether they should be invited to the meeting.

Item 3) Common Areas Management Issues

- a) Playground chips to be replaced next spring. Cost is unknown at this time.
- b) Dead trees removal cost was \$1,000. Another letter to go out stating that oak fire wood is still available by the large pond. Large pieces need to be split. First come first served can take this wood.
- c) Lawn care providers have cleared the pathway around the woods of overhanging branches and bushes. Rate is \$80/hour but John Miller stated that they would try to keep it to \$50.
- d) A total of seven (7) street lights were reported to Kent County and DEC has been in the community working on them. Members are reminded to tell the Board of such non-functioning lights and provide the pole number (yellow label). If the current “fix” does not work, DEC will replace the entire top of the light. .

Item 4) Delinquent dues was covered under Item 1) above.

Item 5) Violations of Covenants, Conditions & Restrictions (CC&Rs) – Draft #1 of a procedural policy statement addressing this issue was passed out to all in attendance for their review. Comments should be provided and the Board will address this issue at a future meeting.

Item 6) Welcoming New HOA Members – Director Joe Yili has volunteered to put together a welcome packet for new residents/Members. Numerous suggestions were made as to what might be included. One thing we may want to include is a self-addressed return envelope (to the HOA) and a form for people to fill out with pertinent information that the HOA requires...email address, mortgage holder, etc. Another suggestion was to include an Architectural Change Request Form. It will be very important to obtain an email address for new residents so that we can improve communications amongst our Membership.

Item 7) Street Repairs – Representative Peterman has been contacted in regard to the deterioration of the streets in our community. The primary problem is Lorraine Dr which has gets the most traffic in our community and has considerable alligatoring. The street was inspected by DelDOT, pictures have been provided and numerous emails have been exchanged thus far. Representative Peterman’s office has informed us that there are limited funds available and that one street may be resurfaced, but we do not know where we stand on the priority list at this time. Steve H spoke to the DelDOT inspector. She stated that, compared to others, our streets are not in very bad condition. There is also an inquiry being made as to whether Artesian did any work that might have caused the breakdown of Lorraine Drive. Steve H will continue to f/u this issue and keep other advised.

Item 8) Other Community Issues – Lights were discussed in Item 3) above.

Item 9) Impact of new laws. Senate Bill 5 w/SA 1 addresses DUCIOA. It is not clear whether existing common interest communities (HOAs) are grandfathered and do not need to change By-Laws or otherwise comply with DUCIOA. Need clarification. Steve Halstead will contact Commissioner Buckson for help and look to the Delaware Common Interest Community Ombudsman, Christopher J. Curtin to find the answer. House Bill 177 w/HA 1 allows common interest communities to adopt by-laws requiring unit owners to designate the HOA as the 3rd party to receive notice prior to termination of utility services. The Board did not consider this option to be desirable.

Item 10) Steve Halstead will approach the tree farm owners on McGinnis Pond Road regarding the idea of establishing an RV storage lot on their property.

Meeting was adjourned at 8:05 PM

Minute notes taken by Steve Chantry and minutes compiled and submitted by Steve Halstead