

## BoD Meeting Minutes – March 2, 2017

Attending (all board members present):

Steve Swierczek, Steve Chantry, Joe Yili, Niles Putnam & Steve Halstead

### Agenda Items Reviewed:

1) Proposed 2017 Budget discussion – added \$500 for computer & software for treasurer; no change in pond maintenance (2 yr contract); one bid for lawn care below last year's; small increase in legal fees increased due to new lawyer; two doggie-poo stations (est); storage space rental added; signage project is completed; light installation at pavilion is completed.

- a) We may wish to do additional landscaping and improvements – no estimate made
- b) Will look into renting storage space (5X10) instead of getting a shed – concerns over security
- c) No other special project ideas were brought up

2) Treasurer Position and resources needed – computer needed and possibly additional accounting help;

3) Truck being "kept" at 163 Lorraine - Report to Kent Co and responses – Steve H will speak to residents and try to keep this issue separate from other issues. Steve H will also address the lack of support from Kent Co on such matters with Levy Court.

4) Communication to other board members should be specifically to each individual and not to the "BOD@" address. Joanne Sharpe as treasurer must get mail that comes to this address because much of it relates to financial matters; however, things being discussed by and amongst the Directors are for their eyes only due to confidentiality issues. Joanne has resigned as Treasurer as of the May HOA Meeting.

5) Lawn Care Contract progress – a number of bids have been received including one that is lower than our previous contract. Discussed the need for contractor being bonded and insured, or to do background checks. References need to be checked before the contract awarded.

6) Pond Fountains update – to be installed sometime within the next two weeks, weather permitting. Pond lighting to be revisited by BOD at next meeting.

7) Plans for Storm Water Maintenance Program petition – Steve H will split out the names from the petition such that Dawn has the territory she volunteered to do, Niles can pick up Marcel and Saundra and the east end of Lea. Howard Austin will take Albacore and Steve S and Joe will cover Lorraine from where Dawn stops to Albacore. Steve C is off the hook on this project.

8) The Annual HOA meeting will be held on Thursday, May 11 at the Pavilion with a rain date of May 18. All five (5) board members agreed to "re-up" but if there is another person who wishes to serve on the Board, Joe made it clear he wants to be the first to go off the board. If Steve S becomes the treasurer, Joe would become the Vice President, and Steve H would continue as President unless the board changes its desires.

9) Lawyer – Steve H will send the information about Hudson, Jones, etc. to Steve S so he and Niles (and Joe if he wishes to join them) can meet with Zach – the new HOA lawyer – on a Thursday or Friday (perhaps next week). Joanne should be in attendance but it should be up to the board to decide if they wish to work with Hudson, Jones in the future or look elsewhere.

10) Steve C will change the background of the web page and also change the password for GoDaddy email. This needs to be shared with Steve S so that he can access the HOA email directly also.