

Longmeadow Homeowners Association
Middletown, DE 19709
15 Dec 2013

SUBJECT: Draft Longmeadow Homeowners Association Board of Directors (LHABOD) Meeting Minutes.

1. PURPOSE: The LHABOD meeting was held on 15 Dec 2013, 7:00PM. Meeting place was changed to 722 Pinewood Dr. via email by Ken on 15 Dec. See Agenda attached (Encl 1).
2. ATTENDEES: Ken Egerton, Scott Swiren, and Dave Swiss. Absent were Jerry Kissel and Nikki Foraker. All members might not have been aware of PLACE change due to the hour. Telephonic contact with Nikki and Jerry was unsuccessful.
3. TREASURER'S REPORT:
 - a. Bank accounts have been established at M&T Bank. Funds were split between Money Market and Checking accounts. Fifteen thousand was placed into a money market account that will earn .99% interest for the first three months based on the initial deposit. Thereafter, it will assume the market rate. The balance of approximately \$4600 was placed into a checking account. There are two signatories, Scott and Dave with Scott being the primary as the Treasurer and Dave as alternate. Statements were setup electronically.
 - b. Two payments of A/R were received this month. Scott is expecting the final transfer of funds from ECMC this month. ECMC continues to pay expenses until funds have been fully transferred.
4. DISCUSSION:
 - a. OLD BUSINESS:
 - (1) **Legal Documents**:
 - a. The list of documents is believed to be complete with one added, "Subdivision Plan" making a total of eight documents. There was some discussion of whether the drawings should be included, but Dave suggested it defines the lots, streets and boundaries for the community and thus should be included. It was agreed to post with a caveat "For Information Only".
 - b. These documents will be given to Jerry for posting to the website thus fulfilling the requirement of law to provide them to all residents. Upon transfer of ownership, it is then the

responsibility of the closing attorney and realtor to insure the new buyers are aware of how to obtain these documents as a title search should reveal the existence of an HOA with deed restrictions.

- c. Discussion and a vote on the amendments was tabled until all board members are present.
- d. It was agreed to adopt Roberts Rules of Order in conducting meetings with regard to motions raised, passed or defeated.
- e. Since there was heated exchange of emails that were agreed to be inappropriate, an agreement and resolution was reached that the secretary will provide an initial draft and updates of future meeting agendas. The president will provide all final agendas and chair the meetings.
- f. The development of a charter was briefly discussed. Dave believes it would be helpful in establishing boundaries for all board members. It would provide for a smooth transition to the following board by having everything in one place/document as a guide for conducting business. Both Scott and Ken were not convinced it was necessary. Further discussion was tabled until all are present.

(2) **Insurance Coverage:** Scott is working on getting quotes and a clearly defined statement of coverage from our agent. At present, there is no coverage for board liability and all agreed it is necessary. A review of other coverage is required. The agent completed a drive by investigation of the property in order to make recommendations.

(3) **Budget:** It was agreed that Scott would provide a baseline budget and we should have a final budget by Feb-Mar timeframe. Dave compiled expenses from 2001 thru Nov 2013 to facilitate this discussion and will provide this data to Scott. Once a final budget is available, it will be posted to the website. It was anticipated that no additional fees would be required this year. Ken will publish a notice to the community by email and posting to website.

(4) **Homeowner List:** It was agreed that we all need to work on getting a complete list of emails for every homeowner to cut expenses in mailings. At some point after the new year, both Dave and Ken will walk the neighborhood to fill the gaps in our database.

(5) **Common Area:**

- a. It remains unclear who actually owns and has responsibility for common areas AKA Open Space & Active Open Space. Different board members over the years have been each told something different by the town. Ken printed the subdivision drawing and color coded the seven Open Spaces (believed to be owned by the town) and three Active Open Spaces (unclear who actually owns these due to differing opinions and accounts. After the New Year, Dave will try to meet with the town manager to get some clarity in written form.

- b. Walkway. Since this area is an Open Space, common area, it falls under the jurisdiction of the town. The placement of a permanent walkway was tabled until after the town meeting in January with Dave.
- c. For clarity, it was agreed to refer to the "Center Island" as the area between lanes at the entrance to the community where center lane trees are planted. The former Gazebo area will be known as and referred to as the "Roundabout". These two areas are often confused in landscaping proposals and correspondence.

(6) Contracts.

- a. The folder containing all the contract proposals for landscaping and improvements was given to Ken by Dave. After reviewing the file, Dave suggested that the contracts were awarded without clearly defined requirements. Each proposal was different. It was agreed to work on a list of defined tasks to be used for soliciting proposals in 2014. Landscape contract will be re-competed with proposals from several sources. Each source's proposal will be evaluated based on a weighted merit system (TBD). Proposal's evaluated will have the source's name hidden from the evaluator(s) to avoid prejudice. Any close friends or relatives will be forbidden to compete to avoid any conflicts of interest. The contract will be awarded to the one source with the most value added for the community.

(7) 2014 Initiatives: Actual initiatives will be driven by budgetary constraints and desires of the community. Homeowners will be encouraged to submit suggestions via email and/or website.

- a. Defined Initiatives. It was agreed to attempt to obtain interest and inputs from the community. The main concern was what to do with the Roundabout area.
- b. Landscaping. It was agreed to setup a committee composed of community volunteers and to be chaired by the one individual with the most subject area knowledge. A discussion to reduce maintenance cost for the entrance sign area by moving the grass plants to the sides and rear of the signs and reduce the need for maintaining them. These plants if left uncared for would eventually hide the signs. It was agreed that there may be a homeowner with better skills in this area and hope that individual will volunteer to help.
- c. Playground. TBD based on ownership (Town vs. HOA).
- d. Trees. TBD, possibly to be revisited in the Spring. Dave was not satisfied with the response from the town listing the one tree he would like to see eliminated as a street tree, namely the Pear tree. The maple trees seem to be problematic as well by lifting sidewalks and requiring more space than allotted.

- e. Website. Needs updating. Need to determine if there is a regular cost for hosting. Ken will discuss with Jerry and
- f. Street Signs. TBD.
- g. Roundabout. TBD.
- h. Walkway. TBD.

(8) **Committees**. Dave recommended forming committees for landscaping, finance, etc. as a way to get the community involved and build pride of ownership. Each committee could be chaired by either a board member or the committee person with the highest degree of expertise in that area. Ken agreed to draft email to solicit help from community and formation of committees.

(9) **Networking**. Dave agreed to investigate other HOA groups to see what they are doing for legal advice.

(10) **Minutes to Meetings**. Dave will draft the initial minutes and attachments for review by the group within a week of each meeting. The board members will review the minutes and provide recommendations for additions, deletions, or corrections within two weeks after receiving the initial draft. All recommendations will be incorporated into the draft for final publication prior to the following meeting. This process should help save some time for discussion of more pressing matters during the meeting. If questions remain by anyone, they can be discussed at the meeting without having to go over the entire minutes. The goal is to help limit our meetings to two hours (7-9pm).

5. ACTION ITEMS: See Encl 2.

6. ADJOURNMENT: Meeting adjourned at 10 PM. Our next meeting is scheduled for Jan 15, 2013.

Prepared By:
David Swiss
Secretary, LHABOD

2 Encl

- 1. Agenda.
- 2. Action Item List and Status Spreadsheet.