

Longmeadow Homeowners Association  
Middletown, DE 19709  
11 Nov 2013

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

1. PURPOSE: The LHABOD meeting was held on 11 Nov 2013, 7:00PM at 100 Willow Grove Mill Dr. See Agenda attached (Encl 1).
2. ATTENDEES: Ken Egerton, Scott Swiren, Nikki Foraker, Neil Richard and Dave Swiss. Absent was Jerry Kissel.
3. DISCUSSION:
  - a. OLD BUSINESS:
    - (1) **Legal Documents**:
      - a. *By-Laws Amendment* is complete. A copy of the signed and sealed amendment was handed to Dave for filing.
      - b. *Certificate of Incorporation*: Neil thought he might have a copy of the Certificate of Incorporation, he will check. The 2012-13 Board had filed to renew the certificate with the state. Scott will check with EJ to see if he has the copy. This document is needed to open a bank account. Along with the new board, a change agent must be filed with the state. This will provide all mail to come to the current HOA. The cost for this filing is expected to be around \$5.
    - (2) **Transition**: East Coast Management Corp. (ECMC), Neil Richard, stated he will hand over the complete set of files with a summary list of contents at the end of this month. ECMC will issue a check to LHA for the balance of funds held in escrow. Scott asked several questions and Dave went through his list of questions. All issues were satisfied and resolved. ECMC will provide a list of all their contacts in the management of LHA. All historical and legal records will be passed on to Dave, the secretary. All Financial records will be passed on to Scott, the treasurer. All contracting records will be passed to Ken.
    - (3) **LHA Mailing Address**: The former PO Box 825 was closed in May 2013 about the time ECMC was hired. Scott offered to have all future mailings sent to his home. All present agreed.
    - (4) **Financials**: Scott presented this month's Financial Report. In A/R, there were 26 delinquent homeowners for 2013. Through Ken's effort this number was reduced to 17. Of the 17, one is paying installments and the remaining 16 have liens placed on their

properties. The liens include all legal costs. It was decided no interest will be charged, since prior delinquents did not pay the interest. However, all agreed that interest will be charged going forward in 2014. There are 4 delinquent accounts remaining for 2012 with \$2857 in legal costs. Liens have been completed on these properties. Although a 5% population of non-payers was accepted as typical, it was agreed not to write off any fees, but to continue pursuit in the least costly manner. Ken drafted a letter that will be mailed to the remaining delinquent accounts. He will try to personally contact each one in a final attempt to collect prior to filing more liens. Everyone seemed happy and surprised with his success rate so far.

- (5) **Bank Account:** It was agreed to have two signatories on the new bank account. Scott will contact PNC to verify if the old account is still active.
- (6) **Residents List.** Dave reported on the Residents email list is 59% complete with 141 email addresses and 62 phone numbers. Two email addresses were added since last month.
- (7) **Insurance Coverage:** Scott reported on his meeting with Sharon, the insurance agent at Nationwide. It was determined that we have coverage that is no longer relevant, i.e., covering Gazebo area; and missing liability insurance for the board members. Neil recommended getting a quote from Pratt Insurance company in Smyrna. This company is used by ECMC and they cover everything. Pratt was the preferred provider for other HOA communities managed by ECMC. Dave suggested getting insurance to cover board liability as a minimum. One resident had complained about a loose connection on the swings. Nationwide would charge \$375 per 100 homes to add a board liability policy. It was agreed to pursue bids with other providers such as Pratt. Neil will be talking to his Pratt contact later this week and ask about the new policy.
- (8) **Common Area:** The question of ownership is important since it might raise a tax liability on the land. Asking the question might subject the HOA to an unintended liability. Dave will check the county website to see if there is anything regarding ownership of common areas. Neil will call the town to confirm ownership of the common areas since they have already admitted to owning the common areas. Dave recommended getting something in writing from the town.
- (9) **Community Plan:** Neil asked Dave to send him the electronic copy for use when he contacts the town.
- (10) **Trees:** Dave provided a written report (see encl 3). His findings were discussed and all agreed to keep this as a community project and not one for the board. Since each homeowner is responsible to maintain their property to the curb, it is best left to each homeowner to replace the trees on their property. The board did not think it was appropriate to use HOA funds to replace the trees especially if and when all 850 trees would require replacement. The

board agreed to replace only the trees in the common area if indeed the HOA owns that property (TBD, see insurance par.). The board will put out a notice on the website to solicit interest in participation on a bulk purchase to save money. Dave contacted a vendor to get prices on each of the ten types of trees in the community for one or multiple quantities. Due to the variations of labor involved with each installation, the homeowner will be responsible for working out this aspect.

- (11) **Security:** There have been two recent crimes committed within the community involving a jogger and a family in their driveway. Both were armed robberies. The perpetrators were reported captured on the Middletown Police website today. One victim had called two of the board members to see what the community could do. The board agreed that the responsibility for security is out of scope for the HOA. Each homeowner must exercise due diligence for their own safety. The police have primary responsibility for our safety. The board suggested a Community Watch Program if the caller was willing to head it up. A number of committed residents would be necessary. Dave agreed to contact the police department's PR person to see if they would be willing to have a safety briefing for our residents.
- (12) **Contracts:** Ken was designated as the go to person for contracts since this is his background and expertise. There are only two outstanding contracts to be concerned about.
- (13) **Website:** Ken scheduled a meeting with Leif on Wednesday to go over the transition of the website. Jerry has agreed to help with it.

b. NEW BUSINESS:

(1) **2014 Initiatives:**

- a. Safety Inspection: Dave agreed to inspect the playground for any needed repairs.
- b. Walkway - Neil will verify with the town if there is any bond money available to complete this project left undone by the developer. He will ask about our alternatives.
- c. Trees - Notice to Participate in bulk buy of trees will be posted on the community website.
- d. Street Signs – This is considered out of scope and the town's responsibility. Dave thought that the town might not install street signs for secondary roads. Neil will investigate this with Wayne Kirzy, Dir of Public Works.

(2) **2014 Budget:** Tabled for next meeting.

(3) **Website Q&A:** Tabled for next meeting.

4. ACTION ITEMS: See Encl 2.

5. ADJOURNMENT: Meeting adjourned at 9:45PM. Our next meeting is scheduled for Dec 15, 2013.

Prepared By:  
David Swiss  
Secretary, LHABOD

2 Encl

1. Agenda.
2. Action Item List and Status Spreadsheet.
3. Tree Report