

Longmeadow Homeowners Association
P.O. Box 825
Middletown, DE 19709
14 Oct 2013

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

1. PURPOSE: A meeting was held on 14 Oct 2013, 7:00PM at 100 Willow Grove Mill Dr. See Agenda attached (Encl 1).
2. ATTENDEES: Ken Egerton, Scott Swiren, and Dave Swiss.
3. DISCUSSION:
 - a. OLD BUSINESS:
 - (1) Financials. Financial Report was given by our Treasurer, Scott Swiren. The year 2012 ended with a balance of \$8,796. There is current balance of \$20,924 as of 10/11/13. We ended the month of Sep with a balance of \$28,684. This month's highest expenses included management fee (\$1016), court costs (\$6485), landscaping (\$1585), maintenance fee (\$800). In order to complete the change to our by-laws regarding a quorum, we can expect to spend another \$40+. We all agreed this must be brought to completion. Scott will continue with the current financial report format until we get more of a feel of how this work.
 - (2) Delinquent Accounts. Ken reported on 2012 A/R. All but two delinquents have been contacted with promises to pay. According to Scott's records \$1058 was actually received since 10/1.
 - (3) Residents List. Dave reported on the Residents email list is 57.7% complete. Where an email is unknown, he looked up the phone numbers so we have either email or phone number for most residents. There were a few unlisted numbers, but the number is minimum. The list was reconciled with the county tax records to date with updated owners of record.
 - (4) Termination letter: Scott reported according to a phone conversation he had with Neil, Neil's supervisor accepted our termination letter. There will be no charge for any December finalizations. The group agreed that it would be better to have confirmation in writing or at least regain control of the checkbook. Scott will be talking to Kathy and will ask her to relay the message on to Neil for a letter to confirm our termination.

- (5) Transition Meeting. It would appear the best date is Nov. 1 even if only a limited number of attendees can be expected. Dave said he would re-check his schedule and would try to make it. Both Scott and Ken will most likely attend. We have our list of questions that Dave recommended forwarding on email for response, but the group thought a face to face would be better. It was decided to go forward with the meeting on the first of Nov.
- (6) Trees: Dave reported that according to the Landscape and Recreation Plan Drawing filed by the developer, there are 850 trees of various types in our development. He drove the streets and noted 39 missing. Upon recounting this number dropped to 32. He decided the best approach is to follow the planting areas identified on the drawing. A recount is needed. A copy of the drawing has been marked up into three primary sections and a total of 48 planting areas. The current count on paper is 834. Dave could not account for the remaining 16 trees. He will go ahead with the 834 count when doing his re-inventory. The objective is if enough trees are needed for replacement, a better price might be gotten from a nursery. Dave researched the suitable substitute trees from UD and DE Dept. of Agriculture websites, contacted the town planner who is referring the matter to the mayor. The objection to the current trees on Pinewood is the fact that they produce berries that end up staining the sidewalks, street and parked cars. Dave would prefer replanting a tree without berries and is waiting for township approval. Replanting is required by the town to replace any dead or missing trees. Dave believes that in hard financial times, the town may issue citations in the future. Although this is a low risk, it is nonetheless a risk each homeowner takes if they do not replant. Dave's research uncovered the fact that these trees only have a lifespan of 20 years at maximum. Eventually, they will all need to be replanted. It was agreed that this is a community project and not one for the HOA. However, the replanting of trees does enhance the value of properties in the neighborhood. According to research, it increases the value of a property by \$10-40 each per year.
- (7) Legal Documents. Scott reported that although the effort was begun by the previous administration, it was not completed. Currently, there is no signed and sealed copy of the change to our bylaws. The group discussed the proposed charges from the attorney, i.e., \$31 fee plus \$11 per page. Dave suggested amending the bylaws, leaving the current bylaws intact. The amendment would only be one page. The attorney would also provide us with a copy of the Certificate of Incorporation. We can have these documents scanned and placed on our website for future reference by the entire community.
- (8) Action Item Review. Dave reviewed status of all 25 actions. 8 actions were added from tonight's meeting. Currently, 15 actions are closed and 16 remain open.

b. NEW BUSINESS:

- (1) Nominations. Six residents expressed an interest to be on the HOA Board. A method of rating was devised; 4=Excellent, 3=Good, 2=Fair, 1=Unsatisfactory. Each individual was discussed and rated accordingly. The ratings were very close and one individual's rating was raised ½ point to break a tie. The two individuals who rose to the top will be notified by Ken in order to attend the next meeting.
- (2) Insurance Coverage. It isn't clear why we have insurance and Scott made an appointment with our agent to review all our policies on Wednesday night. Our policies are held with Nationwide Insurance whose office is near the Food Lion on 301. Dave might attend the meeting with Scott.
- (3) Website. The consensus is that Leif no longer wants to work our website, and we need a replacement. The group decided to table this topic until the new members come on board to see if they have the required skills and interest to take ownership.
- (4) 2014 Initiatives. Ideas suggested were a (1) safety inspection of the playground. The town has agreed to mow, but the physical asset is still the responsibility of the HOA. It's unknown if it has ever been inspected or maintained. (2) Complete Walkway. A walkway shown on the community plot plan was never installed. This was initially brought to Dave's attention by one of the residents on Willow Mill Dr. during the campaign walk. There is a possibility that a bond may still be in effect with the township by the developer since it is the same one as Willow Grove Mill Development next to us. (3) Garden Tour and contest offering a prize for the best garden. (4) Neighborhood Garage Sale. (5) Gazebo area. The group decided to get a consensus from all the adjacent neighbors to the walkway before moving forward. It was further agreed to poll the neighborhood with existing email addresses for ideas on new initiatives for improvement.
- (5) 2014 Budget. It was agreed to develop a budget, but due to the hour, this topic was not fully discussed. The budget and current assets will determine if additional fees are needed.

4. CONCLUSION: See Action Item Spreadsheet (Encl 2).

5. ADJOURNMENT: Meeting adjourned at 9:30PM. Our next meeting is scheduled for Nov 15, 2013.

2 Encl

1. Agenda.
2. Action Item Spreadsheet.