

Longmeadow Homeowners Association  
Middletown, DE 19709  
21 Mar 2014

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

1. PURPOSE: The LHABOD meeting was held on 20 Mar 2014, 7:00PM at 100 Willow Grove Mill Dr. See Agenda attached (Encl 1).
2. ATTENDEES: Ken Egerton, Scott Swiren (Speaker Phone), Dave Swiss, Jerry Kissel and Nikki Foraker.
3. TREASURER'S REPORT:
  - a. Status of Accounts:
    - i. Checking = \$ 5,053.43
    - ii. Savings = \$15,031.12
    - iii. Total = \$20,084.55
  - b. Receipts (YTD 2014):
    - i. YTD = \$61.12
  - c. Expenses (YTD 2014):
    - i. YTD = \$59.47
  - d. Checks outstanding \$0
  - e. Remaining A/R total \$ 4452.50  
(All remaining delinquent accounts are placed on hold until we resolve the issue of election.)
  - f. Dave will assume position of Treasurer. Scott and Dave will meet offline during the next few weeks to make the transition.

Narrative Justification: Year to date receipts include \$571.74 transfer and close out of management company funds, and \$30 payment from A/R. Current balance is the total of all funds and represents the beginning balance of this board.

4. DISCUSSION:
  - a. OLD BUSINESS:
    - (1) **2014 Spend Plan**. (Encl 2) Discussed budgeting process. The budget we develop now will be applied in 2015. The previous board should have developed the 2014 budget to be voted on and approved at the annual. Since a budget wasn't developed, we worked out a spend plan for the current year and we will develop a budget for 2015. Since there is concern about being a fully elected board, we will only spend for absolute necessities that any ruling board would require. All

initiatives will be tabled for the 2015 budget year. Line items were adopted from previous budgets and spending histories.

(2) **Taxes:**

- a. 2013 Tax. Nichole completed and filed required documents. Ken, as president, signed the forms.
- b. Legal Documents:
  - i. Change Agent: Dave contacted Bob Gouge to confirm his willingness to continue using his address as the official HOA address so we wouldn't need to file a change agent. We all agreed that all documents going forward would contain Bob's address until a change agent is filed. Since we aren't an officially elected board, this form cannot be filed at the current time.
  - ii. Deed to Common Areas. Another document has been added, the deed to common areas that designates all common areas are the property of Middletown. Dave will send out a copy of the document and Jerry will post it to our website.
- c. Maintenance Declaration: "Discussion and a vote on the amendments was conducted. Amendment 1, Maintenance Declaration, is believed to have been misinterpreted by the presiding board at the time. The maintenance declaration is a definition of maintenance responsibilities for the community and the funding mechanism in place to make it all possible. This information is included in the Certificate of Incorporation and By-Laws and overlooked since it wasn't specifically called a "Maintenance Declaration". The letter from the town of Middletown specifically identifies maintenance responsibilities and will serve as our maintenance declaration going forward." This paragraph was repeated from last month's minutes as a refresher since the topic of the maintenance declaration came up again.

(3) **Election Results.**

- a. We continue to agree that we are actually representatives of the community and not a duly elected board. As such, we will attempt to obtain the required 120 votes to make the election official after the weather breaks.
- b. Any decision/initiative having a major financial impact will be delayed until the issue of election is resolved.
- c. Jerry will draft letter to community and email for edits prior to our next meeting. Once editing is completed, it can be posted to website, copies made and distributed manually.

- (4) **Insurance Coverage:** Scott updated everyone on the latest insurance information. He contacted East Coast Management who referred us to Pratt Insurance. Their cost is \$1454 for a Board policy and \$760 for community liability policy. Nationwide who is our current insurer has offered coverage for \$1807. Both cost estimates are for a full year. The group decided to stay with Nationwide. Scott will contact them to put the required policies into effect. There was also mention of an

auto policy rider. This would cover any board member who is driving to the post office, office supply store, etc. on HOA business. The group decided this was redundant and unnecessary.

- (5) **Website Update:** Jerry has been updating the website and realigning the links. Suggested we all take a look at it. He will be adding a Q&A page.
- (6) **Safety:** Since the common areas have been deeded to the town, we all agreed that the town is responsible based on the deed and letter from Morris Deputy that we would not get involved. Once anything is modified by the community, it then becomes the community's responsibility to maintain it. An example is the front signage.
- (7) **Proposal Evaluations:**
  - a. Ken mailed out solicitations to five different companies.
  - b. Each proposal was evaluated on it's relevance to our solicitation, professional presentation, responsiveness, insurance coverage, and being local.
  - c. The following bids were evaluated: Pantanze's (\$3025); Camrock Lawn Care (\$875; Renee Sutton (\$2010); Turf Pro (\$3420) and Pro Services (\$6000). Renee Sutton responded by an informal email with no other interaction. All others responded with professional letterhead and relevant tasks. No one addressed the Gazebo area. The group decided to leave the Gazebo area open space and untreated. The decision not to treat it was one of liability for someone's pet being harmed and possible lawsuit.
  - d. All agreed to award the contract to Camrock with a buffer to our budget of \$1200 to include a contingency for added expense. The award will be a T&M not to exceed. Ken will draft our response.
- (8) **Speed Signs.** Jerry researched the possibility of us placing speed signs at our entrance. It proved to be cost prohibitive and everyone agreed not to pursue this.
- (9) **Front Signs.** Ken moved the grasses from the front signs. Both Jerry and Dave said they would help next time something like this was required. Ken shouldn't have been the only one doing this, but we thanked him for his efforts.

- 5. **ACTION ITEMS:** Were not reviewed due to time constraints. An updated spreadsheet will be issued to the group.
- 6. **ADJOURNMENT:** Meeting adjourned at 9 PM. Our next meeting is TBD.

Prepared By:  
David Swiss

Secretary, LHABOD

Encl

1. Final Agenda.
2. 2014 Spend Plan