



Brennan Estates Maintenance Corporation Board Meeting

There was no meeting for the month of January.



Brennan Estates Maintenance Corporation Board Meeting
February 9, 2006 – Olive B. Loss Elementary School

Roll Call:

- Glenn Matthew
- Gerri Thomas
- Aggie Newhard
- Eva Greir
- Dan McVey
- Toni Wilhite
- Zenobia Thompson
- Tracy Joniak
- George Weicker
- Mike Hurd

Glenn calls meeting to order at 7:05 pm

Delmarva Presentation 30 – 45 minutes

- We use a vigorous process to plan for continued reliability. We will replace the existing lines
- Committed to improve communications with customers regarding service improvement projects.
- This plan includes replacing poles, lines, wires and insulators from Howell School Rd through Lums Pond State Park, Brennan Estates and Army Corp of Engineers property
- 5 year project
- Impacts 17,000 customers
- May '06 deadline for completion to meet summer electric demand
- Current line is more than 45 years old. Replacement and upgrade are part of long range plan
- Some minimal tree trimming and brush removal will happen first
- March – May the work will be done
- Existing 53 foot “above ground” wood poles will be replace with 60 foot

“above ground” wood poles

- No poles planned to be placed in new location
- EMF or Electric and Magnetic Field found wherever electricity is generated, delivered or used.
- Strength of MF decreases quickly with distance
- All of the scientific panels have come to consensus that the evidence doesn't show a cause and effect relationship between EMF and any health effects
- Burying lines has other implications. Cost can be 6-10 times more expensive than standard overhead construction. This case would cost 2.4 million for the 4,400 linear ft distance.
- Problems with underground cable can result in extended time for repair
- Current lines are 69 voltage going to 138 voltage.

Read and approve minutes

Budget:

- Not quite sure how we can maintain the community and do upgrades and make the community better if we do not increase assessments. We closed 2003, 2004, and 2005 in deficit.
- To keep us as a non-profit organization, 80-90% of the money that comes in has to be spent on the community.
- If we can only bring in what we will spend, how do we build a cash reserve? You can put the cash reserve on the budget and carry whatever we want in the cash reserve.
- How many people have not paid their assessments:
 - 2003 – 8 residents
 - 2004 – 19 residents
 - 2005 – 40 residents
- The budget has to be approved by the residents that are present at the meeting
- Glenn does not see any other option but to raise the assessments. He personally feels that we need to have a cash reserve of more than \$5,000
- Footnote on bottom of Proposed Budget for fiscal year 2006: 2006 Budget is not balanced. It will take an increase in the assessment of \$197 to balance this budget or a reduction in estimated expenses. The estimates for expenses are already conservatively low. Based on the actual expenses of 181k for 2004 and 180k for 2005, an estimate of 180k for 2006 would be more realistic, especially considering the increased vandalism, the talk of professional security, fence repairs already and potential fountains in the ponds. An increase of the budget to 180,000 would raise the assessments to \$217 per resident.
- Maybe we can go up 5-10% per year until we get to the \$217
- If we look at the numbers the way we are now, we have to raise to \$197 just to

meet the 163,875. If we are budgeting, we should budget for what we think we will spend, which is at least 180,563 (actual for 2005).

- We need to get at least 2 or 3 bids for all projects going forward. In the past, we have tried to get an average of 3 bids for projects.
- We budgeted less for utilities than we spent last year and they are estimating a 40% increase in utility costs.
- The next meeting the residents will vote on the budget based on who shows up for the meeting.
- We will be billing in April this year. Next year, we will bill in February based on our bi-laws.
- We should be voting on the budget next year in Nov/Dec, so it can be approved in time to assess residents in February.
- February doesn't seem to be a great month to collect dues, can we change the bi-laws? We can change the bi-laws; however, it is a tough process. There really is no good time to ask anyone to give us \$200 plus for dues.
- Instead of increasing over course of time, increase to \$200. We can't dwell on problem of people not paying. If we put it to \$200 and explain increase in electricity, maintenance, utilities, etc., residents should understand.
- One of the first thing all homeowners will question is what is in our reserve. We need to explain that we have a set number we want in a reserve and what it will take to get there. The reserve should be \$75,000 gradually increasing to \$100,000
- We need to remind and encourage every homeowner that each time we have to replace, repaint, repair it costs money. We can only anticipate normal wear and tear. It is the responsibility of every homeowner to participate.
- Anytime we do something above what we budget for, it will go above and put us over budget.
- The last two years, we spent \$180,000. We are probably going to spend that again.
- \$217 is a \$33 increase. If we only go to \$200 this year, next year we will have to raise again to \$217 to maintain the standards of this neighborhood. We need to increase the dues. We have never had an increase.
- Playground mulching needs to be done in every playground so the line item of \$6,000 is very low
- Does our insurance cover open space as well as the board? Gerri will call and check on this. Chapter 16 states that maintenance corporation and board members should not be held liable; however, the law has never been tested.
 - Toni motions that we raise the assessments to \$217 to every resident effective for the 2006 budget
 - Dan seconds motion
 - Motion carries

Mike will email out an updated budget to all board members.

Old Business:

- Fountain – Glenn – we have found a company that does the fountains if we decide we want to try this in the large pond at the Meadows. There are lots of different types of algae and they grow with under different conditions. We need to get a price on the fountains.
- Fence at pond in Southwoods/ Terraces – Toni – It was being cut as quickly as it was being put up. It has already been replaced twice. Does our insurance require us to have it? Yes, because there is a playground. We will table till next meeting.
- Light in Playground / Tennis court area – Zenobia – Zenobia talked to Mr. Sheldon from Delmarva. Poles are in but the lights are not on. Project is almost complete. The shorter, broken lights belong to the pool and will be taken down.
- Woodlands grass area repairs – Glenn – Work is complete. Looks very nice. Topsoil has been laid and the hydro seed is in place.
- Repair of Tennis court and key system – Aggie – Gate is fixed. We are holding off on key system until lights are up. It seems like it would be a magnet to destroy and a waste of time and money until the lights are in place. Aggie will get quotes.
- Community Center / ground – Glenn and Toni - will try to meet with Bleinheim.

New Business:

- Treasurers Report – Gerri –
 - Replacement Fund: \$31,897.52
 - Money Market: \$39,668.94
 - Checking Account \$10,023.75
- Architectural Review Committee report – Dan – there are about 6 requests in the process of being approved.
- Mulch for the playground – Dan – we will address this in the spring
- Grounds maintenance – Toni – Nick has not returned Toni's calls with a cost of painting the signs and the fence. – The state or county police have a graffiti task force. We need to work with them and report all graffiti. All grounds maintenance needs to go through Toni. If you hear something that needs to be addressed, call or email Toni. Can we break down how much we spend on repairs to send out to the community as part of the justification for the budget?
- Deed Restriction Committee – Deed restriction committee has fallen apart. Stephanie Smith came from a community in Maryland with 3,000 houses. Aggie will call her and discuss the deed restriction violation program they had there. We need to find out a cost and ensure that the consistency will be there if we pay someone to do this for us. Don't think we should be as picky as was suggested before. We need to uphold legitimate violations.
- Glenn Trash can Liners – Glenn – Nick had these and now we cannot find them. Glenn will email Toni the name of the company and will follow up

with Nick and the company to get this issue resolved.

- Additional Poop Bags – Glenn – Independent Disposal Services (IDS) will empty these once the liners are in place
- Any additional items for discussion – BEHMC
- Lights around the Basketball courts – Zenobia – The estimate are \$2,443 for two lights and two globes for the parking area. They will be shoebox lights – same as the pool.
 - Toni makes a motion to go forward on the two lights at the basketball courts.
 - Gerri seconds motion
 - Motion carries
- Civic Association Report

Dan motions to adjourn the meeting

George seconds motion

Motion carries



Brennan Estates Maintenance Corporation Board Meeting
March , 2006 – Olive B. Loss Elementary School

Roll Call:

- Glenn Matthew
- Gerri Thomas
- Eva Greir
- Dan McVey
- Zenobia Thompson
- Tracy Joniak
- George Weicker
- Mike Hurd
- Emma Stanton
- Scott Reiter
- Phil Davis

Open Forum for questions on the proposed budget – 30 minutes

- The reason the assessments did not go up in 2003 and 2004 was because we eliminated the consulting firm which costs us \$46,000 per year
- Now that we have been over budget for a number of years, we are forced to increase the dues to meet our costs
- Question about uncollected assessments – are we going to collect from homeowners that are delinquents? According to our by-law, we have a right to put a lien on your home.
- Currently we have 8 homes that have a lien on them. We have 19 more that are delinquent. It costs us \$50 for the first step, the lawyer sending a letter; \$250 for the second step and the 3rd step is a lien on the home. A number of residents who we put liens on home have come forward and paid.
- The legal fees are not just for assessments. There are other things included in the legal fee. We retain an attorney because we have homeowners that do not comply with deed restrictions. The lawyer reads over contracts. We have two residents that we sued for deed restriction violation.

- Elliot is in charge of the block watch – a lot of vandalism within the community, which causes the assessments to increase. Trashcan at the basketball court was set on fire for a second time.
- We put lights in the tennis court and put it in higher. We are looking at doing the same at the parking lot of the basketball court.
- Is the basketball court supposed to be for residents only? We have put up the signs that say private property, no trespassing, and residents only. If you see someone who does not live here, call the police. With the new signs, the police can make them leave.
- This is an overall issue for the whole neighborhood; however, a teenager will not have an i.d. to state they live in BE when the police show up. We are working on idea for key system or i.d. badge, but it is very expensive.
- Legal fees are 107% increase from last year. This is a budgeted number. We are anticipating there could be even more delinquents this year.
- We thank Mike Hurd, he spends a lot of his time looking after our finances.
- We are looking at having a company come in and evaluate deed restriction violations. We may look into potential fines if you do not comply with the deed restrictions.
- Snow removal went very well this year. We missed two streets in the big storm. We tried to rectify quickly. We have contracted with them to do curb to curb, so if you have a car on the street, you will be plowed in. They will do every street one time so emergency vehicles can come through – then they will come back and do curb to curb.
- Have we had official audits? Yes.
- Expenses for grounds and maintenance, how much of this goes for mulch? We mulch around the trees one time per year. The flowers out front are done twice per year. It seems like it was a waste of money because as soon as they mowed, the mulch looked terrible. We have asked that the trees be mulched differently this year so that the water runs into the tree and does not run the mulch off.
- There is spray paint on the rear sign. We are working on it. The brick will probably have to be sand blasted and the sign will have to be completely repainted.
- Why was the snow removal budget increased? We are being conservative for the budget. If we get hit by ten snow storms, it could go up to \$50,000
- Remember, this is a budgeted number...it does not mean we will spend all of it. For example, the snow removal. It would be a really good thing if we only had to spend a portion of the snow removal money.
- Can you post the list of delinquent homeowners? According to Eva, the New Castle County legal counsel advises not to post the names of the homeowner but you can list their addresses. Gerri will contact the lawyer to ask legal advise.
- We hope that you understand the increase in the budget. It was a very difficult decision. We spent over two hours last month reviewing and voted unanimously to raise it to \$217.
- Hopefully, this is a figure we can live with for another few years.

- We are going to try new mulch this year. It is engineered wood compound mulch in compliance with the ADA and will last longer than regular mulch. Have you looked into the rubber mulch? Yes, but we will get another price before we move forward with this.
- Do we have a guarantee on the trees that have been replaced? We are working with New Castle County with the Division of Forestry to replace the trees. It is an In Kind Service program...the more in kind services or volunteer hours that we have from the community, the less it will cost the community to replace trees. There will be a representative at the April meeting to give us more information on the program.
- Is there anything in the budget to clean up trash around the community? We checked with Altra and it will cost us approx. \$1,000 per street. The community needs to take some responsibility for this. At this time, it is not in the budget.

Dan makes a motion to vote on the budget

Scott seconds motion

Motion carries

We will take a 10-minute recess to vote on the budget.

Glenn calls the meeting back to order at 8:05

The budget passes with 50 yes's and 27 no's

A few years ago, the budget failed, so the assessments did not go out until July. We are in the process of moving it back to February where our by-laws state they should be.

Read and approve minutes

Zenobia makes a motion to approve the February minutes with no changes.

Emma seconds motion

Motion carries

Old Business

- Fountain – Glenn – The quotes for fountains range from \$489 - \$1000 not installed. Glenn will meet with someone to get a quote for installation. He spoke to someone from Sugar Creek Fountains and there is a product called something blue – it does not hurt anything environmentally and it does not allow the sun to shine through; therefore, eliminating the algae growth. Glenn is also looking more into this product. We will follow up to find out how much the maintenance on the fountains cost.
- Fence at pond in Southwoods / Terraces – Toni – Toni has received a quote for this but we will table til next month since she is not present.
- Lights around the basketball courts – Zenobia – the check has been send to Delmarva. Zenobia met with the representative from Delmarva again. There is still a dark spot at the tennis court and she discussed with him about adjusting the globe that is in the new light there. After looking at both locations, the

- representative thought we might be able to get away with only installing one light at the basketball courts.
- Community center / ground – Glenn and Toni – Bleinheim still owns a lot at the corner of Brennan Blvd directly across from the pool and they want to build a house on it. Toni and Glenn will meet with Bleinheim to discuss possibilities. We may try to buy that lot to stop them from putting a house on it.
 - Mulch for the playground – Dan – Dan has a call out to them now. We want it done soon. Dan will also ask for a quote for the rubber mulch.
 - Trash can liners – Glenn – liners have been ordered

New Business

- Treasurers report – Gerri
 - Money Market Account \$11,829.60
 - Replacement Fund \$31,897.52
 - Checking Account \$38,177.79

Any homeowner who would like a copy of any of this information should contact Gerri Thomas at 302-832-6170.

- Architectural Review committee report – Dan – No new requests, we are just getting ready for summer. Please let your neighbors know if they are making architectural changes, they need to get approval from the board.
- Grounds maintenance – We are in contact with 2 gentlemen to get the graffiti taken care of. If someone sees graffiti on street signs, easy oven cleaner takes the paint off.
- Deed restriction committee – Glenn – Aggie Newhart will handle deed restriction violations. Stephanie is going to give us the name of the company that monitors deed restriction violations so that we can get more information on that idea.
- Forestry beautification project – Zenobia – Brian Hall from the State Division of Forestry will come to our meeting in April to give us the information about the project. The program is run through the state of Delaware Division of Forestry where they work with communities to replace sick or dead trees. They will give recommendations of which trees will survive best with our conditions. The application is due on June 1st. They will provide funding for the replacement of the trees. The community needs to match the division of forestry through in kind services. The more community involvement we get, the more trees we will have replaced for less money.
- List Serve – Glenn – There has been a lot of discussion with the board pulling the list serve down. We as a board are not using it as it was set up, to keep the neighborhood informed. Jim Hansen recommends that we do not pull the list serve. There is a code of conduct for the list serve and if you violate that, you can be pulled from the service. There are approximately 125 members on the list serve now. You have to live in BE to have access to the list serve. Dan personally feels that we need to pull it because it is not effective with only 125 residents. The purpose of the list serve is to give a forum to members that want to participate. It could be an effective way to communicate with the neighborhood if we had a majority of the residents on the list serve. Sometimes is what happens is that when people disagree, it becomes a bash session. If there is a way to remove

someone who is using it against the code of conduct, it could be more positive. No matter what, unless we have 100% of the residents, we still have to send out a formal notice of any special meeting. The board's job is to maintain the neighborhood, not inform or recommend a plumber or roofer. Does the list serve cost us anything? No. What about a message board instead of list serves? It still falls outside the scope of the maintenance corp. If anything, it should fall under the Civic Association. The mission of the Civic Association is to bring events and neighbors together.

- Dan makes a motion to do away with the list serve immediately
- Zenobia seconds motion
- Motion does not pass.

If we find residents of the list serve using it improperly, you will be removed.

- Civic Association Report –
 - There is a family fun night planned for April 4th at the Middletown Friendly's restaurant from 5:00-9:00 pm. They will give back 10% of the revenue that night to the Civic Association.
 - Newsletter goes out on a monthly basis
 - We are also working on planning a Health Fair and the Pass, Punt and Kick event.
 - Delmarva will be at the Civic Association meeting in April to give a second presentation. This is a public issue, not a maintenance association or civic association issue.
 - We are working on a community clean up day as well
 - Email for Civic Association is Brennan_estates@yahoo.com

- Any additional items for discussion – BEHMC –the doggie bags are working.

Gerri makes a motion to adjourn the meeting at 8:50pm

Emma seconds motion

Motion carries



Brennan Estates Maintenance Corporation Meeting
April 13, 2006- Olive B Loss Elementary School

Roll Call:

Glenn Matthew

Gerri Thomas

Dan McVey

Tracy Joniak

Aggie Newhard

Toni by proxy

Phil Davis by Proxy

Emma by proxy

Zenobia Thompson had arranged for the Division of Forestry to come and give a brief talk, but they did not show

Open Forum for questions from residents- 15 minutes

- Olive B Loss had a hate crime over the weekend; there was graffiti of a racial nature spray painted on signs and on the entrance to the school. There has also been graffiti of the same kind on the gazebo. DE State Police were called in and the block watch leader from the County Police.
- Would like to decrease graffiti by having block watch member wear labeled vests while on patrol- will cost of vests later
- Last Monday, house was put on the market and sign was posted on the hill in front of the house. The Realtor received a call from someone saying they don't own the hill and need to remove sign or it will be taken. Today the sign was gone. If find out who did it the Realtor and homeowner will press charges because the sign was on property that is owned by the homeowner. The house backs to Helena. Homeowner would like something printed in the newsletter saying that a problem can be solved by just knocking on the door and talking
- John Flowers is moving, but is interested in doing contract work for Brennan Estates since past contractor is not reliable anymore. He is licensed and insured. Will forward information Toni Wilhite.
- Question about the ponds and fishing. Was told that the pond was stocked with game fish and he is a licensed fisherman, can he fish?

- Due to insurance guidelines, the ponds may not be used for fishing. There are posted signs advising no fishing. Most insurance companies want ponds to be fenced or they will charge \$80,000. We were lucky enough to find a policy for \$8000 that mandates the posting of sign to lower the liability
- What will happen when the fish multiply?
- County maintains the ponds- they are really storm water management. The county inspects them every year and then our landscaper's work to fix the problems. Eva will look into getting more information from the county on fishing for the next meeting.
- People are still using the multipurpose field and basketball courts that are not residents. The signs are up advising that only residents can use them. Basketball courts have been damaged and kids can not play on the fields because there are scheduled practices going on.
- Attorney has advised that this is not a liability issue, every resident is entitled to use the common ground and can bring a guest. You can advise people that these areas are for use of Brennan Estates only and you can call the Police if they do not leave. Fields are governed by Brennan Estates, not the county so Little Leagues, etc. can not arrange for practices to be held here.
- Question- is Verizon finished installing cables?
- No- when they are done the neighborhood will look like it did before they started
- Someone almost fell into the hole near the basketball court
- We will have the contractor look at it
- Common courtesy issues- Everyone has a stake in the neighborhood and everyone should be respectful of each other.

Read and approve minutes

Dan makes a motion to approve the October minutes with no changes

Phil seconds motion

Motion carries

March 9th minutes should read March 9th instead of February 9th and on 3rd page, 2nd paragraph should read ADA, not FDA

Dan makes a motion to approve the March minutes with changes stated

Gerri seconds the motion

Motion carries

Received 30 additional by proxy votes for the budget. 27 yes and 3 no votes

Old Business

- Fountain- Glenn- IMS does sprinklers and they have not returned calls. If they do not call back soon Glenn will call Gerri's person. Fountain has been tabled since the installer can not be reached

- Fence at pond in Southwoods/Terraces- Glenn- green fence and posts are there and can be put back temporarily until the cast iron one is installed. Will call the contractor to put it back up even though people keep making holes in it.
- Lights around basketball court- Glenn- The lights are an 8-10 week process, but should help to alleviate drug sales that are going on there.
- Mulch for playground- Dan- For Gametime to supply and install mulch, it will cost \$10,200. The budget for playgrounds is 12,000, which includes repairs and mulching. Southlands playground has just been repaired and Woodlands and Meadows have never needed repairs so budget should be OK. Wood Mulch is ADA compliant.

Dan makes a motion to approve installation of mulch

Gerri seconds the motion

The motion carries

- Trash can liners-Glenn- The liners are not in yet. The \$500 trash can has not been removed yet because we will try to salvage it.

New Business

- Treasurers Report- Gerri
 - Money Market Account \$9619.54
 - Checking Account \$21579.62
 - Replacement Fund \$37365.63
 - \$5450 deposited into Replacement fund for 2006 to catch up
 - Storm Water \$4930 to date
 - Legal Fees \$900 to date
 - Snow Removal \$5995- to date and some will be reimbursed
 - Communication and mailings \$1967.63- \$617.63 over budget
 - Maintenance \$2443.00 to Delmarva for lights

Report is open at the request of any resident and can be given to them upon request.

- Basketball court –Glenn- Court is drawing a lot of negative problems. Have discussed taking them down temporarily until the lights are installed in the hopes that the outsiders will find somewhere else to play. There have been many broken bottles and trash lying around including lighter fluid cans. Eva recommends putting the idea out for a community vote so that there will be no complaints about the board violating the record plan. The vote can be sent out as a mailing. Will table to issue for now
- Architectural Review- Dan- 4 or 5 changes that were approved tonight. Just getting ready for the fun
- Grounds Maintenance- Toni- Toni has number for new contractor and will be in touch
- Deed Restriction Committee- Glenn- Nothing has been done. Do not have the numbers from Stephanie. Aggie will handle the information when she receives it.
- List serve- Glenn- List serve is not functioning the way it should. Board members are receiving a lot of spam. Recommend for list serve to be taken down and for a

central mailbox to be accessed via the website. Residents will need to leave name and phone number and then the issue can be addressed personally by the proper person. The website can be redesigned and personally maintained for \$69 per month. The list serve has been very negative and only 124 people use the list. Toni Wilhite will also like name and address removed. Tracy can look into alternate ways to fund the website such as ads from the community.

Dan makes a motion to pull down the list serve, redesign the website at a cost of \$830 per year which will come out of the general administrative fund with the intent to look into other ways to fund the site.

Aggie seconds the motion

Motion carries

- Civic Association Report has no report
- Additional Item- Glenn – spoke to Elliot Wright regarding the town watch members wearing vests and might be able to defray the costs of the vests since the help to reduce crime which in turn reduces maintenance costs.
 - Eva said that there are documents that states each homeowner must pay the same homeowner fees so can not defray the cost, but may be able to help raise money by collecting donations. Suggested that the civic association holds a community day and could have K-9 unit come, possibly some fire trucks and things like that and have a table asking for donations for the vests.

Additional Questions

Dan wants to apologize to the Board for his actions at last month's meeting

Dan makes motion to adjourn at 9:15 PM

Aggie seconds the motion

The motion carries



Brennan Estates Maintenance Corporation Board Meeting
May 23, 2006 – Glenn Matthew's Residents

Roll Call:

- 1 Glenn Matthew
- 2 Gerri Thomas
- 3 Dan McVey
- 4 Zenobia Thompson
- 5 Scott Reiter
- 6 Toni Wilhite
- 7 Aggie Newhard

Glenn calls the meeting to order at 7:30 pm

Read and approve minutes

Gerri makes a motion to approve the April minutes with changes.

Toni seconds motion

Motion carries

Old Business:

- 1 Fountain(s) Brennan Blvd at Meadows – Glenn – Eva sent an email with the name of a contact from Cinnamon Station neighborhood that put fountains in. She thinks it was approximately \$8,000 complete. We will still have to run a line from the ponds to where the lights are for electrical. Glenn will get in touch with this contact.
- 2 Fence at pond in Southwoods/Terraces – Toni – Toni made a list of everything that needs to be done. All the painting is done. Toni will have Nick repair the fence and we will see how long it lasts this time. All the stuff is there. The kids just keep putting holes in it and destroying it.
- 3 Lights around parking area at Basketball Courts – Zenobia – The lights are up and look great. One light is out. Zenobia will call Delmarva to have it replaced.
- 4 Mulch for the playgrounds – Dan – Half of the mulch is paid for. The check was mailed a couple of weeks ago. Dan will call tomorrow to find out the status of mulch. The guy will deliver and spread the wood composition mulch. It is

- important that this gets done. The green liner is showing through and it has become a danger to the children. We had one young girl trip and had to have 5 stitches in her chin.
- 5 Trash Can liners – Glenn – The residents are using the trashcans and the doggie waste bags are gone. It was a great idea. We still have one trashcan that needs to be put up and one needs a liner. We need at least three more. Toni needs to get the key from Nick for the poop boxes. Some of the boxes do not have a latch – Toni will look at them. Glenn will order more bags. Toni will have the posts painted green.
 - 6 Basketball area – Glenn – We checked with the attorney. We can hire students from the development as private contractors. They must be 16 years or older and would have to provide us with an invoice. There would be a set amount for the service. For example, \$25 to pick up trash on Brennan Blvd. If it takes you one hour or 40 hours, you will earn \$25. We have to be careful and present this to all residents. Eva suggested that we put this in the community newsletter stating that we are looking for students and to contact Toni. Then it becomes a first come first serve deal. There would be a list of services that needed to be done and the first student to call would get the first job. Then their name would be crossed off the list and we would go to the next kid on the list. That way, every student that wants to work will have an opportunity to do so. Some of the jobs include: keep basketball court clean, empty trash at basketball court, clean Brennan Blvd, trash at the end of all cul-de-sacs, etc. We would provide them with gloves, pick up things, brooms and trash bags.

New Business:

- 1 Treasurers Report – Gerri
 - o Checking \$14,157.70
 - o Replacement Fund \$37,346.38
 - o Money Market \$27,549.51
- 2 Architectural Review Committee report – Dan
- 3 Grounds Maintenance (Toni)
 - o Contact with John Cook – wants \$72.50 per hour – we are not hiring him because of cost
 - o Contact with John Flowers – he has been denied because he does not know how to return a phone call
 - o Contract with Nick – we are back with Nick – Toni has him under control. He will be our service guy – but he will be more structured with a fee schedule and a deadline. If there is something that needs to be done in each section, please email Toni and she will work with Nick. Can Toni’s brother come over and work with Nick? It would be more structured. Nick is good when he does his job, it’s just getting him to show up. I think if he knows someone will be here waiting on him he will be more reliable. Who will be paying Toni’s brother? Nick or the board? Nick pays the guys that work for him. Toni will talk to Nick. The gazebo in

the Southwoods and Meadows need to be painted and the sidewalk needs to be sandblasted.

- Kids from the Neighborhood – discussed above – Toni will handle
 - Additional Trash Can and Poop Bags – discussed above
- 4 Deed restriction Committee – Glenn
- Addressing violations until a company can be found – Glen is asking Dan to take over the deed restriction violations. We do not have a company to do the deed restrictions yet; however, Glenn drove around his section and found minor violations. For example, trashcans, air-condition window unit, basketball goals, trampolines. For the next newsletter that comes out from the board and the next BEN, we need to put the top three violations: basketball courts, trashcans, and trampolines. It also needs to state that if you need a copy of the deed restrictions, please call the BE voicemail phone number and leave your name and address and we will send you a copy of the deed restrictions. We need to go after the bigger violations – the air-condition window unit, wrong storm door, etc. Deed restriction violation letter is very direct. Do we need to soften it at all? Toni read the letter and the board member agree that it sounds fine. Now we need a second, 30-day letter stating that the next step is to the lawyer and that all costs of the attorney will be the homeowner's responsibility. Each board member needs to go for a drive in their area and make a list of violations and forward to Dan. Dan will forward the infractions to Tracy and Tracy will send out the letter with a copy of the code violation. Dan will send picture of violation to Tracy and Tracy should send out a copy of the letter, the picture and a copy of the code violation. The letter needs to state that it is coming from the deed restriction committee and not the board.
- 5 Website – Glenn
- General Mailbox and how to handle- Glenn talked to Jim Hansen about having a general mailbox that someone could send question or problem to. It will specify that you must leave your name and phone number or the problem will not be addressed. It will be password protected.
 - Maintaining?
 - Cost – Jim does not want us to pay for the web site. He will continue to sell advertisements on the site to pay for it. Glenn stated that we want to pay for it because we want to control it. The web site would cost us \$89 per month. Do we have a written contract with Jim? No. At this point, Jim understands what we want with the site, so lets leave it as is and continue with letting him sell the ads.
- 6 Ponds – Glenn
- Algae problem (Primrose) & (Brennan Blvd at Woodlands)
 - Aqua Blue
 - Other options (pump) – The other option is to install shallow pumps that go down 6,8 or 10 feet. It pumps water into the pond to keep things

moving. We will still have to run a line to the electric. It would be like a flowing spring. Glenn will find out the cost of this and find out what is involved.

- 7 Lights on Brennan Blvd and Balina Blvd – Glenn – Glenn thinks that Verizon hit one of the lines – we need to call Delmarva. Zenobia will call. Glenn will drive around the neighborhood tonight to make a list of all lights out in the neighborhood.
- 8 Civic Association Report – no report
- 9 Any additional items for discussion (BEHMC)
 - o Gerri had two checks that bounced. She went to the bank today and requested on-line banking so that she can monitor on daily basis. It was the telephone bill for \$25.00 – she just got the numbers mixed up in her head. The bank rescinded both checks.
 - o Question about Toni’s brother – how is he going to be paid? Toni will talk to Nick. We think that he will be an employee of Nick’s

Dan makes a motion to adjourn at 8:40

Gerri seconds motion

Motion carries



Brennan Estates Maintenance Corporation Board Meeting
June 8, 2006 – Olive B. Loss Elementary School

Roll Call:

- 1 Glenn Matthew
- 2 Phil Davis
- 3 Zenobia Thompson
- 4 Emma Stanton
- 5 Toni Wilhite
- 6 Aggie Newhard
- 7 Eva Grier
- 8 Toni has a proxy vote for Scott Reiter
- 9 Toni has a proxy vote for Gerri Thomas

Glenn calls the meeting to order at 7:15 pm

Open forum for questions from residents – 15 minutes

- 1 There is graffiti on the sidewalk – we are going to spray paint a clear concrete color temporarily. Then we will get a chemical that will treat the cement to get rid of it.
- 2 The fence around the Southwoods pond is broken. Nick will fix it this weekend.
- 3 The trashcan by Woodlands is never emptied. IDS empties the trashcans for free. We may have to start paying for it to have all of them done consistently. The can in the Woodlands is located in a very bad place – it is the first thing you see when you come into the Woodlands. Can it be moved? It is cemented in at the post. It could be difficult to move but we will look into it.
- 4 Some residents feel that the Maintenance Corp should provide the bags to pick up after their dogs. The bags are on order; however, if we are out of the bags, residents should provide their own bags like they should have done before the doggie posts went up.
- 5 Please put in the BEN that this is a camera sensitive neighborhood.
- 6 There is a broken fence post at the basketball court. We will have Nick take a look at it.

- 7 One neighbor has no grass in the backyard. Is there a deed restriction about this? Glenn will look into it with Dan.
- 8 The Audit Company for deed restriction violations only does business in Maryland. Stephanie asked for referrals for Delaware and they did not know of any.
- 9 The back section of the Meadows has been neglected. They refuse to mow the common area – it only happens about once a month. The problem is that the grass gets too high and the snakes come out. This is a big problem down by Persimmon.
- 10 A lot of residents are asking about the deck in the Woodlands (Tracy Joniak's deck). The deed restriction states that the whole deck needs to be wood. The rails and spindles on this deck are wrought iron. Stephanie called several decking companies to clarify what the definition of a deck is and was told that the whole deck has three parts: the deck floor, the railings and the spindles. The whole thing is considered a deck. Dan reviewed the request and did not see an issue on it. The railings are not wood. The Woodland residents are concerned about this setting precedence to other residents to do what they want against deed restrictions. It is up to interpretation or judgment. Aggie read Section 1.04 - External Changes – “Except as provided in Section 3.04 below, all improved structures shall be maintained in their original configuration and outward appearance including without limitations the color of all surfaces exposed to outside view, and the type of trim, shutters, downspouts, gutters, windows, doors, siding and roofing materials.” If they are allowed to do that and it is against deed restrictions, other residents will feel that all they have to do is get approval from the Architectural Review Committee. Is there anything we can do to change it now that we have given it approval? We can tell the residents that they cannot sell until they come into compliance. If there was an error in the approval, the board may need to reimburse the resident for the cost. This can be challenged in a courtroom for the next person who is told no. Eva stated that the deed restrictions have a core to them, probably in the first 20 pages or so and then each section has an addendum. Eva will look into the deed restriction in question. She also stated that the board might consider modifying the deed restriction. Some board members stated that if you start to modify, it will snowball and you will have to modify everything. One of the neighbors is talking about putting up a wood looking fence. There are no loopholes in the deed restrictions. They are a binding document. The board will review the decision that was made, with the help of the county. Emma stated that she is not in favor of modifying the deed restriction; however, the board should look at the decision that was made and fix what the issue is now. If the board screwed up, the board will have to fix it and will fix it.
- 11 There is no contact information on the website. Glenn stated that the board voted to take the list serve down. He was being fed 40 emails per week about Viagra and junk mail. Jim Hensen is working on setting up a general mailbox that will be reviewed by Kristy and then the information will be forwarded to the correct person. Glenn will get in touch with Jim.

- 12 What are the plans for the clean up of the storm water management at the end of Primrose Dr? What can be done to make it look better? The trees are not mulched; there are weeds all over. It is not a pond. All of the drainage from your street goes into the pond. We spent \$6,800 last year on that pond alone. The algae issue is being addressed. We put in a chemical called Aqua Blue to help cut down on the algae. If that does not work, we will put in an algaecide. There is no way this neighborhood can spend another \$50,000 on the ponds. DENREC stated it is doing exactly what it was designed to do. There is no water in the pond. On the right side of the pond, the original stone and landscaping is still there. On the left side, the stones and landscaping is not there. There are weeds and a lot of bald spots. The trees are not mulched and the grass is not cut consistently. There are dead trees. The grounds are not being maintained to the same standard as the rest of the community. We cannot police the area. If kids are moving stones or doing other things they should not be doing, stop them. Glenn will meet with Jeff from Altra on Monday. Marcia Schueller would like an update from Glenn. Her phone number is 832-1389.
- 13 Glenn introduced Rob Gilsdorf – he is running for County Council.

Toni make a motion to approve May meeting minutes with no changes

Emma seconds motion

Motion carries

Old Business

- 1 Fountains Brennan Blvd at Meadows (Glenn) – Glenn is waiting for a return phone call on cost from IMS
- 2 Fence at pond in Southwoods/Terraces (Toni) – Nick will fix the fence this weekend.
- 3 Mulch for the playground (Dan) – The mulch was ordered and paid for over six weeks ago. We are waiting for it to be delivered and laid down.
- 4 Additional Trash Can liners and poop bags (Glenn) – They are ordered. There is about a 6-8 week turnaround time.
- 5 Website (Glenn)
 - o General Mailbox and how to handle
 - o Maintaining?
- 6 Lights on Brennan Blvd and Balina Blvd (Glenn) –The lights that are out have been tagged and reported to Delmarva. We are waiting for Delmarva to come out and fix them. Delmarva thinks that Verizon cut a line. Delmarva will contact Verizon to fix. Rob Gilsdorf suggested going back to Delmarva and putting some pressure on them to fix them quickly. This is a power issue and the power company needs to fix. The can charge Verizon for the work later.
- 7 Division of Forestry (Zenobia/Glenn) – Zenobia had a meeting on Monday with Kyle Hoyt. On Tuesday, Gerri and Zenobia dug up soil and took it to the University and we are waiting on that information now to complete the application. The application is due on June 30th. Zenobia made note of the deadline when she turned the soil samples in to the university.

New Business

- 1 Treasurers Report (Toni)
 - Replacement Fund \$37,357.98
 - Money Market \$57,985.98
 - Checking Account \$28,870.34

Any resident that requests a copy of monthly transactions may do so by contacting Gerri Thomas.

- 2 Architectural Review Committee Report (Dan) – Dan not present

- 3 Grounds Maintenance (Toni)

- Contract with Nick
- Kids from the Neighborhood – we will put something in the BEN and the Maintenance Corp newsletter that any kid in the neighborhood interested in work this summer should contact Toni. They must be at least 16 years old.
- Repair of fence – Nick is fixing the fence this weekend. He will work in the gazebo in the Meadows next.

- 4 Deed Restriction Committee (Dan/Glenn)

- Addressing violations – we have not found a company yet that is willing to do this for us. If you see a deed restriction violation in your section, send the address to Tracy Joniak. Last year when we walked our areas, the letters did not go out for 3-5 months. If everyone is responsible for their own section, it will be more manageable. Tracy already has a shell letter set up ready to go out. There were 181 violations in the Terraces alone from storm doors, air condition units, basketball goals and garbage cans. Where does it state in the deed restrictions about the storm doors? Glenn will follow up with Dan about that.

- 5 Ponds (Glenn)

- Fish kill problem - Pond at Brennan Blvd and Primrose has about 250 dead fish. Glenn called DENREC. If you notice something wrong with the pond, there is a 24-hour response team at the Fish and Wildlife Department. We did not know about the dead fish until four days later, so it was too late for the response team to come out. We have someone coming out today and tomorrow to clean it up. It will cost us \$800. They do not know if it is a combination of all the lawn chemicals and the chemicals off the road or if the pond was possibly struck by lightning in one of the bad storms.
- New Castle County has a program to help clean up the ponds. The deadline is June 30th. Our ponds are registered for the program. We have to turn in a report in January regarding all the maintenance that was done to each pond. Jeff should be keeping a detailed record of all the maintenance that is done. Jeff should include that in his invoices so we have documentation to provide to the county. Can we put grates on the openings to the ponds? Jeff would have to be willing to take the grate off and clean it out. It is designed to catch things so a grate could back the ponds up if they are not kept clear and clean. The water table is very low

on the Primrose pond and any pond with a low water table will not look picturesque. Altra is not maintaining that area the same as the other areas. He needs to assign his people into teams. One guy is doing the work on the Woodlands. They are not cleaning the grass clippings up off the street after they mow and it is ending up in that pond. We need to tell Jeff to step up or step out. Phil will walk the area with Glenn and Jeff on Monday.

- 6 Civic Association Report
- 7 Town Watch Report
- 8 Any additional items for discussion (BEHMC)

Emma motions to adjourn the meeting
Phil seconds the motion
Motion carries



Brennan Estates Maintenance Corporation Board Meeting
Wednesday August 30, 2006
State Police Barracks – Troop II

Roll Call:

- Glenn Matthew
- Gerri Thomas
- Aggie Newhard
- Emma Stanton
- Toni Wilhite
- Tracy Joniak
- George Weicker
- Scott Reiter

Introduction of Board and Special Guests

Words from our Guests

- Senator Steve Amick
- Barry Snyder – Attorney at Law
- Rob Gilsdorf – running for County Council
- Eva Grier – NCC Department of Community Government – not present

Explanation of progress in the community – we have had many things accomplished this year as well as many challenges. Some of the accomplishments:

- All audits have been complete with a clean slate
- We have added lights to the tennis court area
- We have added lights to the basketball court
- All the signs at the entrances have been painted
- We put down sod in the Woodlands
- We mulched the playgrounds
- We have been working on the fence in the Southwoods playground. It is ordered again and will be replaced as soon as the fence comes in.
- We have grant money for trees this fall work \$5,000
- We cleaned up the pond on Brennan Blvd after the big fish problem
- We repaired the playground at the Woodlands
- We have cleaned up the basketball court after it was set on fire several times

- We have replaced some of the trashcans and will be adding more dog waste stations soon
- Followed up on the Arch changes
- Working on enforcement of the deed restrictions. Our next meeting is Sept 14th. We need members for the deed restriction violation committee. You can remain anonymous.
 - A resident asked what the deed restrictions are. Gerri asked that he see her after the meeting to obtain a copy of the deed restrictions. He stated that he called the board regarding a parking issue on Wicklow and now he has a second issue on Wicklow. We need to get a phone chain working to call the police when suspicious activity goes on. Elliot Wright from the block watch stated that there has been 7 new members join from the town homes. You need to go thru a background check and he can put you in touch with the New Castle County officer who is assigned to our neighborhood block watch program. Get Involved. Rob Gilsdorf also stated that he would be interested in getting involved.
 - Where do we find the approved color for shutters? Bleinheim had 10 different paint companies with 10 different paint colors. Your best bet is to take something you have and they can computer color match it for you.
 - Is now mowing your lawn a deed restriction violation? It is a county code. Call NCC to report this.
 - There were 186 deed restriction violations in the Terraces alone. We need to get a handle on this.

Some Challenges for the Year:

- Fishing in the ponds – The problem with fishing in the ponds is the insurance. We currently pay \$18,000 per year. Nationwide is the only company that will insure us without putting up fences around every pond. We got quotes last year and the average quote was \$40,000 per year with no fences. If you see someone in the pond, tell them to get out. This is your community. Are there signs that state this? Yes, no fishing, no trespassing, etc. are posted. The fence might be unsightly; however, it may become necessary if we continue to have people fish. It is very expensive to put up fences. The fence at Southwoods is \$10,000 and it is only on the side of the playground. It does not go all around the pond.
- Damage and graffiti – we have had a lot of damage to community property and open space this year. We are looking into lighting the gazebo and possibly the playgrounds. Where there is light, they usually do not come. Talk to your children. Two toys at the Meadows playground are broken and will cost thousands of dollars to fix or replace. It is our job to maintain the development up to the standards and integrity of the way it was designed.
- Cutting the fence
- Deed restriction violations – we are asking you to please comply – We saved \$49,000 per year by eliminating the management company.
- Getting the community involved on committees. We still have openings for grounds and deed restriction committee. We are going to establish a deed

- restriction committee. You will report to a board member and can remain anonymous. We also need volunteers for the grounds committee.
- Keeping residents from throwing stuff in the street sewer drains. If it is in the street, it will end up in the ponds.
 - If you see something unusual, call the police. We must get more police presence in this community.

Open positions on the board – nominations from the floor – Is anyone interested in running for the Meadows, Terrace Town homes or Southwoods? Rose Ann Smith will be a write in for the Terrace Town homes. Marcia Schuler will be a write in for the Meadows.

Election of officers for 2006-2007 - The residents vote for the board of directors. The board then votes for the officers. Only vote for your section.

Meadows:

Dan McVey – 8 votes

Marcia Schuler – 7 votes

Southwoods:

Namishh – 5 votes

There are two positions available for the Terraces Rose Ann and Scott will both occupy a seat.

Question and Answer Session

- Brittany Ln., Dolman cul-de-sac and the cul-de-sac at the end of the Woodlands all need to be lighted better. We will work with Delmarva to try to make this happen.
- Does the county have anything we can do about the hole in the drain at Primrose? We will work with the county to see what can be done.

Meeting adjourned at 9:07 pm



**Brennan Estates Maintenance Corporation Board Meeting
September 14, 2006 – Olive B. Loss Elementary School**

Roll Call:

- Glenn Matthew
- Gerri Thomas
- Aggie Newhard
- Dan McVey
- Nemishh Mehta
- Scott Reiter
- Rose Ann Smith
- Eva Grier

Glenn calls the meeting to order at 7:15 pm

Election of Officers:

- Gerri nominates Glenn Matthew for President. Scott seconds the nomination. Nomination carries.
- Glenn nominates Dan McVey for Vice President. Gerri seconds the nomination. Nomination carries.
- Dan nominates Gerri Thomas for Treasurer. Scott seconds the nomination. Nomination carries.
- Dan nominates Tracy Joniak for the appointed position of Corresponding Secretary. Aggie seconds the nomination. Nomination carries.

Old Business:

- Fountains for Brennan Blvd at Meadows – Glenn – Glenn found a company that sells the fountains. We need to know if we want to pursue this and put it into the budget for next year. The project will be approximately \$10,000. We would do the pond at the Meadows on Brennan Blvd. It would be put off until the spring.

Aquablue has been tried. It did work and will work until the first rain. Then it will dilute and would need to be done again. It costs about \$40.00 per gallon container for about one acre/ 4-foot deep pond. The fountain is a floater and they use weights to hold it down. It would have to be maintained. The pond on Brennan Blvd. Is about 6 ft deep. The pond at Southwoods is also about 6 ft deep, but it is spring fed so it will always look better. We talked about digging a small well that would continually flow water into the pond. The fountain would create a bubble system to help keep the water moving and therefore decrease the amount of algae. The biggest expense would be running the electricity. What about a theft issue? The fountain would be pretty far out, so it would be hard for someone to steal it. Aggie proposed that we get as much information as possible about both options and revisit in the spring.

- Fence at pond in Southwoods/Terraces – Toni –The fence is complete and looks wonderful. It was not cheap, but it looks very nice.
- Additional Trashcan liners and poop bags – Glenn – Unfortunately, they are still in Glenn’s garage. They have been there since June. We have an estimate from Nick. They should be installed in the next few weeks. 3 stakes with orange ribbon mark the location for them. One is at Balina, one below the last pond by the Woodlands and the last is above the elementary school.
- Website – Glenn - General Mailbox – It is up and running. Residents can either email from the website or call the voicemail to communicate with a board member. The web site states that you must leave your name and phone number or you won’t get a response. This is so the board members can reply without using their personal email account.
- Lights at Brennan Blvd and Balina Blvd. – Glenn – I don’t know what we need to do to get Delmarva out here to fix the lights. The lights have been out for months. According to Delmarva policy, they should be here within 10 days of the phone call. Aggie stopped one of the workers when they were in her area and he made a phone call and got the work order and fixed a light in her area that day. We went around and tied ribbons onto all the poles that are out. Someone then removed the ribbons and put tape on the poles. The tape was removed as well as some of the black paint from the pole. Please do not put tape on the poles.
- Division of Forestry – Zenobia – We will table this until Zenobia is here.

New Business:

- Treasurers report – Gerri – As of 8/31/06
 - Replacement Fund \$42,842.71
 - Money Market \$78,772.01
 - Checking Account \$30,585.46

Any resident that would like to request a copy of the monthly transactions could do so by contacting Gerri Thomas.

Gerri has gone to the bank with the idea from Scott concerning interest rates. ING Direct does not handle corporate accounts. We are asking financial committee to find somewhere that we can earn more interest on our replacement fund account. We should make more interest on at least that account.

- Budget for 2007 – Glenn – We need to start thinking about our budget. According to the bi-laws, election of officers and voting on the budget should happen in February. We have been pushing this date back since 2003. The 2006 assessments went out in April. Hopefully, 2007 will go out in February or March. We need the budget approved by January so it can go out for approval of residents. We have been excellent to our budget so far.
- Newsletter on a quarterly basis – Glenn – Kristy is willing to do the newsletter on a quarterly basis unless someone wants to take the bull by the horn and do this.
 - Dan makes a motion that Kristy takes over the newsletter
 - Gerri seconds the motion
 - Motion carries

All committee heads should make notes and get the information to Kristy that needs to be included in the newsletter. As we go along, send these things to Kristy so that it will be easy and ready to do on a quarterly basis.

- Architectural Review Committee report – Dan – nothing new to report
- Grounds maintenance – Toni – The only thing still outstanding is the trashcans. We are going to get both lights on the sign changed.
 - Contract with Nick –
 - Kids from the Neighborhood – We will put this information in the next newsletter. The idea is that we will pay any kid in the neighborhood who is over 16 to do odd jobs around the neighborhood. We have checked with the lawyer and we are all clear and set to do this if anyone is interested.
- Deed Restriction Committee set up – Glenn – Aggie is willing to chair this committee. She has names of several residents interested in helping. We want to approach minor violations first. Everyone has a copy of the deed restrictions. We will probably have to grandfather people in with the understanding that before they sell, the violation needs to be brought into current deed restriction. We will handle minor violations first then go and tackle bigger issues. How aggressive will we be with minor violations? If it is in writing, we are going to try to enforce it. Anyone who has a shed, we cannot do anything except go to the lawyer and they will have to come into current deed restriction before they sell. Door color falls under the review committee.
 - There was a new law regarding deed restrictions that passed in June. The law makes the process of enforcing deed restrictions more streamlined and less costly. Once you file a complaint, a chancellery will hear the case within 60 days without a lawyer. If it is not resolved to the satisfaction of either party, either party can then go to the next level within 120 days. We tried to get New Castle County to enforce at the permit stage; however, this was the closest we could get. Please see attached file for details.

- Sprinkler system – The sprinklers do not work. IMS was the original sprinkler company; however, they will not call us back. We are now pursuing other companies. If someone wants to take this over, Glenn would be willing to turn it over. One of the lines is broken. It will be an expensive project – it will probably be \$5,000 - \$10,000. The sprinkler system should also be winterized. It has not been winterized for years; however, the pump still works.
- Civic Association Report – Elliot Wright
 - The NFL/ Pepsi Punt, Pass and Kick event was a great success this past weekend.
 - September 30 is going to be Community Day. Bring the kids, family, etc. It will be at the multipurpose field from 12-5 with a moon bounce, magician and pony rides.
- Town Watch Report – We have been increasing the number of members. People are really getting involved. We have some issues going on that we are working on and cannot discuss due to sensitivity. Greg Smith will be the new town watch organizer.
- Any Additional items for discussion (BEHMC)
 - A gentleman sent a letter in reference to the trees behind his house. They sway back and forth during storms and look like they are going to fall onto his house. We have liability insurance. How close to the home are they? If they fall, it would hit the house. Beyond liability to the house, we need to consider the possibility of injury to someone in the home. Would DENRAC be able to come out and assess the situation? Call the Division of Forestry. Someone should be able to come out and inspect if it is a healthy tree and whether or not they should be taken out.
 - We need a sergeant at arms to help create order in our meetings. Dan knows all the Roberts Rules.
 - Gerri nominates Dan McVey as our sergeant of arms
 - Namishh seconds the nomination
 - Nomination carries
 - Eva has a few things:
 - You should have received the Storm Water Management report. A letter was sent a few days ago. You will need to send a signed plan for each pond to the county by the end of January 2007. If you have any questions, don't hesitate to call the engineers at Special Services. Some vegetation needs to be removed and there was some erosion and some algae issues.
 - There is a new boat and RV ordinance. The county council has come up with a new code and enforcement of boats and RV's that they will be voting on. It is on the county web site at NCC.org under county council. You will see the actual proposal. There will be a meeting on September 30th at 77 Reads Way.
 - Land Use Department is looking to make more affordable housing available. ADU – accessible dwelling units can be converted into a livable space. It could be attached to the home or a separate

dwelling to include kitchen, living, bath and bedroom, etc. If you would like a presentation done on this, let Eva know. There will be many opinions on both sides of this. Our deed restrictions state we can only have one dwelling per lot. Would this override that? Not necessarily override, but county code and deed restrictions are not always the same thing.

We will adjourn for 5 minutes then to into closed session.

Closed Session – 15 minutes

Scott motions to adjourn the meeting at 8:50

Dan seconds motion

Motion carries



Brennan Estates Maintenance Corporation Meeting
October 12, 2006- Olive B Loss Elementary School

Roll Call:

Glenn Matthew

Gerri Thomas

Dan McVey

Tracy Joniak

Aggie Newhard

Nemishh Mehta

Eva Grier

Zenobia Thompson

Glenn calls the meeting to order at 7:07

Open Forum for questions from residents- 15 minutes

- Lights in the gazebo are a good idea. A person was attacked near the gazebo and required stitches. Town watch committee is aware of what occurred. Crpl. Dowe is not feeding information to the residents like he should be regarding the crimes that have occurred. We are working on getting the lights included in the budget.
- Brennan Blvd and Jasmine intersection should have a four way stop sign. Deldot needs to do a study and this may take a long time. Glenn will call Dick Cathcart. Eva suggested requesting radar through the county website. Click on *Services* line that 5th or 6th item is *Traffic Patrol* then you can enter your information. Tracey will do it.

Old Business

- Fountains for Brennan Blvd at Meadows –Glenn – Installing the fountains would cost a maximum of \$10,000 to install and get up and running the majority of the money is for the wiring. Do we want to put that in the budget for next year?
 - Glenn makes a motion to include the \$10,000 cost for installing the fountains in the budget for next year
 - Nemishh seconds the motion
 - The motion carries

- Lights on Brennan Blvd and Balina Blvd- Glenn- Deldot will fix the lights. There is a direct number to reach them and they will come and fix the lights
- Division of Forestry- Zenobia- The tree project has been completed with Gerri's and Glenn's help. We met the deadline and the trees will be here in the next 2 weeks. Two days before the trees are planted they will contact us and send someone to remove the dead trees, including removing any stumps. The trees will be coming from several nurseries. The grant was a big undertaking. Zenobia and Gerri has to get soil samples in order to make sure we got the right kind of trees. They met 4 times just to get the paperwork completed. Eva commends Gerri and Zenobia for getting the work done. Next year they will try to get a pruning grant.
- Sprinkler system out front-Glenn- Lawn Quenchers will do the work without having to dig up the street. They can reopen the hoses and start a new zone. It will cost \$9,600 to completely install new system. They will bore under the street, install new hoses and the sprinklers will work on both sides. \$5000 is required to start the project with the rest due at completion. Lawn Quenchers will maintain the sprinklers once they are installed. If it is in the budget we need approval quickly so we can install now or we will have to wait until the spring. Gerri will check the budget
 - Dan makes a motion to approve installing the sprinklers pending the funds are available
 - Gerri seconds the motion
 - The motion carries

New Business

- Treasurers Report- Gerri- as of 9/30/06
 - Checking \$22,329.24
 - Money Market \$88,381.34
 - Replacement Fund \$48,305.98 - \$5463.27 gets put in quarterly to this fund

Any resident that would like to request a copy of the monthly transactions can do so by contacting Gerri Thomas

- Budget for 2007- Glenn- We will get together with Mike Hurd and make a proposal in December and get an approval in January or February and be ready to go out in the beginning of March.
 - Would like to start lighting up poorly lit areas to deter crime. Southwoods and Terraces park and gazebo have a lot of activities going on there that should not be. The tennis and basketball courts used to have activities like that, but don't now that the lights have been installed.
 - Will get a proposal for electric to light up Southwoods playground and gazebo, Woodlands playground, Meadows gazebos at entrance and circle.
 - Zenobia will work on lighting costs
- Additional trash can and dog waste bags- Glenn- for the Terraces will cost \$450 or \$500
 - Gerri makes motion to get trash can and waste bags
 - Nemishh seconds the motion

- The motion carries
- Storage space- Glenn- Can now store maintenance corporation stuff in Pencader. Glenn will be getting the code and key. The development plans are there and past files.
- Newsletter Quarterly- Glenn- Kristy will handle and she will put information right in the newsletter as it comes up in the meetings.
- Architectural Review committee report- Dan- has names of people who want to be on the committee. Thinks the shed issue is likely to come up again. Glenn said that 2/3 of the community didn't vote the last time. They were leaning toward sheds, but didn't receive enough votes. How can we get a better response?
- Grounds Maintenance (pond clean up)- Toni- not here because she is in school, but Glenn had a phone call from a resident asking what happened to the ducks. Explained that there was a board decision to leave the tall grass to chase the Canadian geese away and keep the trash out of the ponds. This worked and the ducks left as well. We now have a notice from Denrec for work to be done and cut down the grass and for ground hog hole to be filled in as well.
- Deed Restriction Committee- Aggie- Need a list of the streets so we can assign to those that are on the committee. Then we can begin calling people for the first round of trashcan violations. People can report back to Aggie. Gerri will get street list.
- Civic Association Report- no one is here
- Town Watch Report- 1 person is on the block watch for the Meadows
- Additional Items
 - Next meeting should start with budget and then we will go into a closed session to talk numbers
 - Eva would like a guesstimate as to how much it will cost to run the fountains annually and Glenn will look into it
 - Carmen called regarding problems with people parking on the sidewalks and told her to contact NCC Police non-emergency number and told her to tell blockwatch
 - Next meeting will be the 2nd Thursday of November, which is November 9th. This will be posted on the website.
 - Dan makes a motion to adjourn
 - Gerri seconds the motion
 - The meeting is adjourned at 8:05



Brennan Estates Maintenance Corporation Board Meeting
November 9, 2006 – Olive B. Loss Elementary School

Roll Call:

- Glenn Matthew
- Gerri Thomas
- Dan McVey
- Mike Hurd
- Scott Reiter
- Nemishh Mehta

Open forum for questions from residents – 15 minutes – No residents present

Read minutes – there are not enough board members present to approve October minutes. Two changes will be made to October minutes

Old Business:

- Fountains Brennan Blvd at Meadows – Glenn – Glenn called the company that we have a quote from and it would be an additional \$100 to light the fountain. It will be roughly \$10,000 to do the whole job. We will put this in the budget for 2007
- Division of Forestry – Zenobia – Glenn talked to Jeff from Alta. The trees are being dug. The pine trees will be brought in. Glenn needs to know at least 2 days in advance to let the Division of Forestry know. Hopefully, it will happen next week.
- Sprinkler system – Glenn – We can't do anything with it til next spring. Should we take the \$10,000 and do something in beautification – like a gazebo somewhere down in the Arbours? We could then push that money to next year for the sprinkler. Board members stated they would be weary about putting something down there as secluded as it is. We would then need to worry about vandalism. We would then need to think about adding lights to avoid vandalism.

- Additional trash can and dog waste bags – Glenn – These are ordered for the Terrace Townhouse area. Glenn also spoke to IDS and they are now charging us to empty the dog-waste cans. It is \$350 ... as a resident, you pay \$5.25 per week. We are paying \$2.90 per week per can. Glenn will call other companies to price compare.
- Grounds maintenance and pond clean up – Toni – Ponds have been cleaned up. We cut down all the weeds, filled the holes. Jeff needs to send the report to Gerri and she will send the report to DENREC.

New Business:

- Treasurer Report – Gerri
 - Replacement Fund: \$48,320.34
 - Money Market: \$40,925.52
 - Checking Account \$52,500.20

Any resident who would like a copy of our financial records should contact Gerri Thomas.

Glenn and Gerri went to the Bank of America and got a rate for the Replacement of Funds account. They called 6 other banks and no one does corporate accounts. If the account has \$50,000 or above, we would get 2.67% interest rate. The more money we have in there, the better the interest rate would be. We could change all three accounts to Bank of America or just leave checking at Commerce and transfer money for the two accounts from Bank of America. What is the fee to transfer? We need to do what is convenient – the bank is north Wilmington and not very convenient to get to. If we open a new account, the bank will not take copies of board members driver’s licenses. The board member needs to be present. We need more board members on the account. Can we own Cd’s because it is an investment? Since we are not for profit, can we own Cd’s?

- Budget for 2007 – Glenn – will go to closed session at end of meeting.
- Storage Space – Gerri
- Newsletter on Quarterly basis – Glenn – nothing new for the newsletter
- Architectural Review Committee Report – Dan – Dan is going to wait til 2007 to get together with the committee.
- Gazebo – Glenn – Nemishh will get a price for a maintenance free gazebo.
- Deed Restriction Committee – Aggie – Aggie is not present but sent a note to Glenn stating that she is working on this.
 - Committee meeting
 - Addressing violations
- Civic Association Report – No one present from Civic Association
- Town Watch Report – No one present from Town Watch
- Any additional items for discussion - BEHMC

CLOSED SESSION – Budget

Eva has brought to our attention that we only have 824 homes. Mike will make the adjustment to reflect on the budget.

- One thing Glenn questioned with Mike was the legal fees because there was some recovered money from the residents that did not pay. We will try to find a way to get that money back to where it belongs so we can reflect it as recovered money. Legal fees are going up. When the assessment comes in, Mike puts it under assessments. The actual assessments are more than the budget for 2006 because the recovered funds are under the assessments.
- Why did we budget \$55,000 on lawn mowing and only spent \$30,125. The actual budget only shows through September so we've only paid through June/July bills.
- Last year when we raised the dues, we told everyone we needed to build up our emergency fund. Right now, if we have a major issue, there is nothing to fall back on. We are on a program with the county, so if there is any major repair the county will pay for pond repair, as long as we stay in compliance.
- We are still under for the replacement fund by \$3,000-\$5,000.
- We need to layer in the CD's so there isn't a hefty fee if we need money, we don't want to have to wait a year to get the money out.
- If we can make it another year without the sprinkler system being fixed, we should try to save the money this year.
- We can't make any decisions or vote on it. Glenn will email all board members. We need to vote in December regarding the budget so that it can go out to the residents by Jan or Feb 15th.
- Glenn talked to Nick about lighting up sign and gazebo in Meadows
- We only budgeted \$11,800 for replacement but we put \$16,350 into it to try to catch up.
- The budget needs to go down by \$1200 because our total number of homes was off.
- Storm Water Management is budgeted for \$20,000 because we are going to spend \$10,000 on the fountains.
- We need to put \$11,800 into the Replacement Fund each year. We are still behind, so we show as over budget in 2006 to catch us up. We will put in another \$5,000 in December and we should then be caught up.
- The following categories dropped from the 2006 to the 2007 budget:
 - Trees and shrubs
 - Playground Maintenance
 - Maintenance, Repairs and Replacement – we still need to spend \$9,600 for the sprinkler system
 - Utilities – but the actual price has gone up.

Next Meeting December 14, 2006

Meeting Adjourned at 8:25



Brennan Estates Maintenance Corporation Board Meeting
December 14, 2006 – Olive B. Loss Elementary School

Roll Call:

- Glenn Matthew
- Gerri Thomas
- Dan McVey
- Zenobia Thompson
- Tracy Joniak
- Nemishh Mehta
- Aggie Newhard
- George Weicker
- Rose Ann Smith
- Eva Grier

Glenn calls the meeting to order at 7:05 pm

Read and approve minutes for October and November meeting.

Dan makes a motion to approve October minutes with no changes

Gerri seconds motion

Motion carries

Minutes for November are unofficial because there were not enough board members present in November for an official meeting. One change to November minutes.

Dan motions to approve November minutes as official

Gerri seconds motion

Motion carries

Old Business:

- Fountains on Brennan Blvd at Meadows – Glenn – Glenn met with Lawn Quenchers who will either do the work or give us a name of someone to do the work.

- Division of Forestry – Zenobia – The trees are in and they do look good. Glenn thinks we have a one-year guarantee on the trees.
- Sprinkler system – Glenn – Lawn Quenchers will start the work next week and it should be complete in about two weeks.

New Business:

- Treasurers report – Gerri – As of 11/30/06
 - Checking Account \$35,719.06
 - Replacement Fund \$64,648.64
 - Money Market \$44,396.75

\$16,328.30 was transferred which brought us to current for 2007.

Any homeowner who would like a copy of any of this information should contact Gerri Thomas at 302-832-6170.

Glenn and Gerri went to Commerce Bank. We now have our money market account at Commerce with a 4.25% interest rate. We need four people to meet so we can open an eight-month CD that is yielding 5%. Gerri will make an appointment for a weekday. All board members that are going to sign onto the account need to be present at one time. We need as many board members to sign the account so that we do not get ourselves into a situation that was created by the last board and would not be able to get copies of the records. It took us a long time to file past taxes because no one on the current board was a signature holder on the old accounts.

- Newsletter Quarterly – Glenn – Glenn has four things for the newsletter so far. One will go out after the first of the year.
- Architectural Review Committee Report – Dan – No report. Nothing new to report other than a few routine requests.
- Deed Restriction Committee – Aggie – The next step is to have the letters go out to homeowners in violation. We will get the committee members mobilized 30 days after the letter goes out. Nemishh composed a letter to interested people in the committee stating we will start to work on this diligently in the New Year.
- Election of Officers – Glenn – Based on our governing documents and trying to get everything back to current, including our Annual meeting moved to February, we have 6 positions that will be up for re-election at the February meeting. The following board members will be up for re-election: Glenn, Scott, Toni, Zenobia, Gerri and Aggie.
 - Terraces – 2 positions – Glenn and Scott
 - Terraces Singles – 1 position - Toni
 - Arbours – 1 position - Zenobia
 - Meadows – 2 positions - Gerri
 - Woodlands – 1 position - Aggie

When we send out the budget, we will send out a notice that these positions are up for re-election or for nomination. Glenn will talk to each board member to see if they are interested in running. Eva suggested that it is very clear when the newsletter goes out why these positions are being re-voted. There will be a number of questions on why they are re-voting since it was just done in August. When would the vote take place? Hopefully, the budget will be approved tonight and we will be able to hold the Annual

meeting in February. The February Annual meeting would consist of approving the budget and election of officers. The residents vote on the budget in February and the assessments would then go out March 15th. The residents then have 45 days to pay the assessments, which would still be on a calendar year. Ballots will go out in January for February election. Can we accept a vote by email? No because there is no way to determine that there is only one vote per household.

February 8th will be the Annual meeting.

We need to send out nomination forms so that we can get them back in time to send out the proxy vote. Eva needs everything by 1/2/07.

- Civic Association Report – No one present
- Town Watch Report – No one present
- Any additional items for discussion – BEHMC
 - Arbours gazebo – there is no interest in this at this time because we need to address the vandalism and put lights up in those areas first before we budget for another gazebo. Are we going to budget for a gazebo in the Arbours for next year? We can't put a gazebo in unless we put lights in at the same time. We have a whole year to look into it. Zenobia suggested that we look into now so that we will know what to budget for. Nemishh will get some quotes for the gazebo.
 - We cannot get in touch with Nick, our handyman. Glenn is going to talk to Matthew about the projects that are pending.
 - The shield is shattered again on the lights in the front.
 - There is a lot of mold on the bricks at the front entrance as you leave the development on the right hand side. Maybe we can look into having them power washed in the spring because it looks really bad.

Recess

Closed Session – 30 Minutes

Budget for 2007 – Glenn

This is draft number 3. The first draft had the incorrect number of homes. Mike made some adjustments so the assessments did not go above \$217

Why are we budgeting less for utilities? Some of the money spent last year was a one-time fee for cell phones, which we will get most back. Was part of the \$6,594 from 2006 due to putting up the new lights? We get one bill for the gazebo (\$180) and one bill for the tennis courts (\$151.59)

Legal fees – we have had to file judgments against people. Also, with us cracking down on deed restriction violation, we may need to take some legal action. The new law states that we will go through chancellery court.

Why are the Taxes and Filings so over for 2006? Do we need to budget more than the \$500. No, the \$2,181 was so high because we had three years to be filed because we could not get access to the records from the last board.

Where is the \$10,000 for the fountain? In Maintenance and Replacement. Eva stated that the fountain doesn't really fall into Maintenance, Replacement and Repair.

Is \$10,000 too low for the Storm Water Management? Primrose pond was not necessarily considered a major repair – it was more of beautification.

We can pay students in the neighborhood to help us clean out the ponds.

Gerri makes a motion that we approve the budget for 2007

George seconds the motion

Motion carries

Dan makes a motion to adjourn the meeting at 8:15pm

Aggie seconds the motion

Motion carries