



Brennan Estates Homeowners Maintenance Corporation

June 10, 2009

Glenn's House

Roll Call:

- Glenn Matthew
- Rose Smith
- Nemishh Mehta
- Penny Wagnon
- Zenobia Thompson
- Toni Wilhite
- Heather McVey
- Dan McVey

Glenn calls meeting to order at 7:11

Open Forum for Questions from the Residents

- No residents present

Read and Approve Minutes

Toni makes a motion to approve the minutes

Penny seconds the motion

The motion carries

Old Business

Deed Restriction Committee- Nemishh –

- Glenn thinks it would be a good idea to send the 2nd violation letter via certified mail.
- There is a house that is missing siding and has been for several months. The house wrap is also now coming off. This resident has been sent 2 notifications and there has been no response.
- Dan said it is most likely a county code violation as well and if we send the 2nd letter certified mail this may save us money instead of having the lawyer send a letter.
- Rose will send another letter to them via certified mail

Toni makes a motion to send all 2nd violation notice via certified mail

Nemishh seconds the motion

The motion carries

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Brennan Clean Up- Tracy is not here

- Heather has a 17 year old boy who is interested in a summer job
- Clean up crew will be paid a fee for work completed. This will give them an incentive to work faster since the faster they work the more they earn per hour.
- Glenn asks if there is a volunteer to take over the clean up project and get it started.
- The kids must be 16 or older and will act as a vendor and send us an invoice. Brennan will provide gloves, grabbers and garbage bags (Tracy may already have these). The kids do not have to be micromanaged, someone will just have to verify that it was completed.
- Penny suggests having the kids leave the garbage bags on the main drag and having the board members pick them up and put in their trash.
- It might be an all day project the first time through. The main drag should be the priority and we could set that at \$100. After that the parks should come next.
- Brennan Blvd should probably be split into 2 or 3 zones. Entrance to pool/meadows, Pond to Woodlands, Woodlands to back and then playgrounds, Ballina Blvd and the end of each cul de sac.
- Glenn thinks we should stick to Brennan Blvd for now.
- Heather thinks that we should also include the field and basketball court as well as the wooded areas
- Glenn will check with Tracy to see if she has prices set up for the different areas. Penny will send an email with the areas and then we can get started.

Tennis Courts- Toni

- The court project will begin in the next couple of weeks.
- We will need to send a notice out- Glenn said this was already mentioned in the newsletter
- The total cost of resurfacing is \$54000, pole replacement depends upon the damage, but will re-pour the footers which will cost an additional \$3000, then they will add new poles for stabilization for an additional \$5000. Then Altra will put a drain around the outside with a river rock border (6 inches deep with a 2ft perimeter) and this will add an additional \$2210. It will be close to \$70000 when it is all done
- Because of the big expense, Glenn thinks we should do something to secure and protect the courts going forward. The guy from Sportsline said to keep dirt and rocks off the court and then re-coat every 6-7 years. Glenn asked them to provide a contract to come out and inspect the courts to make sure they are wearing properly. Altra can blow the leaves and dirt off the court, but will need a key if we lock the court
- Glenn also thinks we need to put some sort of lock on the court. Maybe we should put a cheap pad lock on the gate and see what happens
- Dan is against this and does not feel that we should spend money locking the courts. Skateboards and roller skates will ruin the court and a key won't stop people from doing that. People can also walk away with a padlock and chain or they could cut through the fence
- We could look into an electronic lock
- Nemishh thinks that a key might work.
- Glenn's main concern is that we may not have the money to fix the courts again in another 6-7 years. We need to make sure that the skateboarders and rollerbladers are not using the court
- Toni said that there is only so much that we can do. We need to stress to the homeowners that we need them to follow the rules so that we will not have to increase the dues in the future.

We can send a letter informing them of the re-surfacing costs and then maybe we should look into an area where people can skateboard.

- Toni recommends sending a letter asking the people who are interested in playing tennis to call a number and can put down a deposit and then receive a key
- Penny would also like to in the letter that skateboarding and rollerblading are prohibited on the courts.
- Glenn would also like to have a time limit when using the courts
- After the court is resurfaced, it will be closed for 1 month so it can cure, If people do not stay off the court it will be ruined.

Internet Usage- Gerri

- Gerri is not here.

Solar Panels-Dan

- Dan has a letter from New Castle County saying that we must allow solar panels. This is similar to the satellite dishes
- We have no choice but to approve the solar panels and they can put them on the roof and we can not refuse them

Playground -Dan

- They toy has been removed from the park in Southwoods by Altra
- The playgrounds are as they should be and we are not going to replace the rocker toy. There are enough things to play with in that park

Newsletter- Rose

- The newsletter just was sent out

Traffic -Glenn

- Glenn brought pictures
- Penny is worried that this will cause a traffic back up
- Glenn said the vote is coming in a few weeks and if you feel strongly then you should vote against it
- Nemishh said that originally he was worried that making a left hand turn would be difficult, but it is only 1 hour a day that will be a problem
- Only 22 people showed up to the last meeting and it lasted 4 hours. 1000 letters have been sent out and it is basically a done deal

Signs-Glenn

- The replacement signs have been ordered

Use of Field- Glenn

- There are letters going out to Kirkwood Soccer and some other local teams notifying them that they can not use our fields.

New Business

Treasurers Report – Gerri

As of May 31, 2009

CHECKING ACCOUNT	\$108,363.17
BUSINESS ULTRA MONEY MARKET	\$9,459.23
REPLACEMENT OF ASSETS	\$91,862.63
CERTIFICATE OF DEPOSIT...ARTISANS' BANK	\$11,800.00
RECOUPED FROM DELINQUENT ACCOUNT	\$2,553.84

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

Assessments- Glenn

- We received the 1st check for \$99000.00
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Storm Water Management Areas - Glenn

- A motor burnt out in the fountain. It should be under warranty. Custom Electric will fix it. We are not exactly sure what happened, but the breaker was popping. We will send it back to the manufacturer.

Architectural Review- Toni

- There is an issue with a privacy fence. It is a piece of fence with a decorative thing on top. It is not bothering the neighbors on either side and in fact they approve of it. Technically the fence should only be 4 ft and this is closer to 8 ft. Since the neighbors like it, we are not asking them to take it down now, but it must be removed when the house is placed for sale.
- Toni will sign off on the fence and we will continue to handle on a case by case basis

Newsletter Process- Glenn

- In the newsletter that was just sent out, there was information sent out regarding our audit and a banking error. The board was aware of the error and it was mentioned in prior meeting minutes. The information did not need to go out to the homeowners in the newsletter. The information was a little confusing since there was no explanation. Glenn would like to have a motion made that nothing should go into the newsletter without approval from Glenn
- The process as it stands now is that at each meeting we discuss what to add to the next newsletter. Rose forwards the information to Glenn, Glenn approves it and sends it to Amanda. The purpose of the newsletter should be the news not the audit. If you would like that information, you should attend the meetings.
- Zenobia had 2 people inquire about the additional papers with the newsletter and Glenn had 5 inquiries. Should we send another letter of explanation or just let it go since there were not many people who seemed confused by it? Glenn would like to avoid this situation from happening again

- No additional information can be added without board approval

Audit- Glenn

- We use a big company for our audit, McBride and Shopa. Last year it took them almost 6 months to complete our audit. We have used this company for the last 3 years, but this year they dropped the ball when they put our info into storage by accident.
- Glenn thinks maybe we should use a smaller firm. We usually pay around \$3000. Tracy uses a man in Newark to do her audits
- Dan agrees that we should look into that
- Penny suggested we get 2-3 estimates.
- Nemishh has a person and he will forward the info to Glenn.

Dog Attack- Glenn

- A pitbull got loose on Carrick and attacked a Jack Russell. He did about \$1000 in damage to the dog. The Jack Russell received 5 stitches on the outside and a drain.
- The county said that if the owner filed a report they could find the pitbull, but the owner did not want to file a report. The pitbull owner said she would have her dog re-evaluated and she did give the dog up to another home as well as paying for all the vet bills

Deed Restriction Violations- Glenn

- There is a concern that when we send out the letter, we ask for 30 days for the problem to be corrected and then we send another letter giving the homeowner another 30 days to fix the problem. Maybe we should give them a smaller time frame to fix the problem. Maybe we should give them 10 days to fix the problem and then follow up with a certified letter.
- Nemishh said that 10 days is a reasonable amount of time for most violations, but some may require more time
- Dan thinks that Nemishh is reasonable enough to make the judgement call.
- We could list in the newsletter the standard 3 top violations and ask people to please comply with the deed restrictions you agreed to when you moved in.
- The terrace townhomes are the only place where people complain about trash cans. Unless we get a complaint, then we will not address the issue.
- Nemishh suggests that instead of 10 days to fix we give a fix by date.
- Glenn thinks 10 days is reasonable.
- The 2nd letter should say that if the issue is not resolved it will be turned over to the attorney and a fee will be assessed and provide a contact number to call if there are problems or questions.
- Certified mail only costs \$1.50 and then you can check on line to see if it was signed for.
- 80% of the homeowners respond to the 1st letter. The 2nd letter will be sent certified and the 3rd letter will come from the attorney with additional fees up to \$250 which the homeowner will be responsible for

Town watch- Greg Smith

- Not here

Civic Association- Lawrence Brown

- Not here

Additional Items for Discussion

- In our deeds and bylaws, we have a right to have a copy of the rental agreements for every rental in the development. Should we go to the lawyer to request this?
- The tax database may have the landlord information
- Penny thinks this is a good idea
- In a lease agreement on a HUD home you must follow the guidelines. If the lease says only 3 people live there and there are 10 people living there we as a community can start the eviction process.
- Rose does the property transfers and can tell if it is a rental
- Dan does not think that we need to go through the lawyer to get this information since it would be costly.
- We can identify the houses, request a copy of the lease
- Glenn will ask Tracy to compose a letter and will try to get a copy of the tax database.

- Penny has 2 applications. One for the plants and another for pruning and trimming. The grant will pay for an arborist to do inventory and plan to enhance

- Zenobia said we should get all the bids on the same day.

- We will need to submit the paperwork in the next 2 weeks for \$5000 grant and \$5000 matching funds. This would give us a long term plan

Nemishh makes a motion to adjourn

Heather seconds the motion

The meeting is adjourned at 9:15