



Brennan Estates Maintenance Corporation Board Meeting
July 1, 2003 – Mrs. Gerri Thomas' Home

Roll Call:

- Dan McVey
- Emma Stanton
- Eva Grier
- Gerri Thomas
- Glenn Matthews
- Jeffrey Witters
- Linda Harrison
- Marcus Brown – Assistant to Secretary (non-elected volunteer)
- Parnella Baul
- Pat Barber
- Scott Reiter
- Stephanie Lampe – (non-elected volunteer)
- Toni Wilhite

The meeting was called to order at 7:10pm

The minutes were reviewed and amended as to:

Motion: Glenn Matthews
Second: Dan McVey

General Discussions

Mr. Wise had a one year term and should have been elected.

Mrs. Thomas motioned that the seat should be maintained .

Glenn Matthews Seconded the motion

Mrs. Baul called for the vote

Motion carried with a 6-2 vote

Eva Grier – New Castle County Partnership

The necessity of a Board Member for the Arbours was discussed. A ballot will be sent out to all homes in the Arbours. The following was discussed as all of the Arbours have not been turned over.

1. An inspection was performed May 28, 2003, this failed.
2. Another inspection was scheduled for the following week, but canceled.

Committee Chair Appointments:

New Contract & Bids Committee
 Stephanie Lampe – 2 Brittany Lane 836-9517 - Terraces
 Willing to take care of all bid proposals
 Glenn Matthews Motioned
 Gerri Thomas Seconded
 Unanimously Approved

Communications Committee
 Mrs. Emma Stanton
 Will generate newsletter
 Gathering information form the board and committees
 Parnella Baul Motioned
 Glenn Matthews Seconded
 Unanimously Approved

Website

Mr. Hanson

Will not charge you for the website.

Is suggesting that we allow companies to put banner ads on the website.
 A motion was placed to allow Mr. Hanson to put banner ads on the website.
 Pat Barber Motioned
 Gerri Thomas Seconded
 Parnella Baul Called for a vote
 The motion was unanimously carried

Treasurers Report

1. All board members need to sign their signature cards and provide a photo ID for the checking account.
2. The community was registered with the county for ponds and the “Partnership Initiative”
 - a. Mr. Glenn Matthews’ address was registered with the county until the PO Box is established
3. The Electric bill is outstanding.
 - a. The Electric company has been notified that until the banking is secured we will not be able to pay the bill

The finance committee will be keeping records, but will not have authorization to sign checks.

Account Balances:

June 17th Rodney Schuler \$4,528.34 in the checking account with Commerce Bank and \$35,000 in the Money Market Account.

P.O. Box – Mr. Glenn Matthews

- The UPS Store \$250/year
- Post Net \$10/month with 3 months free (15months total)

- USPS \$66/year with a 10-14 waiting period

The recommendation was made to use Post Net who will also help us with the letterhead and printings & mailings.

A Motion was made by Dan McVey

A Second was made by Pat Barber

Parnella Baul called for a vote

The motion was unanimously carried

Audit:

The audit cannot be completed due to inadequate records. The auditor sent a letter to Rodney Schuler and the former President Don Hamilton informing of this. No other records to date are available.

A letter will be mailed to all former Board Members. The decision is whether or not to use B/C Consulting's legal services or an outside attorney.

It was discussed that the letter needs to be mailed certified mail (Mr. Glenn Matthews)

A motion was placed for the New Contracts & Bids Committee to take bids for an attorney to place on retainer. This attorney will be used to regain the documents from the former Board Members.

The letter is to be sent to all Board Members as of June 16th.

Motion was placed by Dan McVey

The motion was seconded by Gerri Thomas

Parnella Baul called for a vote

The motion was unanimously carried

Revised Budget

The budget approved by the community was revised to remove the "Snow Removal" section completely.

1. Eva Grier – New Castle County, asked for all mentions of "Snow Removal" to be removed before the county can collect assessments.
2. The assessment to be billed by New Castle County was reduced to \$164.00. (This reflects the \$20.00 which will be deducted and billed separately for snow removal.)

Motion was placed Pat Barber

Gerri Thomas seconded the motion

Parnella Baul called for a vote

The motion was unanimously carried

Newsletter

Mrs. Parnella Baul submitted a rough draft to the board. She asked for all additions and corrections to be emailed by Wednesday as the approved copy must be submitted by Thursday for printing.

Deed Restrictions – Architectural Review Committee

All previous Deed Restriction Amendments are not allowed; Section 3.04 of the Buyers Information Handbook states that no Architectural Review Committee is not allowed while Blenheim still owns properties in the communities.

A motion by Dan McVey was placed to dissolve the Architectural Review Committee,
 Gerri Thomas seconded the motion
 Parnella Baul called for a vote
 The motion was unanimously carried

A motion was made by Dan McVey to reverse all Deed Restriction/Architectural Review Guideline changes made by the Architectural Review Committee to date.

Gerri Thomas seconded the motion
 Parnella Baul called for a vote
 The motion was unanimously carried

Division of Subdivisions for Email Communications:

All Directors need to decide amongst themselves who will take care of each section, by street to minimize constituents. This will allow for stronger communication between the Board and the community.

Grounds and Maintenance Report

Repairing the sign will cost the community approximately \$1,400.00

The Gazebo has a basement with the pump for the irrigation system. This pump is broken. This basement needs to be locked as well as the power box.

There are two (2) spotlight are broken which need to repaired.

A motion was made by Pat Barber for the New Contract & Bids Committee to obtain bids for the repair of these items.

Gerri Thomas seconded the motion
 Parnella Baul called for a vote
 The motion was unanimously carried

A motion was placed by Dan McVey to allow up to \$5.99 for a *Master Lock* to be obtained for use for the locking of the Gazebo Basement

Pat Barber seconded the motion
 Parnella Baul called for a vote
 The motion was unanimously carried

The Grounds and Maintenance Chair and the owner of Forever Green walked through the community and reported that 30 trees need to be replaced. These are no longer under warranty as they were planted during the community conception. The approximate cost of replacement is \$5000.00.

The sand on the street, from the snow removal, should be swept.

There are benches and signs are being held by Bill Batchelor, a former board member. Pete from Blenheim is willing to store these items for the community.

Mosquito Control Section of the State said they will be out in the next two (2) weeks.

The ponds are an ongoing issue. DENREC will allow grant money to help pay for maintenance on the ponds.

Pat Barber will look into this for the Board.

The next meeting was set for August 12, 2003, 7pm at Olive B. Loss Elementary School. The meeting was adjourned at 9:11pm.



Brennan Estates Maintenance Corporation Board Meeting
November 3, 2003 – Olive B. Loss Elementary School

Roll Call:

- Glenn Matthew
- Jerry Thomas
- Eva Grier
- Pat Barber
- Charles Baul
- Jeffrey S. Witters
- Dan McVey
- Mike Hurd
- Scott Reiter
- Jim Hansen

The meeting was called to order @ 7:10 by Glenn

½ hour open to the homeowners – No homeowners present

Old Business:

Last Meeting Minutes

The minutes were approved with corrections

Dan McVey motioned

Pat Barber seconded

The motion was unanimously carried

Update about signs in the community

1. Top picture will be used for the sign
2. Signs have been ordered
3. Total cost of signs - \$ 1,346 with an estimated 16 hours of labor at \$40
4. Change the spelling of residence to residents in signs
5. Suggestion to change the post of signs from treated wood to metal or white plastic to cut down on maintenance of signs

Update about new lights out front of community

1. Delcolio Electric bid \$3,700 – 3 residual lights in front of each sign – need to remove 1st row of bushes
2. Does not include tree or gazebo
3. Approx. cost to replace all lights one time is \$400
4. Waiting for few more bids
5. Lights with guards on front look too obtrusive
6. Will wait on this issue until receive additional bids

Update for Grounds and Landscaping

1. 2004-2005 season – bid from Alra, Inc. for playground mulch at the Meadows \$3,000 for 100 cubic yards
2. Pat suggested rotating mulching playgrounds each year – Southwood needs mulch now. Dan suggested mulching Meadow now and putting Southwood in budget for next spring
3. Eva suggested to have playgrounds inspected at the same time as mulching

Double motion: Mulch Meadow now and Southwood in the spring

Pat made the motion

Jerry seconded

The motion was carried

Alra grounds and maintenance contract

1. Two year contract at \$39,000 per year

Pat made the motion

Scott seconded

The motion was carried

Snow removal contract

1. Needs to be more specific on:
 - a. Where snow is to be plowed
 - b. When the snow will be plowed – how quickly
 - c. Definition of “Heavy Snow” – include “at the request of customer”
 - d. Which sidewalks will be included in contract – only plow sidewalks if 6-8” of snow
2. Argument was made that there is no place to put snow unless pay extra money to have it hauled away. Can they push snow to open space where open space is available?
3. Sidewalks – Suggested that bike path from 896 to Denny road and one side of Balina

Motion to table contract until it is more specific made by Dan

Pat seconded

Motion carried

with the board for a shed explaining that the board does not have the power to approve sheds at this time.

Dan made the motion

Scott seconded

Motion carried

Additional New Business

1. Replacing board members Fred and Rodney Schuler

Jeff motioned to have Pat send letter to have Rodney removed and to have both board members replaced.

Dan seconded

Motion carried

***Need to include in newsletter that there are 2 vacant board positions.

***Eva will send ballots out to residents

2. December meeting – Monday December 1st

- a. Vote on sheds
- b. Open forum for community
- c. Show the bids for grounds and maintenance
- d. Signs to announce the meeting

3. Dan will call IDS (Independent Disposal Services) to obtain quote for multiple trashcans in the community. If IDS is too expensive, Dan will contact Charles to purchase 6 cans for common areas.

Pat motioned

Jerry seconded

Motion carried

4. Letters to be sent to residents

- a. Loud music / 7 cars
- b. Not picking up dog feces
- c. Parked trailer in driveway

Dan motioned approval of letters

Pat seconded

Motion carried

The meeting was adjourned at 9:05 pm



Brennan Estates Maintenance Corporation Board Meeting
December 1, 2003 – Olive B. Loss Elementary School

Roll Call:

- Glenn Matthew
- Gerri Thomas
- Eva Grier
- Jeffrey S. Witters
- Dan McVey
- Mike Hurd
- Emma Stanton

The meeting was called to order @ 7:15 by Glenn

Old Business:

Community Signs:

- “Deed restricted community” signs are now under all section signs except the main entrance sign
- “No fishing” sign now at all ponds
- “Playground for use of Brennan Estate residents only” is now at all playgrounds, tennis court and basketball court.

Lights for front entrance:

- Spent \$400 to fix all lights at front of community. They are broken again
- In process of getting proposal for lights that cannot be damaged with a guard on front. They are very expensive
- Also have graffiti on fence by basketball court.
- If you see vandalism – Stop it. This is your community.

Grounds and landscaping

- Altra Landscaping has been contracted for the next two years for all landscaping and maintenance.
- Approx \$60,000 to landscape and maintain all 100 acres. This is approx \$15,000 savings

Snow removal

In the process of signing contract with Altra for snow removal.

- Following things are being addressed and need to be changed in contract before it will be signed:
 1. Sidewalks on Belina and Brennan Blvd need to be included in contract
 2. Altra will be responsible for any damage that occurs during snow removal

Other old business

- Meadows playground mulch just redone. Next will be Southwoods then Woodlands. This will be done on a yearly basis
- Benches are now installed at Southwoods. The other two playgrounds will have benches soon.

New Business:

Treasury/Finance Committee Report: Not available

Voting on Snow Removal: Not available

Nomination of representatives for the Meadows: Not available

Explanation of Deed Restrictions: Glenn

- Snow removal last year very expensive – approx. \$60,000
- There are a number of homes that did not pay. Several things can be done with the extreme being putting a lean on the property.
- Assessments went out in July 2003 – should have gone out in February 2003. The 2004 assessments will go out in February 2004.
- Deed restriction requests: first forward to Toni Wilhite and her committee. If they are not sure, it comes back to the board. If the board is not sure, then it goes to the lawyer.

Sheds:

Sheds that were approved with previous board should not have been approved. Ballots will go out and if we do not get one back from you, we will knock on your door. If you have an approval and have not put your shed up, please do not put up yet. We are asking as a community to honor the current boards request until we get this worked out.

Eva Grier:

Explained the information she brought with her

Shingles:

Glenn read letter from Blenheim explaining that they will replace free of charge the shingles that blew off in the wind as a good will gesture.

Open for Questions:

The following questions/ issues were discussed:

1. Status of trash cans at the basketball/tennis courts and playground. Glenn responded: Charles Baul has ordered trashcans with small wheel on top. IDS will empty on weekly basis at no charge.
2. Roof / shingle issue. Is there any more recourse we have with Blenheim? County inspector responded: the county is meeting with Blenheim tomorrow (12/2) and the county will address the issue after the meeting.
3. Any restrictions to running a home business out of home? Glenn took name and phone # and will follow up with her.
4. Basement leaks. What are my options? County inspector responded to contact the builder, then warranty company and file a complaint with county inspectors.
5. 2 street signs blown down. Lights out on Brennan Blvd, graffiti issue.
6. Narrow turn lane at entrance off of 896. Eva recommended contacting Deldot and State Representative.
7. Speed in neighborhood. Can we put in speed bumps or 4 way stop signs?
8. Sheds
9. What are restrictions for screened in porches. Dan replied that deed restrictions do not specify. Any structural changes need to be brought in front of the board.
10. Fallen trees. Who is responsible to remove once the trees have fallen? Glenn took her name and phone # and will get back to her.
11. Shed
12. Town homes vs. single family – needs to be addressed separately on shed issue
13. Parking in Woodlands on the streets. The streets are very narrow and people need to use the designated parking spaces
14. Sheds