



Brennan Estates Maintenance Corporation Board Meeting
January 13, 2005 – Olive B. Loss Elementary School

Roll Call:

- Glenn Matthew
- Gerri Thomas
- Phil Davis
- Dan McVey
- Scott Reiter
- George Weicker
- Eva Grier
- Emma Stanton
- Jeff Witter

Gerri has Toni's proxy vote

Glenn called the meeting to order at 7:17 pm

Since we have so many residents present tonight, we will introduce the board:

Glenn Matthews – President - Terraces

Gerri Thomas – Treasurer - Meadows

Phil Davis – Board Member - Meadows

Scott Reiter – Board Member – Terraces

George Weicker – Board Member -

Dan McVey – Board Member - Terraces

Emma Stanton – Board Member - Southwoods

Jeff Witters – Board Member - Arbors

Not present – Toni Wilheight – Vice President –

We are still looking for a representative for the Woodlands.

Open for Community/Residents to address issues:

- Civic Association representative – Lawrence – The Block Town Watch has been formed. We have 20 current members. February 9, 2005, we will have a meeting with Officer Snook. There have been 3 official burglaries confirmed

in the neighborhood. Anyone interested in joining the Block Town Watch, please see Lawrence

- The BEN has been revamped. We are now in partnership with the school. Eight residents so far are members of the BEN committee. We will try to get the newsletter out on a monthly basis. Send all information to be included in the BEN to Lawrence.
- There will be an election in Feb for anyone who is interested in servicing the Civic Association.
- Chuck Shipley has lived in Southwoods for 5 years – There are hunting activities in the state owned property. The hunters have become very bold – he has even sent them coming out of the woods with a shotgun. Can we approach the state to post on the Summit Bridge side? Eva Grier, a representative from New Castle County, will get the proper contact information to Mr. Shipley.
- Who do we contact about a streetlight that is burned out? Contact Conectiv, they will need the number posted on the lamppost.

Read and approve minutes:

Emma motions to approve December meeting minutes with changes

Scott seconds motion

Motion carries

We are going to jump ahead to New Business now to discuss the joint meeting with the Civic Association:

- New Castle County will send out an invitation to each resident. We will ask Patty Powell and Steve Amick (State Representative) and Officer Snook to join the meeting.
- This is a very large development and there is a lot of power in numbers; however, we cannot make a change if the community does not get involved. We will get together with Lawrence to get some powerful people together to help.
- We already have the school secured for the 2nd Thursday of February. We do not want to focus on board information. We need to focus the entire meeting on the crimes and vandalism. NCCo will send out the flyer.
- Officers can come in and do a presentation for us and give us some options.
- There were about 40 residents present at the Civic meeting last night. 20 residents signed up for the Block Watch.
- Officer Snook should do a presentation at the meeting whether it is on the Block Watch or other options.
- Do we have enough time for the county to send out the flyer for February 9? Yes, the county can get the flyer out. We need to create a flyer that will go out to all of our residents stating that it is a joint meeting between the Civic

Association and the Board Members on February 9th to discuss vandalism and robberies.

- If you see something suspicious, you need to call New Castle County police. The more you call, the more they track and the more they will drive through the development. If you see something, call 911, then call Gerri and she will call 911 and so on. If you don't call the police, they can't change anything. The non-emergency phone number is 573-2800.

Old Business:

- Deed restriction violation update (Toni) – letters will be going out in January to address the many deed restrictions in the community.
- Sidewalk ramps update (Toni) – No status update from Toni
- Benches (Glenn) – Benches are now put in place in the Meadows. Is there a trash can? There is an extra one that was ordered with the last round in Dan's garage. We can have the Meadows Park added to the IDS pick up.
- Playgrounds (Glenn) – The spring toy is fixed at the Meadows playground. The representative will come out in the spring to inspect all equipment. We have one issue with the OBI Distribution playground. Scott is meeting with the representative next will to discuss having the dangerous spring toy removed.
- Status of Handyman (Jeff) – We have hired a new handyman, his name is Nick Flannagan. He is doing a wonderful job. So far, the work that he has completed is:
 - The lights have been repaired in from with the exception of 2
 - The gazebo will have four lights strung down with shatterproof glass as well as cages.
 - White fence at basketball court is completely down. We will install concrete stoppers at each parking space so that people cannot run over fence. It is currently a split rail fence. Can the replaced fences be painted white like the old ones? Nick recommended letting the fence season for 6 months and then we can treat it with anything we want. Should not be a problem to paint white at that time. The split rail was less expensive to replace.
 - Fence a pond at Meadows
 - All gazebos will be pressure washed and painted and repaired.
 - New sensors to turn lights on when it turns dark.
 - Lights along sidewalk going toward pool – best way to determine who owns these lights is to look at the record plan. Jeff has asked Nick to hold off on these lights until we determine who's responsible.
 - Signs at playground – he hammered a 6 ft pipe into the ground and put the pole into the pipe and then cement sign into ground. No one should be able to shimmy them loose again.
- Additional Information for Newsletter (Emma) – Gerri will send something out tomorrow to Emma.

- Storm Water management Ponds – we got information on triploid carp fish. Dan will call to get a price for the fish. Suggested that we try to stock one pond with fish and see how it goes. Phil and Dan will get together on this project. Scott knows a few communities in PA that have said the opposite on fountains. They suggest that the fountains are reliable and you can run the electricity off the lights, which we have by the ponds. Scott will continue to research this idea. It was suggested that we try one pond with a fountain and try one pond by stocking with fish.

New Business:

- Treasurers report (Gerri) – Balances as of 12/31/04:
 - Replacement of assets – Transferred \$15,000 from money market account for total balance of \$20,012.43
 - Checking account - \$36,002.94
 - Money Market account - \$41,609.27
 - Letters were sent out for late snow removal. We had 186 residents who owed late snow removal and approximately 65 have sent in their \$20.00
- Architectural Review Committee Report (Dan) – no new requests have come in
- Playgrounds (Scott) – want replacement spring toy (talked about earlier in meeting). Part for the Woodlands playground has been ordered. The part will arrive in approximately 6-8 weeks. Impax representative came out and measured so we know how many yards are needed. We are waiting for quote from him.
- Grounds Committee (Jeff) – Need community involvement. If you see something that needs to be fixed, email Jeff or Toni. We cannot be everywhere all the time.
- Altra's new proposal (Glenn) – Jeff from Altra has revised the contract for 2005 – 2007. He reduced by over \$5,000 per year but he is asking for an extension of contract to 3 years.
 - \$56,820 was the original bid. New proposal fee is \$51,920. He wants to be locked in for 3 years. Current contract expires next year. We should get another bid.
 - Phil will get two more estimates to help make everyone comfortable.
 - Still against bi-weekly cutting of the berm.

Emma makes a motion that we research and receive two additional proposals in regards to landscaping and grounds.

Gerri seconds motion

Motion carries.

- Clean up Trash in Brennan Estates (Glenn) – Glenn spoke to Jeff at Altra in regards to cleaning up the trash in the streets of the community. Explain to community that trash ends up in the storm water management ponds. This

would be just a one time clean up. We will be charged \$155 per hour. He will bring in a group of 5 guys for the day. Nick Flannagan proposed to Jeff that he has some reliable teenagers that will do the clean up for \$8 per hour. Suggested that we turn clean up responsibilities over to the Civic Association for a community day. If we don't clean up the trash, when spring comes and they cut the grass, they will cut the paper too. If we could get 50 people in this community to come out and participate. Let's delay clean up until the spring. It will continue to get dirty with the sand, wind and snow. Have a community clean up day in early spring and see what the turn out is. If we do not get a good turn out, we will spend the money then. The last time we did the clean up, we took out a dump truck of garbage.

- What can a homeowner do for enlarging deck, adding gazebo, etc.? See Dan, you need to get approval from the Architectural Review Board (Dan) and also from New Castle County.
- Meeting with Civic Association about town watch (Emma/Glenn) – addressed earlier in meeting.
- Any additional items for discussion:
 - Snow removal – how much do we pay the snow removal person? He plows on lane down the street, so you have to shovel the drive and the street. If your street is plowed improperly, call Gerri or Glenn. What is properly? To clear the entire street? He has been instructed to push the snow out of cul-de-sacs and across Brennan Blvd.
 - Emma asks to verify all board members and positions for the newsletter:
 - Glenn Matthews – President
 - Toni Wilheight – Vice President
 - Gerri Thomas – Treasurer
 - Dan McVey – Bi-Law Committee Chair and Architectural Review Board
 - Phil Davis – Board Member
 - Scott Reiter – Board Member
 - Jeff Witters – Board Member
 - George Weicker – Board Member
 - Emma Stanton – Board Member

Still need one person for the Woodlands

Also still looking for a hospitality coordinator, 1-2 residents for the playground committee and 1 person from each section to help with traffic issues.

- Proposed to Steve Amick to place 3 stop signs on Brennan Blvd. He basically stated that it will be a long and drawn out process but the process has been started.
- Call the New Castle County non-emergency phone # to report speeding in the neighborhood.
- Mike Somers will come out and give a presentation to help with traffic

patterns and speeding. George will handle calling Mike Sommers to get this process started.

- New Castle County Clean Air Act of 1990 prohibits open burning. The exception is campfire or cooking fire in June, July and August.
- There have been quite a few emails and questions about the orange fences that we have previously spoken about. They are under contract to be fixed in March by DELDOT.

Dan makes a motion to adjourn the meeting

Gerri seconds motion

Motion carries

Meeting adjourns at 9:07 pm

Adjourn: 10 minute recess

Closed session - 15 minutes

Glenn called the closed session to order at 9:15.

Glenn stated that he feels it is very important for him to be accessible at all times. He was \$134.00 over his cell phone plan. He has 800 free minutes on cell phone plan. Every minute over that is .50 cents. He has increased his plan to 2500 free minutes.

Emma makes a motion that the board purchases a cell phone for the use in Brennan Estates so residents or vendors can always get in touch with an officer or board member.

Scott seconds motion

Motion carries

Emma makes a motion to reimburse Glenn Matthews for the cell phone usage of \$134.00 in November and \$34.00 in December for the minutes used outside of his plan for the use of Brennan Estates business.

Phil seconds motion

Motion carries.

Meeting adjourns at 9:25 pm



Brennan Estates Maintenance Corporation Board Meeting
February 10, 2005 – Olive B. Loss Elementary School

Roll Call:

- Glenn Matthew
- Dan McVey
- Scott Reiter
- Eva Grier
- Emma Stanton

Emma has Toni's proxy vote

Emma has Phil's proxy vote

Emma has Gerri's proxy vote

Glenn called the meeting to order at 7:25 pm

Read and approve minutes

Emma motions to approve January meeting minutes with corrections

Scott seconds motion

Motion carries

Open forum for resident – 20 Minutes – no residents present

Old Business:

- Statuses of Repairs by Nick Flanagan – Jeff – New lights have been put up at the gazebos. There are metal shields that will push lights down. The lights will be on a sensor. He will need to wait to do the rest of the repairs until the weather breaks.
- Status of Newsletter – Emma – The newsletter has been sent out.
- Bids on Grass Cutting – Phil – No report
- Joint meeting for Town Watch – Glenn and Eva – Town meeting was a fiasco. I think the board was more than fair to the civic association in co-sponsoring. The only thing that Lawrence needed to do was to secure the building and that did not happen. Personally, I feel that the board should wash our hands of it. I would

like to see it through; however, it is not really the board's job. In our newsletter, maybe we should remind the homeowners to help support the civic association by starting the Town Watch program. Officer Snook suggested doing the Town Watch by section. She said that she would come out as often as needed. The Town Watch does not run through the civic association. It will run through New Castle County Police. For the Town Watch program, anyone who signs up to be a part will have a background check done. Glenn would like to go back to Lawrence and suggest the Town Watch program be rolled out by section. Of the three burglaries: 1 the home was left unlocked. The other 2 looked like they knew exactly what they were looking for. Anytime we attach our name to something and it doesn't go well, it reflects on the board. It makes us look bad. It looks like we were not working with the civic association and we all know that was not the case. Emma personally emailed Sen. Amick to come to our meeting. She gave Officer Snook a firm approach to giving a presentation. It was very embarrassing to the board. If we are going to help him in the future, we should do so at a distance. Lawrence said the school screwed up. Glenn spoke to the building facilitator and he stated that the proper paperwork was not filled out. Lawrence came into the school on Sunday and asked a maintenance person to set up 200 chairs on Wed night. It may be more beneficial to have a small flyer done for the Southwoods and get them to a meeting with Officer Snook. Dan agrees; however, it should be the civic association organizing the Town Watch. The problem is that some of the board members feel that if we leave it up to the civic association, it may never get off the ground. The Town Watch is allowed to form their own board. It does not have to fall under the civic or maintenance association. Eva was going to state in her opening and closing that it does not have to fall under the civic association or the maintenance corporation. They can be their own entity. Eva is in agreement and support of whatever the board decides.

Dan makes a motion that we remove ourselves from the Town Watch Program

Scott seconds the motion

Motion carries

- Lights by the Pool – Glenn – The lights at the pool belong to the pool. They (Bleinheim) have stated that they are not going to replace these lights.
- Clean up Day – Glenn – Glenn spoke to Lawrence. They will put a clean up day on their agenda. If the civic association does not have something scheduled by next month, we should start to plan something.
- Contacting of Mike Somers for Traffic problems – George – No report.
- Deed restriction violations – Glenn in Toni's absence – Toni has misplaced the deed restriction list for the town homes. Scott has a copy at home and will get it to Toni. We still need deed restriction violations from Southwoods and Arbors. Toni will handle the deed restriction violations for the Woodlands.

New Business:

- Appointment of Representative for the Woodlands – Glenn – Glenn has misplaced the piece of paper for the representative for the Woodlands. He will try to locate and call her. He thought she would be here tonight.
- Treasurers report – Gerri – Balances as of 1/31/05:
 - Replacement of assets – \$20,018.38
 - Checking account - \$29,990.59
 - Money Market account - \$45,352.44
- Architectural Review Committee report – Dan – No new requests. Someone called Glenn to put up a fence. He asked him to go to the website and contact Dan.
 - Fences in the Terraces – The lawyer is handling it. They can place a lien on the property. They will have to remove the fence before they sell.
- Playgrounds – Scott – it is expensive to do plastic toy. They are really not that dangerous. They meet all regulations. Playgrounds in general are dangerous.
 - Woodlands playground toy – everything is fine. We will not replace the metal toy with a plastic toy.
 - R.C. Collins put in the benches and the see saw in the Southwoods. We got a report from Tiny Tots saying the swing set is not to code. It has metal screws and they should be bolts. It is 9 feet off the ground and it should be 7 feet off the ground.
 - Playground on Belina – we need to call R.C. Collins to come in and have them pull out swing set and re-install to code. Should we remove the swing set from Belina and have a Game Stop swing set installed? That way, all swing sets will be one vendor. Find out how much it costs to pull out and reinstall correctly and how much it would be to reorder a whole new swing set from Game Stop.
 - Dan has pricing on the mulch from Game Stop. For all 3 playgrounds it is \$2400 and an extra \$2300 if we want them to install all 3. Does this quote include the removal of old mulch? No, they would install right on top, which is why all 3 playgrounds were quoted at different depths. Quote for 10 rubber mats \$1400 – they are not anchored because it is not as effective for safety. No because if we cannot anchor, someone will steal them. Old mulch is not working. We expected to replace mulch once every 3 years. Do we do the playground that needs 4 inches and wait for the other 2 until they get lower? Table this until Dan gets quotes from other companies.
- Grounds Committee – Jeff – No report
- Lights at the Gazebo in Meadows – Glenn – If we take and light up the gazebo at the Meadows, we may chase away some damage that has been done. Every time Nick is here, it costs us \$50/hour. Get Nick to give an estimate to install the lights. We may need to think about what wattage we put there so that residents

don't complain.

- Lights by the pool for parking lot – Glenn – The parking lot belongs to us because we own the playground. Currently there are no lights in the parking lot. We have a responsibility to the development if something is brought to our attention. There are some shady things happening in the parking lot. We are proposing that we put one light in the parking lot, one light for the tennis court and one light for the playground. We should go to neighbors that back up behind the parking lot to let them know what the plan is. I was thinking of not a streetlight but a mercury vapor light. There are certain types of lights that you can put in certain areas. Is there a county code? Denny Hardaman is contact. Eva will send an email with his phone number. Eva will research and let us know what kind of lights can be used.

Dan motions that we contact all neighbors that back up to the playground and tennis courts in regards to the lights.

Emma seconds motion.

Motion carries.

- Curbing residents dogs – Glenn – There has been a problem with residents not picking up after their pets. Officer Snook recommended that the resident get a picture of the dog going in their yard. There is a minimum of \$50.00 fine. The resident does not have a dog and she cleans up dog mess everyday. The resident needs to first call the county and file a complaint. The problem is that the county sites where the fescues is, so if it is in her yard, she would be sited. Did we talk about including an ordinance in our bi-laws? No, it is already in deed restrictions. If one or two residents step up to the plate and call the police, I think this issue could go away.
- Any additional items for discussion –
 - We are still trying to get quotes for the pumps and the fish for the storm water management ponds.

Adjourn: 5-minute recess

Closed session 15-minutes

First Budget Proposal (Draft 1)

- Mike did not change the assessment. We went over \$35,000 budget this year because of the \$62,000 we spent on ponds.
- Only change – instead of \$5,000 he recommended \$11,800 for replacement fund.
- Reduced budget for ponds to \$23,420. Everything else is pretty much falling into place.
- Snow removal procedure is to make one pass on every street. They will then come back and do curb to curb where they can. The complaints we had last year, Glenn called Jeff and discussed them with him and there were on top of those this year.
- Put in newsletter asking residents to put their cars in the driveway and off the street to help with snow plowing.

- \$36,000 more last year than budget, but we still have \$75,000 in the bank. Where is the money coming from?
- You want to keep a reserve so that anything that comes up unforeseen you are prepared for it; however, you do not want to make a profit.
- Legal fees – we didn't spend as much as we needed. He did not charge us for some things. We still haven't gotten some bills. Legal fees would be roughly \$17,000 so that is why he is budgeting less.
- All of our trees have not been replaced.
- Lawn mowing went over because of edging and berm.
- According to Mike, there was never any money missing from previous board. There was just very poor record keeping.
- Put \$20,000 in replacement fund to make up for what the previous board did not put in.
- Lawn contract – Glenn drove the development for 1 ½ hours with Phil and he could not believe the amount of grass we have to cut. When Glenn got bids 3 years ago, Jeff was the cheapest. Brickman was double Jeff's price and the third guy stated that after he reviewed the property, he did not want the contract.
- Budget is only increasing \$100 over last year.
- We can table this until there are more board members. Emma is not comfortable with having proxy for three other board members. We will try to have a quick meeting on a Monday so we can get this approved. The homeowners have to approve the budget and it needs to be in the mail by May.

Emma makes motion that we adjourn

Dan seconds motion

Motion carries

Meeting adjourns at 8:53 pm.



Brennan Estates Maintenance Corporation Board Meeting

- **March 10, 2005 – Olive B. Loss Elementary School**

Roll Call:

- Glenn Matthews
- Toni Whilhite
- Phil Davis
- Dan McVey
- George Weicker
- Emma Stanton
- Scott Reiter
- Zenobia Thompson

Toni has proxy vote for Jeff and Gerri

Glenn called the meeting to order at 7:18 pm

Read and approve minutes

Toni motions to approve February meeting minutes as they are.

Dan seconds motion

Motion carries

Open forum for residents – 20 minutes:

- Brenda Motley – Came to introduce herself to the board. She is a member of the Civic Association's welcoming committee. If the board has anyone interested in the hospitality committee they would like to work together. The welcoming committee is in the process of doing a meet and greet for new residents. If the board will get a copy of the by-laws to her, she will make sure that it goes into the welcome basket for all new residents.
- How often are the trash receptacles near the basketball court emptied? Once a week by IDS. We will follow up with IDS to ensure that this is getting done and also look into a larger can.
- Split rails by basketball court have been falling down. A resident has been picking them up. Glenn will call Nick and have him put a spike thru the split rail to help keep them from falling down.

Old Business:

- Status of Repairs by Nick Flanagan – Jeff – Everything that can be done right now is done until the weather breaks. Once the weather breaks, he will complete the work on gazebos. We will also extend the fence into the woods by the Southwoods Storm Water Management Area.
- Bids on Grass Cutting –Phil – Contacted 3 companies. Only two are willing to come out and walk the property for an estimate. Every time we are scheduled, we get a snowstorm. Hopefully next week this can be completed. There is no time crunch since we are under contract for the current year.
- Lights by the Pool – Glenn – There seems to be a misunderstanding from last meeting. We are not interested in a streetlight. I was thinking a large, bright light that would shine on the parking lot, playground and pool. Nick met with an electrician on Friday and we are waiting for that information. Glenn will talk to Eva.
- Contacting of Mike Sommers for Traffic problems – George – Has not been done yet. George will contact Mike Sommers for information.
- Deed restriction Violations – Toni – Letters are done. They just need to be mailed out.
- Lights at the gazebo (Meadows) – Glenn – waiting for the answer from Nick. He met with an electrician last Friday.
- Lights at parking lot by pool, tennis courts, playground – Glenn – same as above.

New Business:

- Appointment of Representative for the Arbours – Glenn – Zenobia Thompson – 832-8688
Toni motions to approve Zenobia Thompson as a board member representative for the Woodlands
George seconds motion
Motion carries
- Treasurers report – Gerri – Financial Report as of 2/28/05
 - Money Market Account \$37,982.13
 - Checking Account \$10,510.00
 - Replacement Fund \$20,023.76Toni makes motion to accept treasury report as given
Emma seconds motion
Motion carries
- Architectural Review Committee Report – Dan – Nothing new
- Playgrounds – Scott – Woodlands to replacement has been ordered. Approximately 6-8 weeks for delivery. Scot is working on Southwoods. No new update.
- Grounds Committee – Jeff – No report
- Curbing residents dogs – Glenn – Glenn did a search on the Internet for

something that would help remind our residents to pick up after their dogs. See attached information on Leisure More. The suggestion to the board is to purchase ten and place them strategically around the neighborhood with trash receptacles next to them. The trash receptacles are \$110. Toni thinks that by placing these, we are enabling these residents. She stated that she doesn't think we should spend the money with the hope that these residents will use them. We are trying to spread good will. Should we try just the dog bags and not invest in additional trashcans? Can we try a happy medium and put 3-4 dispensers up? There should be a trashcan in the Meadows park. It looks like we can attach the dispenser boxes right on the signs we have existing. We can ask the county for the code and we can put it right on the box along with the cost of the fine. We have a lot of inconsiderate residents. If they see the boxes, it might help. We need to put the dispenser on each side of Brennan Blvd. Where we place them should be predominate areas that we see dogs being walked everyday. Lets start with 4 dispensers and one new large trash can:

- Poop park – 1 dispenser and the extra trash can in Dan's garage.
- Woodlands – 1 dispenser and 1 trashcan moved from the basketball court.
- Basketball court – 1 dispenser and 1 new larger trash can

Emma makes a motion that we invest in purchasing 5 bag dispensers – model #2075 with build in locks

Dan seconds motion

Motion carries

- Additional Trash dispensers – Glenn – Dan has one extra trashcan for Meadows. Move the one from basketball court to Woodlands and order one larger trashcan for the basketball court.

Emma makes a motion that we investigate purchase of 1 large and 1 small trashcan to go with our bag dispensers for pet waste

Phil seconds motion

Motion carries

- Have shed issue reviewed by the lawyer – Glenn – I don't know how many people saw the ListServe last month, but we were really slammed on it. There had to be 500 since our newsletter went out. Suggestion is to have the lawyer rip the shed restriction apart and put into laymen's terms. How long will it take the lawyer to get this information and how much will it cost? No one is saying that residents cannot have sheds; it just says you have to have them attached to your home. Send Eva an email to ask her to send out the A.R. guidelines to all residents. With spring coming, there will be a lot of requests.
- Printer – Gerri – Glenn is currently using his personal printer for all B.E. business. The printer is too small and too slow (approximately 1 copy per minute). Can we purchase a printer as property of B.E. maintenance corporation for B.E. business in the price range of \$189-\$300?

Toni makes a motion to buy a printer for use of Brennan Estates Maintenance

Corporation with maximum value of \$300

Zenobia seconds motion

Motion carries

- Any additional items for discussion:
 - The signs for the Civic Association meetings state Community Meeting. Should we have signs that we put up on Monday or Tuesday before our meeting? Kristy will find out who made the sign for Rose Hill development.
 - Dan looked into fish. We need a permit from DENREC or Fish and Wildlife. Once you have the permit, they will give you a list of where you can buy the fish. The Ponds must pass inspection before a permit will be issued. It was also suggested that we try barley straw. It helps to inhibit the algae from forming. Dan is having information on this sent to him and should have it available for the next meeting.
 - The pond at the end of Primrose was never treated. All other ponds were cleaned up except for this one. It is not that big of a pond. Can we look into having this one cleaned up? Glenn will talk to Jeff about why this one was not done and if we were charged for it.
 - Emma received a call from a resident on Bryan Circle with a complaint about the residents that are pumping the orange onto the street. They are pumping clear water out of his basement. As the water runs thru the lawn, it is running thru all the red clay. We have checked with New Castle County and it is not a code violation. We suggested to the resident that he send the sump pump out the back of his property; however, the way his grading was done, he would have to run it too far out. We do not have any ground to stand on to tell him not to do this because it is not a NCC code violation.
 - Resident on 33 Primrose has a complaint that the snowplow tears up her yard every year. Jeff from Altra will take care of this. Residents name is Treyna – 836-9916
 - The paint for the BE signs as you come off of 896 onto Brennan Blvd look terrible. Glenn will look into how much Nick will charge to repaint the signs; however, it is gold leaf paint and therefore very expensive.
 - Need to discuss Budget because we have to get the bills out after next months meeting.

Dan motions to adjourn at 8:20

Phil seconds motion

Motion carries

5 minute recess before we begin the closed session.

Glenn calls the meeting back to order at 8:25 to discuss the budget

We were over budget last year by \$35,922 due to the Storm Water Management. It has been suggested that we do not lower assessments at this time. Is there anything anyone sees that they are concerned about?

- Why is the actual assessment income \$8,000 less than budget? Is this from residents that have not paid their assessments? Part of the Arbors was not turned over to the board at that point.
- Snow removal actual for this year – have we gotten anything back from the state yet? Bill for first snow this year was \$10,000 and we have not received anything back yet from the state.
- Replacement fund – should stay at \$11,800 to make sure we have enough money when we need to start replacing things.
- We did not factor in next year to have an audit done. We now have all records in tact. Audit is a good idea because the neighborhood is so large. Do we need to have him put the money into a budget for an audit? Our fiscal year ends in July right now. It should be February. We should have in our by-laws that at the end of each fiscal year, an audit is performed. Then if a resident every questions, we have the documentation.
- Next month, we will send out a letter to have a meeting to approve budget. The bills will be sent out after budget is approved.
- Move \$3,000 out of Storm Water Management and \$2,000 out of legal and put in a total of \$5,000 into Audit.

Emma makes a motion that we accept Draft 1 of the budget with the changes to Audit fees so that we can receive a Final Draft for the budget of fiscal year 2005.

George seconds motion

Motion carries

Dan motions to adjourn

Phil seconds motion

Motion carries

Meeting adjourns at 8:40 pm



Brennan Estates Maintenance Corporation Board Meeting
April 14, 2005 – Olive B. Loss Elementary School

Roll Call:

- Toni Whilhite
- Phil Davis
- Dan McVey
- George Weicker
- Scott Reiter
- Zenobia Thompson
- Eva Greir

Toni has proxy vote for absent board members

Toni called the meeting to order at 7:10 pm

Open forum for residents – 20 minutes:

- Budget went out – we have received several votes in the mail. We are passing out ballot sheets to those residents that need to vote.
- Tom and Diane Watson – Primrose - Meadows – They pass pictures around of what they live next to and pictures of other storm water management ponds. When will their storm water management pond be addressed and up kept? We spent over \$65,000 of our assessments to clean out the ponds. The people in this community do not understand how the storm water management systems work. We have addressed the trash, the grass company went into each pond to clean out. We have treated each pond with chemicals. We have spoken to other neighborhoods to decide if we want to add fountains or fish. No matter how much money we put into the ponds, it will not prevent people from putting cans, plastic cups, etc into them. There seems to be some inconsistency in how each storm water management system is maintained. We need to maintain what is necessary. We want the same level of maintenance as the other storm water management systems. Phil spoke to Jeff from Altra and he sent a crew out last week. He could not get into it as well as the rest of the storm water management systems without a boat or

snorkeling equipment because it was so deep. He will send a crew out again after it dries up a bit. No money has been put into the ponds for the past 5 years. By state and county standards, they are fine. It just depends on what the community wants to put into them and how much money they are willing to spend.

- One resident stated that she picks up all the trash on the Woodlands ponds. It blows out of all the cans that the lids don't stay shut. The Route 40 flyer goes into the ponds. What can we do about this? One resident cannot make a difference; however, the board should be able to put a stop to having them delivered into Brennan Estates. The board stated that it is very difficult to make a change to the by-laws because there is not enough support from the residents.
- From the Civic Association:
 - 1. Community wide annual clean up date is May 14 or 21. Then we are asking residents to clean up the common areas and playgrounds every Saturday.
 2. Need for trash cans – the traffic guards on Brennan Blvd say there is too much trash. Board stated that more trashcans as well as 5 dog waste dispensers have been ordered.
 3. If you do not want Route 40 Flyer delivered to your home call 1-800-220-1230
 4. Next Civic Association meeting is May 11th.
 5. We are looking at having a community wide garage sale on the 3rd Saturday of May. We are asking everyone who participates to donate \$10 for garage sale.
 6. Pool sign – should we charge rent on sign in front of the neighborhood?
- DelDot – traffic control issue in our neighborhood. We need to contact them and have them come out to do a traffic study. The issue with putting in speed bumps is that it hinders emergency vehicles.
- Concern about trees on Archer Dr. – every house on the street has a tree that blooms; however, his tree does not bloom. Every other tree blooms. Resident was told to contact Bleinheim to see if they will replace them.
- Drainage that runs off the pond behind the basketball court does not drain; it just sits there until it dries up. What can be done about that? That pond belongs to Amberwoods.
- Sheds – Vivian Rhem received a letter that my shed is leaning and therefore in violation. Toni will go out and look at the shed.
- What can we do about loitering around the basketball court and gazebo? They hang around and leave trash, etc. Can we place a sign closer to the road saying no loitering? You can call officer Snook at 395-8052 or call the non-emergency phone number for the police.

- Vandalism at tennis court – broken bottles, nets are destroyed, pavement cracked, etc. The board is addressing the issue of lights. It is very expensive to replace the light. Can we put up a sign stating that common areas close at dusk? The lights in the front of the development cost \$500 each time they need to be replaced. We need some kind of solution that residents are comfortable with. We have signs in all the playgrounds that someone took down. We can look into paying a security company; however, it is very costly. This could increase our annual assessments. So many people are looking at the Maintenance Corporation to save the community – but the community needs to get involved and call the police. Our job is to fix what is broken. We need to form a neighborhood watch. Twenty-one residents have signed up for the community watch. Officer Snook will be organizing a meeting next month. If you are interested in getting involved, call her.
- New Woodlands representative – Tracy Joniak – the more calls the non-emergency phone number receives, the more money the department is allotted in the budget and the more officers they will get.

Board adjourns to go into closed session.

- Zenobia suggests that we reorganize the agenda to that the old and new business is covered first and then the open forum...that way, the residents that are here can be informed. The by-laws state that the residents be allowed to address their issues for 20 minutes at the beginning of the meeting.
- We will talk about budget issues and get update from each board member and then table all other issues until next meeting.
- What is the problem with the Primrose pond? It appears that it was overlooked when the rest were cleaned out. It looks a lot better, but not done yet. The middle is deep, but the edges are very shallow. Pete Puroke from DENRAC wrote a letter to the board with recommendations. Pat Barber had that in a file. Has it been tested to make sure it is working properly? A year ago, it was functioning properly.
- Phil received an email that someone has a trampoline. She received the violation letter asking her to remove it. The next step will be another letter, and then the board will have to decide what fines we want to fight. Every trampoline in the Terraces that received a violation letter has been removed.

Read and approve minutes

Dan makes a motion to approve March meeting minutes with changes.

George seconds motion

Motion carries

George makes a motion to table all other information until next meeting.
Phil seconds motion.
Motion carries

Phil makes a motion to adjourn at 8:40pm
George seconds motion
Motion carries



Brennan Estates Maintenance Corporation Board Meeting

- **May 12, 2005 – Olive B. Loss Elementary School**

Roll Call:

- Glenn Matthews
- Gerri Thomas
- Dan McVey
- Emma Stanton
- Tracy Joniak
- Jim Hansen
- Eva Greir

Gerri has proxy vote for George and Phil.

Glenn called the meeting to order at 7:16 pm

Open Forum:

No resident issues

Old Business:

- Update on Swing set repairs (Dan/Scott) – Woodlands toy is fixed. Scott has price for swings in the Southwoods. Swings in Southwoods were never installed correctly so when they came out to inspect them, they did not pass. The whole set will need to be replaced.
- Bids on Grass Cutting (Phil) – we are getting bids for the 2006 contract. Phil is not present. We will table this until the next meeting.
- Dog waste containers and bags (Glenn) – They are ordered – takes about 10 days. Trash cans will be ordered in the next couple of days.
- Contacting of Mike Sommers for Traffic problems (George) – request has been made for stop signs. DelDot will need to do a traffic study. George not present for full report; however, the police have been out on Brennan Blvd.
- Deed restriction violations (Toni) – no report
- Architectural Review Committee report (Dan) – Five new requests. All

approved. There was a fence in the Arbours, deck in the Arbours, deck in the Arbours, fence in the Terrace town houses, deck in the Arbours.

- John Arot requests (Glenn) – The issue is in the hands of the lawyer. All the information requested by John Arot has been forwarded to the lawyer. John asked the board members if they had read the Federal Fair Housing Act. The board knows what is going on, we had an emergency meeting to discuss. John submitted the request over 30 days ago. Board stated that we are not lawyers and that this is a legal proceeding. We will follow up with the attorney and ask him to speed the process up. John stated that every day this goes on, it hurts him. He stated that his handicap tags have been on display prior to filing the complaint. There is no burden of proof on the board. Again, the board stated that the matter has been turned over to the attorney; there is nothing else the board can do until they hear from the attorney. All information was turned over and cc: to John. We are not going to debate it, it is not the issue.

New Business:

- Correction of Zenobia as representative for the Arbours –
 - Emma makes a motion that Zenobia Thompson be accepted as the representative for the Arbours and that it be reflected in the minutes.
 - Gerri seconds the motion
 - Motion carries
- Appointment of Representative for the Woodlands (Glenn) –
 - Emma makes a motion that we accept Tracy Joniak as the representative for the Woodlands who will be formally voted on at the board meeting in July
 - Gerri seconds the motion
 - Motion carries
- Treasurers report (Gerri) - Reports as of April 30, 2005
 - Checking Account - \$21,578.50
 - Replacement of Assets - \$20,035.47
 - Money Market - \$34,571.02

Any homeowner that wants a copy of the records can request them from Gerri Thomas.

- Pond clean up (Diane and Tom Watson) – Several companies came out to give an estimate to clean up the pond. Only one company gave a written estimate. It does not look like the other three companies will be giving estimates. Sapp Landscaping estimate is \$6,500 to drain, clean and haul away the debris. Sapp has a machine that sits on the side of the pond and rakes out the debris. The debris then sits on the side for a day to dry and then they come back in and haul the debris away. Is he going to give a written contract with detail on how he is going to do this? Just so you know exactly what is being done the with pond. Has DENRAC been contacted? Mr. Sapp is not changing any structure of the pond. He is just pulling the reeds out. How are

they going to drain the pond? Have him describe where and how he will be draining the pond. Can Tom or Diane contact Rick Sapp for detail explanation. As a board, we do not have a problem approving with a detailed outline and record of what was done.

- Emma makes a motion that we accept the proposal for Sapp Landscaping to clean up the pond at the end of Primrose contingent upon descriptive contract.
- Gerri seconds
- Motion carries
- Grounds Committee (Toni) – no information from Toni. As quickly as Nick is fixing the stuff, it is being broken. Two of the rails are gone. Glenn asked Nick if he can come back and bolt the rail into the post. The other day, three kids were climbing the BE sign. The only lights that they can break are the ones on the sign.
- Use of open space for little league (Glenn) – The open space by the basketball courts is being used for little league practice. One of the kids on the team lives in the neighborhood. The concern is the liability of Brennan Estates. Three years ago, Bill Bachelor brought his girls soccer team here to practice. He stated that he lived here and has the right to use the field. It was designed for kids in the neighborhood. Again, the biggest concern is liability. Should they be here? Do we have a liability? Every homeowner has a right to use the open space and bring a guest; however, if they have a league here what you may want to consider is to have your attorney directly contact the leagues stating that you will not assume any liability. If it is an organized sport, it needs to be addressed. Glenn has asked the lawyer to look into options and speed up the process. Are there any signs posted? Don't know what impact the signs will have. For use of BE residents only. BE does not authorize organized sports.
- Damage to our signs and fence (Glenn) – If you use Easy Off Oven cleaner it will remove graffiti off signs. If we took digital pictures of the damage to the neighborhood to place in the newsletter, would the county send it out? There is probably a way to do it, but Eva doesn't know how well the image would be after copying 800 times. There is nasty graffiti on the playgrounds. We have a lot of graffiti in New Castle County from gangs that are tagging. The playground graffiti is not gang graffiti, more like kids with foul language. We have drug deals going on in broad daylight. We have brought up the idea of a security guard before. Can we close all the open space at dusk? Is the open space considered private property? Signs would have to say Private Property of Brennan Estates Residents. New Castle County is trying to get more officers. The more phone calls we generate to the non-emergency number, the more responses we will get. If we get a security guard for six months, the guys hanging out won't know when we stop using them. If we get a security guard for a pilot for six months, it would deter homebuyers. There is no good thing about a security guard. There are a lot of people that don't feel

comfortable walking around here at night. This is a large development. Do you know what other large developments have done to deter this kind of problems? Establish a block watch, nosy neighbor concept, call the police, everyone has to get involved. How is the community watch going? Nowhere. We need someone to raise his or her voice in the Civic Association to get the neighborhood watch going.

- Lights around pool area (Zenobia) – Bleinheim is not going to replace those lights. They will put a spotlight up to shine over the pool only, not onto the parking lot or the tennis courts. Can we add a camera? Conectiv wants a three-year commitment so that a new board cannot come in and have the light turned off. The lights will be tall – about 25-30 feet but not unbreakable. Conectiv will come out and evaluate. We need approval from all the residents that back up from the lights. Zenobia will call Eva
- Any additional items for discussion:
 - It has been brought to Gerri's attention that there is a registered sex offender living in Brennan Estates. Is there a legal way to let our neighbors know? We will bring this to the attorney's attention. We can add a link to the BE website to America's Most Wanted and the Sex Offender Registry.
 - Assessments will be mailed out Friday May 13, 2005.
 - On Monday May 16, 2005 the County Executive, Chris Coons, is having a listening campaign to be held at the Middletown Fire Hall on Green St. from 5:30-7:30. It is an opportunity to come out and voice your concerns on how you want your tax money spent.
 - Newsletter really needs to go out soon. Please forward information asap
 - John Arot – Is it the boards' intention to use the lawyer to deny me my reasonable accommodations or is it the boards' intention to do what the law states. Glenn stated that we will follow the lawyers' recommendation.
 - What can we do about people not picking up after their dogs? We have ordered the dog waste containers that will have signs. Do we need other signs around the neighborhood? Send a letter to every homeowner stating what the fine is.

Emma makes a motion to adjourn the meeting at 8:34 pm

Dan seconds motion

Motion carries



Brennan Estates Maintenance Corporation Board Meeting
June 9, 2005 – Olive B. Loss Elementary School

Roll Call:

- Glenn Matthews
- Scott Reiter
- Dan McVey
- Emma Stanton
- Tracy Joniak
- George Weicker
- Eva Greir
- Zenobia Thompson
- Toni Whilhite

Glenn called the meeting to order at 7:20 pm

Open Forum:

- John Arot – Where are we with my issue? Glenn answered that he will have an answer by Friday June 10th

Read and approve minutes for April and May –

Zenobia makes a motion to approve April minutes with no changes

Scott seconds motion

Motion carries

Scott makes a motion to approve May minutes with changes

Emma seconds motion

Motion carries

Old Business:

- Update on Swing set repairs (Scott) – The equipment cost is \$3,100 for the whole new swing set for the Southwoods. Total cost with labor is \$7,400. Scott will find out what the GameTime representative needs and then will

contact Gerri to proceed. This has already been voted on in a previous meeting; therefore, we have the go ahead to get started. This comes out of the Replacement Fund. The GameTime representative will come out and inspect the equipment any time we ask him to. Little Tykes has sold the swing set division and it is a mess every time you try to deal with them. All the other playgrounds are GameTime, so we are switching Southwoods to them as well. Is there any type of description or warranty on the invoice? Scott will ask when he calls them back to place the order.

- Bids on Grass Cutting (Phil) – Phil has one estimate but Glenn does not know what it is. Altra contract is up in December. We rejected Altra's bid because it was so high.
- Dog waste containers and Bags (Glenn) – Glenn has the dog-waste containers. Nick will install as soon as we get the trashcans. IDS will pick these up as well at no additional fee.
- Contacting of Mike Sommers for Traffic problems (George) – Scott faxed Steve Amick a letter, but was told not to expect any changes anytime soon. There have been a few accidents at the gazebo.
- Deed restriction violations (Toni) – Toni not present yet. We have a number of residents who completely ignored the letters that were sent for deed restriction violations. Our option now is to send a letter from the lawyer stating you are in violation and have been warned by the board. This next step will cost \$50 per letter.
 - Dan makes a motion to have the lawyer send a letter to all non-responding violators.
 - Scott seconds motion
 - Motion carries

Who are letters being set to? The letters will be sent to the residents that have already received a letter from the board stating they are in violation of a deed restriction. Grass not being cut is a county code violation. It is a county code violation to have your grass longer than 8 inches. If this is an issue, you need to call 395-5555 to report it to the county. Number 3 or 4 Lotus Circle South – a code violation has already been called in for that house. The house seems to have been abandoned – the county will send a vendor out to cut the grass if it is determined to be abandoned.

- Architectural Review committee report (Dan) – Have not received any since the last meeting. Have not received anything for the pool or construction in Southwoods. Dan will check out the two on Bryan Circle. The single-family homes are allowed to have pools. We need the approval for our records.
- John Arot request (Glenn) – We did receive the letter from the lawyer today. We will go into closed session to discuss since the board members have not even seen the letter.
- Light in Playground and Tennis Court area (Zenobia) – Zenobia met with Mr. Sheldon, a representative from Conectiv, on June 1, 2005. They looked at the parking lot, playground and tennis court. He had to recommendations:

- Shoebox lighting – he suggested this would be the most efficient. 6 lights with 250 watts but we could get 150 or 200 watts to help with the houses on Lotus Circle. He suggested we use the 250-watt and if there are complaints, he could come back out to change to the lower wattage.
- Cobra Head –

He took measurements and will get back to us with a price. The lights will be 5 ft in the ground and 25 ft above the ground. They do not have anything to shield the lights. Mr. Thompson suggested looking into having cameras installed. Conectiv will not put in cameras. We would have to contact the police. Who will watch the tapes and maintain, etc. Glenn will contact Officer Snook about cameras. Can we contact other vendors for the lights? Conectiv does all the maintenance. We will wait for pricing. The Conectiv representative stated it would be a long process. At what point should a letter be sent to the residents of Lotus Circle? We need to ask if Conectiv will provide the petition to be sent to the homeowners.

New Business:

- Treasurers Report (Gerri) –
 - Checking Account - \$8,472.36
 - Money Market Account - \$35,353.42
 - Replacement Fund - \$20,041.43
- Resignation of Dan McVey (Glenn) – Dan is moving to the Meadows and the Meadows currently have three representatives.
- Appointment of Tracy as Corresponding Secretary (Glenn) – Tracy Joniak from the Woodlands is going to be the Corresponding Secretary. Her responsibilities would be when a letter goes out to our residents or anyone, Tracy will send them. The board has to vote on this. It will only be for one month, then the residents will vote.
 - Emma makes a motion that Tracy Zoniak from the Woodlands becomes the Corresponding Secretary until our annual meeting in July.
 - George seconds the motion
 - Motion carries
- Pond clean up (Glenn / Diane Watson) – Glenn has received everything from the vendor that the board requested in May. Geri cut a check for 50% and the work should be done within the next 10 days. Scott got prices for putting fountains in the ponds. The most expensive pond is by the school because of the size. For 2 pumps, the cost is \$10,000. The pond by Brennan Blvd could be done with one pump and would cost \$5,000-\$6,000. The price includes everything. He went to each pond and said he could draw off the streetlights. The next step would be to go to Conectiv. If we could do one pond per year, it would help with the cost. When we had the ponds cleared last year, did we expect to have to do them again? No, the 2 ponds on Brennan Blvd get the brunt of the sun. There are 2 residents that are dumping their grass clippings in the pond. The board can send a letter to them to let them know what

dumping their clippings is doing to the ponds. In order to get fish, you have to have your ponds inspected and make sure they meet their specifications. Then, they will let you know whom you can buy your fish from. Dan will continue to work on the fish and barley straw.

- Grounds Committee (Toni) – There is an area in the Woodlands on Jasmine Dr that is not being maintained. Glenn will handle. Also, the grass does not look very good where the sign for the Woodlands is. Jeff from Altra can hydro-seed.
- Use of Open Space for Little League (Glenn) – Closed session
- Light around pool area (Zenobia) – Toni has checked into having Bleinheim partner with us for the lights. The pool has been broken into and Jack Hillamen said that if we pay to install the lights, we can hook into the pool electricity. Jack is putting in one or two big lights that jet down onto the pool. If we put the lights in, are we responsible for maintaining? One concern about working with Bleinheim is based on past experience. The lights will probably cost about \$1,000 per month. Jack said if we put up or lights, we could hook into the pool meter. Mr. Sheldon and Jack need to talk.
- Appointing of Dan McVey as Architectural Review/By-Law Officer (Glenn) – Since Dan has been an asset to the board and the community and the board can create new positions, Glenn recommends that we create a position for A.R. / By-laws officer (or whatever we want to call the position) as a board member. His responsibilities would include overseeing the Architectural Review requests and the by-laws. He can create a committee if needed. Glenn stated that he likes the way that Dan plays devils advocate with the board and makes them see the other side. Because he is resigning since he is moving from the Terraces to the Meadows, we would like to continue to use his expertise with the by-laws and the A.R.
 - Zenobia makes a motion that Dan McVey be accepted as the new board member position of Architectural Reviewer/By-law Officer for a period of two years.
 - Scott seconds motion
 - Motion carries
- Drug activity on Brennan Estate Property – A resident stated that high school students are the culprits in some of the drug deals and that some of these kids live in BE. The basketball court and the gazebo are where they do business. Toni had a conversation with two New Castle County officers and they stated that the only way they can approach someone at the gazebo is if we have a private property sign. How does the board feel about getting rid of the basketball court? If you just take down the nets, you will have curbside basketball. Two more slats from the fence are also down. We need to put the private property signs on the gazebo. At the civic association meeting last night, the drug activity was a large issue at the meeting. Is there some sort of police presence? The more complaints we file, the more police action will be present.

- Cell Phones (Glenn) – Glenn is currently the only board member with a cell phone. He has looked into T-Mobile to get some board members cell phones. The cost of each additional cell phone is \$10 per month. We have 1000 minutes. The only other board member that needs a phone is Gerri. She is getting a lot of calls for closing information.
 - Emma makes a motion that Gerri Thomas be allowed to have a cell phone to conduct Brennan Estates board business.
 - Scott seconds motion
 - Motion carries
- Division of Forestry (Glenn) – There is a co-op plan that the state will give us trees and will help us to plant them. They will charge us for the trees – but the more people we get to help plant them, the less it will cost. We have about 150 trees that need to be replaced in the open space. When the trees died, Bleinheim just cut them off. George will take charge of this project. The key to obtaining this grant is to assure the application is filled out correctly. The best way to do that is to contact Brian Hall. The division of Forestry will let you know how much money you will get, then you will match the money in cash or in kind services.
- Any Additional items for discussion:
 - Newsletter needs to go out asap. Glenn asked all board members to write something about what you have done in the last year. The newsletter has to be in the mail by June 15th.
 - Annual Meeting – July 14th is our regular annual meeting but the police barracks is not available. Glenn will look into July 21st or 28th.
 - Did Lawrence contact anyone about the concerns in the neighborhood? No. Things that will alarm or alert the community that are brought to the attention at the Civic Meetings should be brought immediately to the Board's attention. Should a member of his committee be our liaison?
 - There are 5 basketball hoops on South Celtic.
 - On June 4th when Zenobia was walking with Mr. Sheldon, she fell in a big sinkhole by the playground. Glenn will look at the hole and address it.
 - The shrubs need to be trimmed in front of the big brick Brennan Estates sign.
 - Sidewalk on Jasmine Dr – there is a lot of cracks. If it is in front of someone's house, the resident is responsible.

Emma makes a motion to adjourn meeting to go into closed session

George seconds motion

Motion carries



**Brennan Estates Maintenance Corporation Board Meeting
July 28, 2005 – State Police – Troop 2 Building**

Roll Call:

- Glenn Matthew
- Gerri Thomas
- Scott Reiter
- Dan McVey
- Emma Stanton
- Tracy Joniak
- George Weicker
- Eva Greir
- Zenobia Thompson
- Toni Wilhite
- Jim Hansen

Glenn called the meeting to order at 7:12 pm

I. Introduction of the board members:

- Glenn Matthews – President – Terraces
- Toni Wilhite – Vice-President – Terraces
- Gerri Thomas – Treasurer – Meadows
- Emma Stanton – Southwoods
- Dan McVey – Special Committee for Deed Restrictions and By-Laws
- Traci Joniak – Corresponding Secretary – Woodlands
- Phil Davis – Meadows
- Zenobia Thompson – Arbours
- George Weicker – Meadows
- Scott Reiter – Terraces

II. Opening Thoughts from the President - Thank you for coming. I would like to cover what we have done this year and some of our challenges:

- 2004-2005 we managed to get the ponds cleaned up. This was very expensive but it got accomplished.
- One thing we promised the community was accountability. Here are all the records that anyone can see. We set up a replacement fund. We finally got all the records from PNC from 2003 so that we could get the

audit for 2003 done and pay the taxes. We have filed the taxes and we are in the process of having the 2003 audit completed. We will then move forward for the audits for '04 and '05.

- We have done our best to get quarterly newsletters out this year.
- We had the lights replaced with unbreakable lights and a cage over the lights at the front of the neighborhood.
- We replaced the signs that were knocked down at the Meadow playground. The pole is now 10 feet into the ground.
- The broken toys in the Woodlands and Southwoods are replaced.
- The Woodland and Meadows playgrounds were mulched this year.
- We cleaned up all the storm water management ponds. Effective yesterday, the Meadows pond is now cleaned up.
- Signs and posts will go up for doggie pick up in the Woodlands, two on Brennan Blvd, Meadows and Southwoods playground.
- We do have things moving forward for stop signs on Brennan Blvd. This is a very slow process. We were advised not to ask for too many or we would not be approved for any. We asked for a stop sign at the entrance of the school and the entrance to the Arbors.
- We are working on more police presence in the neighborhood.

Challenges:

- Fishing in the ponds - We have a liability insurance policy that does not require us to put fences up around the ponds. This is the only company that does not require fences. We got several quotes last year. Bleinhiem stocked the one pond on Brennan Blvd by the Meadows with fish. Unfortunately, for liability reasons, we do not want anyone fishing in the ponds.
- Damage and graffiti to our playgrounds and basketball courts – one of the nets and a trash can were set on fire on Sat. It will cost us about \$450 to replace.
- Fence is being replaced around one of the storm water management that has been cut. Nick Flannigan, our handyman, started to fix it and it was cut again and again. We are putting a wrought iron fence there.
- Deed restriction violations – we are asking residents to please comply with all deed restrictions. There are copies in the back. These are the deed restrictions that are filed with New Castle County and the only ones that count.
- Gazebo – the lattice was not holding up the gazebo. The gazebo is falling down. We put up the yellow caution tape because of the danger of the roof collapsing. Because of the messages on the list serve, we had Nick remove the tape. Shutters that will go up the corners to help firm the structure are being installed. There are currently 2*4's at the roof.
- Getting people in the community involved – we have need for volunteers in the deed restriction, finance committee and many more opportunities to help. There is a sign up paper in the back if you are interested in being

involved.

- Sheds – our deed restrictions state no sheds. We need a 2/3 vote to make any changes in deed restrictions. The residents that have sheds will be getting a letter from the lawyer stating they need to comply with the deed restriction or a lien will be placed on their home.
- Motor scooters – if you see it, call the police.
- Lights installed to shine on the playground, tennis courts and small cul-de-sac – we are working with Conectiv to come up with some solutions.
- Keeping residents from throwing things into the sewer drains – they are not sewer drains. Anything that goes into the sewer goes directly into the seven-storm water management. It cost us \$60,000 last year to clean up the storm water management system.

III. Financial Report – June 2005

- Checking \$35,133.53
- Money Market \$61,270.85
- Replacement Fund \$20,047.20

IV. Vote for the Board Members –

- Are there any proxy votes? We did not get any proxy votes out simply because there isn't anything to vote on. Therefore, there are no absentee votes tonight.
- I do not see Gerri's name on the ballot for the Meadows. Is she running? Not every board member is up for election. We have 5 this year and 5 next year. That way, there is not an entirely new board every year.
- Please put your name and address on the back so we can ensure there is only one vote per household.
- The board members that are running unopposed still have to be elected into office for each section. You are only voting for your section.
- Why do the Terrace Town homes have three representatives? The number of representatives is based on the total number of homes per section. There are 283 homes in the Terrace town homes. The Meadows have the second largest and also have three votes.
- Emma makes a motion that the ballots be turned in, accepted and tallied.
Gerri seconds motion
Motion carries

V. Open for Questions:

- We are still looking into fountains for the storm water management. The pond on Brennan Blvd at Woodlands will be the first to test the fountains because it is the one that looks the worst. When will the test begin? The company that installs the fountains is very busy and since we only have a quote for one pond, we are at the bottom of the list. Hopefully within the month. In the meantime, the pond is being treated by chemicals by Altra. They can only do half of the pond at a time because the treatment shocks the pond and we don't want everything in the pond to be killed.

- Can we have the community sprayed for mosquitoes? The state sprays for mosquitoes; however, you need the consent of every homeowner before the state will spray. If you buy crushed garlic and spread it around your property, it will deter the mosquitoes.
- Beside and behind my property at 6 Laurel Way is all weeds in the common areas. This is the third year that I will be living next to weeds. It took two years to put anything on the Jasmine side of the open space. When it rains, the sand goes into the overflow parking. I was promised a descent corner lot property. I could not sell my house right now. What about the swamp lands that is developing behind new homes on Laurel Way in the Woodlands? It is where the two pieces of property meet. It could be a situation that Bleinheim did not grade properly. We cannot hydro seed in the summer. It will not grow. Why not sod? We will hydro seed in the fall. The attention will be in the Woodlands. We do not have any control over what Bleinheim did. What is hydro seed? It is the green spray that goes on dirt. We do not have dirt or topsoil. We have sand. Glenn will sit with Altra to come up with a plan to get grass in that area. I do understand your frustration. A resident brought it to the boards attention at the last meeting. I think we have missed several opportunities to fix this. How do you expect me as a resident to have the confidence that it will be fixed next season when this is the third summer that I have looked at an abandoned lot. Hydro seeding next fall is not satisfactory. There was not one common area in Brennan Estates with topsoil. Is the work that Altra does monitored in any way? I have had the opportunity to observe their work and they have a bad habit of coming around the back of the pond at the Woodlands. It only gets cut every other week. Are we being charged with them cutting every week? There are huge chunks of grass growing out of the sidewalks of the common area. The board will have Altra come out to the resident's home with a board member to come up with an acceptable plan. Please see Glenn after the meeting and he will take your name and address down and look into what can be done.
- Another resident stated that she raised this issue at the June 9th meeting. She stated that she is beginning to feel like the board trusts Altra as a contractor but they don't trust her as a homeowner.
- Glenn will meet with Yvette at 2 Laurel Way in the next day or two to address the areas that need to be discussed. Glenn will also meet with Aggie to address the ponds. Whatever needs to be done will be put into writing from Jeff at Altra and sent to the homeowners involved.
- The web site does not have a general link. Chances are it is going to the list serve. I do not get any information from the list serve. The email address that you contact each board member is the first initial, last name @BrennanEstates. Org
- Lawrence wants to give updates from the Civic Association:
 - a. Town Watch – Officer Snook, our civic community leader, is on

maternity leave. The new contact is Alfonso Dowe. He has 22 names of volunteers that he is in the process of putting through the training procedure. Please call him at 395-8061 if you are interested in joining. When is the next training date? We are the largest community in the state of Delaware. He will contact each of the 22 people individually to set up training. Once he has the list, every name that is on the list needs to have a background check run before they can approve the resident be a member of the block watch.

- b. We have two drug houses in the community that are under investigations. There is an undercover investigation with Officer Sanchez from the drug enforcement task. We have a representative from the Arbors whose property backs up to the basketball courts. He calls the cops every time he sees something. The he calls Gerri who call the cops, etc. Why don't we take the basketball court down? We have talked about this in the past. Taking down the basketball court will not get rid of them. Has there been any talk about hiring a security service from like 9pm to 5am? One of the concerns that was brought up is how it would look to potential buyers if we have a security company. Prior to this board coming on, the previous board battled raising the annual assessments. We can get quotes from several security companies; however, the bigger challenge is getting enough votes to pass. We will put it in the Bend, the newsletter. If it makes the neighborhood someplace that I want to live and would be proud to live in, any increase in my assessments would be worth it.
 - c. Lawrence suggested getting a gate at the pool area, similar to the one at the school entrance.
 - d. Security – he has two young men who have been doing clean up. If we pay them, they could be our eyes and ears. We need to approach the lawyer about liability since they are not a security company.
 - e. We are having a splash party on August 14th from 12-6pm at Club Brennan. Free, open swim – everyone is invited.
- We need to advertise more for the board meetings. Why aren't they at the school? Why don't we put up a sign like the Civic Association does? The one letter we got came out about 4-6 weeks ago. A lot of people forget in that time. A resident suggested that we have a separate meeting for the residents with no board business. 20 minutes a month is not enough time per month. Set up 1 ½ hours quarterly for the residents. We have never cut any resident off. Toni states that she has been on a committee or board member since day one and has never seen more than 10 residents at a meeting other than the one that Lawrence called about the break ins and we didn't have the school reserved for that meeting.

- We are not clear on what roles the New Castle County Code Violation, Civic Association and the Maintenance Board have. We spend so much time covering things that we cannot change. A lot of the issues people are told to call the police are deed restriction violations.
 - New Castle County Code Violation: There is a pamphlet in the back with the top ten violations. One example is the inflatable pools. Any one in the county can file a code violation if they see one. Simply call the code Enforcement division at 395-5555 and give them the address of the code violation. If you do not leave your name, you cannot follow up on your complaint.
 - BE Homeowners Maintenance Corporation: Responsible with maintaining the common areas and the storm water management. Many neighborhoods also have an Architectural Review committee for enforcement of deed restrictions. This is what you pay your assessments for. You are still obligated to pay the assessments even though you are not happy with the work or decisions of the board.
 - Civic Association: Responsible for social activity, welcome committee, to create harmony in the community.

The main difference is that you sign and agree to be a part of the Maintenance Association. The Civic Association is voluntary. The two should not “marry” or mix because you put the Maintenance Association in jeopardy of doing something they should not do. It is very clear in the by-laws how the money should be spent.

- It is very difficult for someone to turn in deed violation anonyms. Call the voicemail and leave a message.
- We need a sign in front stating no skateboarding.
- We are looking into a gate or slide key for the tennis courts. The first one would be free and you would be charged for a replacement card. Resident suggested putting a deposit on the key card and when you return it, you get your money back.
- What about gating the whole community? We cannot do that because we do not own Brennan Blvd.
- The signs that are currently up that state for BE Residents only will be changed to say No loitering and private property. This allows the police to question whether someone lives in the community.
- Question about insurance: NFL Pass, Punt and Kick is a league for boys and girls ages 8-15 but requires the site they play on to carry 1 million insurance policy. The board just mailed a copy of our insurance coverage to the lawyer to scrutinize the coverage to see if organized sports are covered. When we get the written response back from the lawyer, we will circulate to every household.

- Reading of the Newly elected Board members:

| | |
|---------|------------------|
| Arbors | Zenobia Thompson |
| Meadows | George Weicker |
| | Phil Davis |

| | |
|--------------------|---------------|
| Terraces Singles | Toni Whilhite |
| Terraces Townhomes | Glenn Matthew |
| | Dan Davis |
| Southwoods | Emma Stanton |
| Woodlands | Aggie Newhard |

George makes a motion to accept the newly elected board members.

Geri seconds motion

Motion carries

Dan makes a motion to adjourn the meeting at 9:15 pm

George seconds motion

Motion carries



Brennan Estates Maintenance Corporation Board Meeting
August 18, 2005 – Olive B. Loss Elementary School

Roll Call:

- Glenn Matthew
- Scott Reiter
- Dan McVey
- Emma Stanton
- Eva Greir
- Zenobia Thompson
- Toni Wilhite
- Aggie Newhart
- Gerri Thomas
- Phil Davis

Glenn calls meeting to order at 7:20 pm

Open Forum:

- Lawrence would like to suggest to the board that they have a 3-5 minute limit for presentations by anyone not on the agenda. He would also like to congratulate the board on the street cleaners and doggie waste bags.
- Lawrence stated that there has been talk from Club Brennan about foot patrol. They have gotten quotes from several companies and they are interested in a joint effort with the Maintenance Corp. The Club manager is Jordan Brown. One quote was around \$3,000 for their area for the summer. It was asked if that is something the Civic Association could entertain. It might be stretching the limits of what the Maintenance Corp can do with their funds. Should we call the lawyer to see if this is stretching our bounds? Would not be a bad idea to call the lawyer.
- Lawrence suggested that there is a need to create a sub committee for community affairs. He is asking the Maintenance Corp to pay for the lease of Olive B. Loss for the sub committee to meet. It was stated again that the Maintenance Corp and Civic Assoc should never cross. The Maintenance Corp is here for one reason – to maintain the community. Maintenance Corp is required to be a part of the community. The Civic Association is completely

voluntary. The law has specific requirements for the use of the Maintenance Corp funds. If the funds are used for any kind of social event or civic, it could put the Maintenance Corp at risk of misappropriation of funds. The agreement would need to be between the Civic Association and the school. Lawrence stated that the committee would not be social oriented; it would be task-oriented with a task the Maintenance Corp gives the committee. He is just asking the board to be open-minded about this idea.

Read and approve July minutes:

Dan makes a motion to approve July minutes with one correction

Scott seconds motion

Motion carries

Old Business:

- Fountain for Woodlands pond – Scott – All the guys we were working with have been fired. Scott will give the owner a week to get back to him before he goes out to other vendors for more bids.
- Update on Swing set repairs – Scott – Everything is done. The check was sent and we should have everything delivered in 2-3 weeks now.
- Bids on Grass Cutting – Phil – Phil just got the plans from Emma and will meet for bids early next week.
- Dog waste containers and bags – Glenn – If Nick does not have them up by the end of the week, Glenn will get another sub-contractor. It looks like Nick has too much of his own work to help us right now. He should slow down in September.
- Contacting of Mike Sommers for Traffic problems – George – We will table this until next month.
- Lights in Playground / Tennis court area – Zenobia –
- Pond clean up – Glenn / Diane Watson – The clean up at the Meadows pond is complete as of about three weeks ago. The ripped out all the cattails and it looks good. Is it normal for all the flowers and stuff to be growing in the ponds? Glenn will have Jeff look at it. It could be that it is just too shallow. The grate on the Storm Water Management at the Woodlands is missing the top. The top is right next to it, it is just completely off and open and exposed. It is the pond right on Brennan Blvd. Eva will call Special Services tomorrow to have someone come out and look at it.
- Use of open space for little league – Glenn – The letter that came from the lawyer does not have anything that states we can chase the organized teams away; however, it states that maybe we could pass some of the costs to them. The liability insurance will cover anybody that is on the open space. We need to place a sign at all the open spaces that says private property only, then we can call the police and have them ask them to leave. The lawyer also suggest that we go to the community to let it be

decided what we charge any group that would use the area which in essence would make the group have to register with the board. Can we condense the lawyer's letter and put it into our newsletter? With your Certificate of Incorporation, be careful not to create income since you are a non-profit. This letter sort of argues itself – it states that a resident and any of their guests are allowed use of the space, and then it states that we should charge the teams. If we are going to allow organized teams to come here and play, it does not leave room for residents. We agree we need to set some rules; however, we should not charge a fee. Little leagues have their own fields to use. As long as there is one resident on the organized team, they are allowed to have use of the open space with guests. How can we alter this to avoid organized sports coming here? The policy is too loosely defined. How can we better define the by-law? This is not a by-law; it is a deed restriction. The by-laws refer to how we function as a business and the deed restrictions refer to the grounds we manage. There is a difference between a guest and a whole organized team. We need to first focus on the signs that say private property. Can we charge a fee and put it into a fund that cannot be used unless it is used to fix the grounds? How would we enforce collecting the fees?

- Emma makes a motion that we table the issue regarding the letter from our attorney about organized team and open space.
- Scott seconds motion
- Motion carries
- Division of Forestry – George / Glenn – We missed the deadline. It is a grant program that we give them in kind services and get trees in return from the state. We will have to wait until next year for this program.
- Repair and report of gazebo on Brennan Blvd – Glenn – They are working out of Glenn's garage because there is no electricity at the gazebo. Nick is too swamped to complete the work. Glenn had Nick put up the caution tape because the structure is not secure; however, he had him take it down because of the negative emails from the residents. If it is an emergency situation, we need to get it done even if we don't use Nick. Glenn has a call into Nick. If he cannot complete work this week, he will find another contractor to do the work.

New Business:

- Voting of officers by the Board, appointments, and turn over – We need nominations from the floor:
 - President – Gerri would like to nominate Glenn Matthew for president. All in favor. Nomination passes.
 - Vice-President – Glenn would like to nominate Toni Wilhite for Vice-President. All in favor. Nomination passes.
 - Treasurer – Zenobia would like to nominate Gerri Thomas for Treasurer. All in favor. Nomination passes.
 - Corresponding Secretary – Emma makes a motion that we

incorporate Corresponding Secretary position as a board position.
Dan seconds motion. Motion carries. Dan would like to nominate Tracy Joniak for Corresponding Secretary. All in favor.
Nomination passes.

- Treasurers report – Gerri – Gerri has been having trouble getting the statements from the bank in time to prepare them to bring to the meeting. She will mail them to everyone in the future. Scott suggested bringing them to the next meeting and saving on postage. It was agreed that the financials would be brought to the next months meeting. How much interest are we earning? Very small, it is minimal, maybe 1%. ING has a 3% and you can move your money around easily. They are Internet based. We are non-profit and don't have that much in the account to make it worth the change.

- Money Market - \$94,188.32 as of 7/31/05
- Checking Account - \$31,062.58 as of 7/29/05
- Replacement fund - \$20,053.16

We also have a new expense – we have to pay the school \$58 per month to use the facility. If we pay in advance, do we get a discount? Gerri will check into this.

- Architectural Review Committee report – Dan – Nothing new. It was requested that Dan please drive thru the Southwoods to do a visual inspection. Dan will complete by next Thursday.
- Deed Restriction violations committee – Toni – Toni is going to put a committee together. There are major violations in the Meadows. There is a built in canopy on the back of someone's house that did not get approval. The lawyer sent the final letter out. One trampoline has come down. Once we get the violation, Tracy will send out the initial letter. The second letter will also go out from us and the third will be sent from the lawyer. If they do not comply, then we will take them to court. It is \$1,400 per home to file paperwork with the county. If you see a violation, send it to Toni. She will then look up the violation code. Once we do take a few residents to court, we will show the residents that we are serious about getting the deed restrictions under control. Vehicles with signs on them need to be parked in the garage or backed into the driveway and as close to the house as possible. We will enforce deed restrictions, but we will not limit a resident's income. You cannot change the scheme of your house or change the original design of the home. We have to be careful that we enforce all deed restrictions or no deed restrictions. We have to decide, once the letter goes out, are we going to follow up in 30, 60 or 90 days? Basketball courts fall under the design guidelines and not deed restrictions. Should we tweak the design guidelines to make them more livable? Does the county have guidelines on where the basketball courts can or cannot be? No, the law is by DelDot because they are typically on the road. Portable basketball hoops cannot be on the street or an

obstruction to the driveway. Dan will draft some changes to the design guidelines and email them out for a vote by next Thursday.

- Grounds Committee damage to areas of the community – Toni – The basketball hoop was set on fire. It has been fixed. There does not appear to be any additional damage. Should we / can we take them down? The asphalt was also damaged. Are we going to repair that? There is no garbage can. The asphalt has some white on it and looks like it can be cleaned up. The trashcan is in Glenn's garage and will be put out.
- Potential solutions for tennis and basketball courts – Glenn – We have not yet looked into it, but we could do some sort of key card where every resident would get the first key with a \$10 deposit. If they lost that key, they would pay to replace. I think it would be an eye sore to put the Cyclone fence right in the middle of the neighborhood. If we can wait until the block watch is in place, it could save us on money. Since the fence is already in place at the tennis court, it is more important to fix the gate there. It might be worth issuing key cards for the tennis court. We need to put up the private property signs. Teenagers use the parking lot next to the basketball court. The signs should state closed dusk till dawn.
 - Scott motions that we look into getting key card system for the tennis courts and issue a card to all residents upon a \$10 deposit.
 - Toni seconds motion
 - Motion carries

Aggie will look into this.

- Spraying grass killer for sidewalk and curb line in open space – Glenn – Glenn had Altra come in and spray all open space sidewalks for weeds.
- Woodlands grass area repairs – Glenn – We got six responses to the vote for the Woodlands grass problem. We will put 2 inches of topsoil whether we go with hydro seed or sod. Jeff stated that without coming out to water the sod everyday, the sod is not the way to go. We got 3 votes for hydro seed and 3 votes for sod. Since we had a tie, the president will break the tie. We will hydro-seed the third week of September. Are we going to address other areas that look worse? Let Glenn know and we will get a bid and then we can vote as a board. We need to be careful. It's one thing to fix something that wasn't done right in the first place but to fix every brown spot could get us into trouble. Everyone needs to do a walk thru of their area in the next thirty days and let Glenn and Toni know of any trouble spots. We will then decide if it is an area we need to address.
- Trees and fall planting – Glenn – We have had a lot of complaints from residents that the trees are dead. Jeff will give us a bid. If you know where there is a dead tree, please let Glenn know. We won't be able to replace 500, but maybe 50-100. We need to re-apply for the Forestry grant next year. The deadline is July 31st. Brian from the Division of Forestry stated that the trees on Brennan Blvd would never be quality trees. These were the wrong trees to put in there to begin with.

- Report and filling of holes in Meadows – Gerri – The holes are fixed. It only took the county a year and a half, but they are fixed.
- Changing of signs and some additional signs for all areas – Glenn – Glenn spoke to New Castle County police who recommended that we put up signs that say: Private Property, No Trespassing, for Brennan Estates Residents only. We can have Sign-A-Roma do this. Glenn will handle. We will put an additional sign at the basketball court, few extra at the ponds and a few extra at the playgrounds and tennis courts. All poles are already there. We will take old signs down and put up new signs. Can we look into larger signs? There is a dimension limit of 2 feet by 4 feet. Eva will email the exact dimensions.
 - Dan makes a motion that we look into the purchase of larger signs for all the areas to include: Private Property, No Trespassing, for Brennan Estates Residents Only.
 - Scott seconds motion
 - Motion carries
- Light poles on Brennan Blvd – Zenobia – Conectiv said there is a number on the pole, but we cannot find a number. They stated that there are too many lights and they cannot take the report over the phone – we need to fax it. Glenn also called Senator Amick to let him know we are having trouble getting the streetlights on Brennan Blvd fixed. Zenobia got a quote from one company for the light at the playground parking lot. The quote was \$18,000. The pool will let us tap into their electricity if we pay for the installation of the light. Conectiv quote is \$4,984 and they need 6-8 weeks after the quote is approved. They also stated we may not need to contact the houses that back up to the parking light because they can shine it so that it would not disturb them. The light would be on dusk till dawn and will be a 30 ft pole. The electric bill for the lights will be \$103.36 per month. We need to get in writing from Blenheim that they will pay the electric. Currently Blenheim owns the pool; however, it needs to be in writing that it will still be covered when turned over to the pool. Toni will handle the contract with Blenheim. Conectiv is requiring a three-year contract so that when the board changes, the new board does not request the lights be pulled out. Can Conectiv tap into a power source that we are already responsible for so that we are separate from the pool?
- Vandalism in Meadows / Amberwood – Glenn – They spray-painted houses, cars, street signs, mailboxes with florescent pink paint. One house in the Meadows and four houses in Amberwoods were hit.
- Charge for use of school – Gerri – The school district now charges \$58 per month for the use of the school.
- Security Company? – Glenn – It may be advantageous to look into a security company with the above-mentioned vandalism. We cannot assess till we know how much it costs. Phil will handle looking into quotes for seven days per week dusk till dawn.

- Community Center – Glenn / Toni – There is a lot across from the pool that Blenheim still owns and wants to put a home on. It is across from the old Terraces model home. Glenn’s suggestion was to put a community center on that property. Would probably involve setting up some sort of bond for the community to own. We have been maintaining the grounds, not Blenheim. Is this something we should entertain? Should we talk to Blenheim? What about potential vandalism? We would have to take the precautions to avoid vandalism. Are there any other communities that have a community center? What would the negatives be? When Blenheim turned the community over to the Maintenance Corp, was it disclosed that they still owned this lot? We have been maintaining the grounds for 5- 6 years and had no reimbursement of assessments on that lot. Can we send them a bill for this? Blenheim will not build without the agreement of the community.
- Signs about BEHMC meeting – Glenn –
- Any additional items for discussion (BEHMC) –
- Civic Association Report – Lawrence – given in open forum

Emma makes a motion to adjourn the meeting at 9:40 pm

Scott seconds the motion

Motion carries



Brennan Estates Maintenance Corporation Board Meeting
September 15, 2005 – Olive B. Loss Elementary School

Roll Call:

- Glenn Matthew
- Eva Greir
- Toni Wilhite
- Gerri Thomas
- Traci Joniak

Glenn calls meeting to order at 7:12 pm

Open Forum (30 minutes if needed)

- A resident from Terraces stated that he was appalled by how the Civic Association meeting was organized and run last night. He stated that maybe the Civic Association and the Maintenance Corporation could co-exist so that it would be better for the community. Glenn stated that the Maintenance Corp is here for the sole purpose to maintain the grounds. The Civic Assoc is designed for social activities in the community. The Civic Assoc. is strictly voluntary so the \$300 is out of their own pockets. A member of the community for the splash party donated the \$150 moon bounce – it did not come out of the resident's assessment fees. The assessments that you pay goes towards the maintenance to pay for snow removal, grass cutting, playgrounds, ponds, etc. to keep things up to the community restrictions and the integrity of the neighborhood. The Main. Corp. and the Civic Assoc work in conjunction but they cannot co-exist.
- He stated that he moved from Philadelphia down here to live in the suburbs and he was amazed at some of the things that the police officer was saying last night that is going on in the community. It is disgraceful. I put a lot into my home and think the neighborhood needs to pull together. The houses across the street from us are rented and I don't think they care. They don't follow our deed restrictions. Common area is common area. I'm afraid to go to the pool because I am afraid I'm going to get shot. There is music blaring at all hours.
- Board member stated that the Civic Assoc drives the Town watch but it is

more involved because it is also thru New Castle County Police. On the Maintenance Corp side, we are in the process of getting bids from several security companies. The down side to this is that your property value will go down because of a security company.

- Can we gate the community? No we will never be a gated community because we do not own the roads. DELDOT owns the roads, so we cannot put a closed gate on them.
- People find that this neighborhood is well sought after because of the area, the neighborhood and the school district.
- Bleinheim or whoever is renting needs to be more scrutinized with their renters. If anyone in the community owns a rental, they need to register with the boards so that we can monitor these rentals.
- At the Civic meeting, the police officer broke down the statistics for BE and it was divided by BE development and the town homes. BE development had some 200 calls to the New Castle County police and the town homes had some 150 calls.
- We need to make a list of all the issues (deed restriction violations) – we have a lot of self-employed residents in the community and the commercial vehicles are out of control.
- In reference to the Labor Day party – there were 50-60 cars parked at one town home, there was lewd behavior outside, illegal substances being used. People were in and out of the house from Fri until Mon at all hours. It is a rental property. There are children in the home. Too many people live in the town home.
- Terraces have the largest number of rentals; however, it is the largest part of the community.
- We have spent the last 2 years putting the community back together. We had no records and have spent a lot of time putting things in order so we could account for every penny that was and is being spent. Some things have gone to the back burner, like the deed restrictions. We have a stable budget. The next thing we need to do is get the deed restriction violations under control. We need bodies and help. The deed restriction committee will be anonymous. You will report to Toni and turn in all deed restriction violations. We have a lot of grey areas. Deed restrictions will be a major effort this year.
- How do you stop a deed restriction violation:
- How does a second owner get a copy of the deed restrictions?
 - First step – the board sends out a letter
 - Second step – the lawyer sends out first letter
 - Third step – the lawyer sends out second letter
 - Fourth step – we take the resident to court
 - There is 30 days between letters. We are also going after the court costs. The initial court filing costs \$1600.
- How does a second owner get a copy of the deed restrictions? The first owner

should leave their copy. If not, they should get one a closing. Brenda Motley has volunteered to pass out deed restrictions to all new residents as long as she gets copies of them and a list of new owners.

- Greg Smith – Assistant Deputy General – lives on Wicklow Rd – would like to address the vehicle situation, especially commercial vehicles. The deed restrictions are covenants that come with the land. It is a choice we all made to live here. We have to enforce the rules as they are. There are so many people that have their own personal vehicles and a commercial vehicle and they park them all over. If you have more than two cars, and you live in the town homes, it is a big problem. They cannot park on the sidewalks. You have a garage. Clean it out and park a car in it.
- I received a letter stating that I was in deed restriction violation when a shutter blew off in a storm so I find it hard to believe the board does not enforce deed restrictions. That was in 2002 before this board.
- Toni will go up and knock on the door before she sends a letter to give the resident the courtesy of letting them know they are in violation.
- When there are parking violations, call the police.
- The three-day Labor Day party at 27 Belina Blvd., we did call the police and they did not do anything.
- Stephanie moved from a community that had a semi annual assessment. If you were in violation, you would be fined. It was a fee-based structure. If you did not adhere to the deed restrictions, the board would fine you. Our board would entertain this.
- Greg Smith stated that it would take a lot more than a year to get the deed restriction violations in front of a court. Probably closer to two and a half years for a civic action case.
- Maybe as a board, we need to readdress deed restrictions. Maybe we need to send a letter to all residents with a copy of the deed restrictions stating they have 30 days to come into compliance. We need a committee and we need to have a structure that works with our personal lives as well.
- Toni will be the contact on the board for the deed restriction committee. Anyone interested should see Toni. The board is in favor of getting this under control. We need the bodies. Toni handed out business cards for anyone interested in the committee.
- We need a top ten-deed restriction list that goes out. We can print out door hangers that state they are not in compliance.
- Street sign for Wicklow has been down for a long time. Glenn will contact DELDOT to handle.
- There is a mulched, man-made walking path right on the side of the school that would look much nicer if it were black top. The school might own some of the path. We can look into this and see how much it would cost to pave the path.

Read and approve minutes:

- Toni makes a motion to approve August minutes as they are
- Gerri seconds motion
- Motion carries

Old Business:

- Fountain for Woodlands pond – Scott – The company we were going to use does not exist anymore. We spent \$50,000 last year to clean up the ponds. Fountains would keep water moving and keep the algae down. Scott is working on this.
- Update on swing set repairs – Scott – Southwoods playground swing set is not to code. We are tearing it down and installing a new one with the same company that did all the other playgrounds. It has been ordered and will be installed as soon as it comes in.
- Bids on Grass cutting – Phil – Our current contract with Altra are up in December. Phil is working on bids from other grass cutting companies.
- Contacting of Mike Sommers for traffic problems – George – We are trying to get two stop signs on Brennan Blvd. There has been increased police presence on Brennan. The process takes a long time. We were advised not to ask for too many stop signs or we might not be approved for any.
- Lights in Playground / tennis court area – Zenobia – Zenobia is ill tonight. She got a quote from Conectiv for \$18,000 to install lights at the playground and tennis court area. Glenn has received a quote from Nick Flannigan for \$11,500. This would include 25 ft poles, electric work, wiring and lights that are similar to the ones in the front gazebo. This needs to go to the board. Nick will put up three poles with as many lights as we want on each pole. Conectiv will put up two poles with two lights on each. Nick will connect to the pool electricity. Glenn has already talked to Jack Hillaman about this.
 - Toni makes a motion that we choose to use Nick Flannigan to install the lights at the playground at the price of \$11,500.
 - Gerri seconds motion
 - Motion carries

We have four street lights out by the basketball court. Delmarva told Zenobia that the lights are like an afterthought. If the guys finish their schedule early, they will come out and fix the lights. If they do put us on the schedule, it will be at least 6-8 weeks. Glenn called Sen. Amick to get him involved also.

- Use of open space for little league – Glenn – Closed issue
- Repair and report of gazebo on Brennan Blvd. – Glenn – Structure is now sound and everything is fixed.
- Woodlands grass area repairs – Glenn – This will happen next week. We will have two truckloads of topsoil and then hydro-seed. By waiting until the third week of September, we are going into the rainy season so we shouldn't have to water. They will burlap over to hold the seed in place.
- Trees – fall planting – Glenn – If you know of a common area that has a tree

that needs to be replaced, let Glenn know.

- Changing of signs and some additional for all areas – Glenn – Sign-A-Roma will replace all 2ft by 1 ft signs at all common areas with 2 ft by 3 ft signs that state private property, BE Residents only, No Trespassing. We do not have a price on this yet.
- Light poles on Brennan Blvd – Zenobia – We are still working on this.
- Security Company – Phil – Phil got quotes from several companies and they range from \$75,000 to \$85,000 per year. This would be a 7-day a week from 8pm to 6 am. If we pursue this route, assessment fees will increase. We would need to get the entire community buy in and have a separate assessment. We would have to have a community vote.
- Community Center – Glenn / Toni – Bleinheim still owns a quarter acre lot. This is a very grey area. If we don't do something with it, Blenheim will put a house on it. Jack Hillamen suggested that BEHMC buy the lot from Bleinheim. We would have to bring this to a community vote. We are looking at probably \$100,000 for the lot. A community center could be very successful; however, we would have to pay to maintain and secure the building. If someone is not living in it, they will break into it. A resident stated that it is a gun powder keg waiting to explode. Hopefully, now that we have some very young, aggressive blood on the Civic Assoc, we will be able to make some changes.
- Signs about BEHMC meetings – Glenn – We want to have signs like the Civic Association has to announce our meetings.
 - Toni makes a motion to get four signs made to announce the dates of the BEHMC meetings.
 - Gerri seconds motion
 - Motion carries

New Business:

- Treasurers report – Gerri –

| | |
|------------------------|-------------|
| ○ Checking Account | \$43,122.57 |
| ○ Money Market Account | \$76,504.59 |
| ○ Replacement Fund | \$20,059.12 |

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

Last month, it was brought up to change the replacement fund account to and ING account to earn more interest. Gerri would like the board to vote on this. Gerri wants all of our accounts to be very accessible and ING has to be Internet or phone.

- Toni makes a motion to keep the Replacement Fund account at Commerce bank
- Gerri seconds motion
- Motion carries
- Architectural Review Committee report – Dan – Dan not present – there is a new shed in the Meadows and also a new gazebo.

- Deed Restriction Violations committee – Toni –
- Charge for use of school – Gerri – We now pay \$96 per month for the use of the school. It used to be free, then it was \$58 and now it has gone up to \$96. We are paying for the janitorial staff that is already on the school’s budget. Glenn will talk to the school district.
- Lewd behavior in Terraces Town homes – Glenn – We want the lawyer to write a letter and address this issue. This resident also does not have trash service. He has debris and trash piled up in his back yard. This is a New Castle County Code violation. File a claim with the county. The over crowding of a residence is very tricky. It is determined by square footage and relationships. Four related adults and a certain number of children are allowed in a certain number of square feet.
- Any additional items for discussion – BEHMC –
 - Do we have anyone who cleans up the community? Bring this up with the Civic Association. We got a quote once and it was \$1,000 to come out and clean the community once. We all need to be doing our part in this.
 - Domenick Sannuti said he would be the third representative for the Terrace town homes. Glenn can appoint him until he next election.
 - The pond in the back of the Meadows has a yellow vine flower engulfing the pond. Altra said it should be gone within four weeks and not to waste our money on it this year. If it becomes a problem again next year, we can address it then.
- Civic Association Report – time permitting-

Toni makes a motion to adjourn at 9:17pm

Gerri seconds motion

Motion carries



Brennan Estates Maintenance Corporation Board Meeting
October 13, 2005 – Olive B. Loss Elementary School

Roll Call:

- Glenn Matthew
- Aggie Newhard
- Eva Greir
- Dan McVey
- Gerri Thomas
- George Weicker

Glenn calls meeting to order at 7:18 pm

Read and approve minutes:

Dan makes a motion to approve Sept minutes with changes

Gerri seconds motion

Old Business:

- Fountain for Woodlands pond – Scott – Zenobia will handle the fountain issue. She is retired and has a lot of time during the day to contact people.
- Update on Swing set repairs – Scott – The swing set at the Southwoods has been installed. It still has yellow ribbon from GameTime waiting for the final inspection. We removed and threw away the old one.
- Bids on Grass Cutting – Phil/Glenn – This has become a major issue. We have been working on this since March and still only have the bid from Altra. We still don't have new bids or contracts from anyone else. Altra's contract goes until December. Glenn's recommendation is to approve Altra contract. Altra has done a wonderful job and is very gracious with problems. He is asking for a three-year contract but will not ask for a rate increase at all in those three years. The total charge for this contract is \$48,200 to be billed in 8 monthly installments of \$6,490 beginning March 2006 through October 2008. Most of the sidewalks are the resident's responsibility. Glenn will ask Altra to change:
 - (E) All sidewalks and curbs from 896 entrance to Ballina Blvd. Will

be mechanically edged monthly for a total of 7 times per season. To include all of Brennan Blvd.

- (F) Noise attenuation berm to be cut each time – even if we ask Jeff to cut this every other time, it probably won't change the price of the contract that much. The residents by the berm have asked that we cut each time.

This year, we will have paid about \$56,000 because of things that had to be paid on an hourly rate that were not in the contract. These things are now included in the contract. We have about 75 or 76 acres of open space that needs to be mowed. We can accept this contract or we can continue to go without a contract. Glenn does not have to be the person that deals with Jeff if someone else would like to do this.

- Snow removal - last year we asked him to do sidewalks on Brennan Blvd to Belina for school kids. Glenn will get a quote. Jeff plows one time thru every street first then goes back curb-to-curb where he can. He will plow your car in if he has no other choice.

Gerri makes a motion to accept the contract from Altra for snow removal and grass cutting for a three-year contract.

Dan seconds the motion

Motion carries

Are we responsible for plowing Brennan Blvd? Since we have a public school on Brennan will someone else share the cost? Contact Linda Stump at 760-2085 – she is responsible for snow reimbursement. We may still want Altra to plow because the state may not get to it for several hours since it is a secondary road.

Do not throw rock salt on sidewalk because it will crack and the resident is responsible for repair of the sidewalk. DELDOT will place sand barrels in the neighborhood if you request them. The snow reimbursement letter should be out by November 1st.

- Lights in Playground / Tennis court area – Zenobia – Four months ago we approved Conectiv to do the lights. At last months meeting, we approved Nick to do the lights. Nick wanted \$11,000 and Conectiv wanted \$4,000. The difference is we would own the lights. It would take us 1 year to reach \$11,000. Glenn gave Zenobia permission to sign contract with Conectiv. Check went out for 3 poles/6 lights. The lights are long and flat. They will not interrupt with the residents that pack up to the parking lot.
- Repair and report of Gazebo on Brennan Blvd – Glenn – Repairs are done. They look really good.
- Woodlands grass area repairs – Glenn – Altra needs at least 2 days that is dry. Otherwise, topsoil will be mud and you can't spread the seed in mud. As soon as he gets 3-4 dry days, he will be out to complete the work.

- Trees – fall planting – Glenn – There are about 15 trees around the Meadow pond that are either dead and have been cut down or just dead. Altra will replace with trees that are similar but more tolerant of the type of ground and weather we have. The quote is \$165 per tree to remove stump and tree and put in new tree. The berm on Sarah Circle has no trees. There are trees all the way down except the 50 feet. It looks dumb and the residents have been asking for trees. Is the blank berm on the homeowner's property or open space? Glenn will check the original plan.
 - Dan makes a motion to plant 25 trees including the berm if we can plant on berm
 - Gerri seconds motion
 - Motion carries
- Changing of signs and some additional for all areas – Glenn – We are still waiting for a quote. The owner of the company has been in the hospital.
- Community Center / ground – Glenn/Toni – Blenheim owns the property across from the pool. We have discussed a community center; however, it would be very expensive and very involved in maintaining. Since Blenheim owns the lot, he does not need the board's approval to build a house on it. We would have to take this to the community for a one time special assessment. Can we go out and get a loan without the community vote? No because you will be taking out the loan under BE name. Glenn is meeting with Blenheim in about a week to find out what he wants. We will table this until next meeting.
- Signs about BEHMC Meetings – Glenn – We have approval to have four signs made. Glenn will order these.

New Business:

- Treasurers Report – Gerri – As of 9/30/05:

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|--------------------|-------------|
| ○ Replacement Fund | \$20,064.89 |
| ○ Money Market | \$79,399.26 |
| ○ Checking Account | \$22,696.53 |

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

There are a total of 83 homes delinquent on the assessment fees. 58 homeowners will get certified letters for being delinquent in 2005. The other 25 homeowners have balances that are greater than one year. These were turned over to the lawyer to start the lien process and letters will be sent from the lawyer. One month after the 58 homeowners that are delinquent in 2005 receive their letters from the county, those who still have not paid will be turned over to the lawyer.
- Architectural Review Committee Report – Dan – no report – nothing new has come in. The new shed in Meadows on Zinnia Ct was approved. It is attached to the house.
- Mulch for the playground – Dan – Back in January, we got a quote from

GameTime for Wood Fiber surfacing. The playground mulch looks terrible. They take a bunch of wood and put it through a chemical process that is safe for playground use and it does not break down as quickly as mulch. The quote may change from January because the cubic yards we have for a base in the mulch has broken down. They plan on using our mulch and packing their mulch on top so we don't have to buy as much of the wood fiber surfacing. We had decided against the rubber mats because they cannot be bolted down. Price could also increase because of the fuel price.

- Aggie motions to have playground mulch replaced with a cap of \$7,500.
- Gerri seconds motion
- Motion carries
- Grounds Maintenance – Toni – Glenn is turning this over to Toni because he wants to be more involved in deed restrictions.
- Deed Restriction Violations Committee – Toni – Sarah and Ed walked the town homes and noted 80-90 deed restriction violations that were visible and that they knew were deed restrictions.
- Deed Restriction Committee – Glenn – Glenn is going to meet with the Deed Restriction Committee on Monday. The deed restriction committee will stay anonymous. The committee will come up with guidelines and a fee structure. They will also come up with a way to communicate the violations to Traci who will send the letter to the resident. The committee may decide to do section by section. We need to be sure that every homeowner has a copy of the deed restrictions. We can send out a generic letter with the top ten violations. For example, trashcan cannot be in front of the house. Most residents probably don't know some of the basic violations. It would be best to have a representative from each section on the committee. We can come up with excel spreadsheet with violations for representative to use as a checklist.
- Trashcan Liners – Glenn – We need to order another trash can for the basketball court. Someone set the trashcan on fire. Dan has a small one in his garage that he will bring up on Monday. Three of the four cans we ordered last time did not come with liners. Can we have a light put up at the basketball court? Glenn will ask Zenobia to get a quote for this.
- Additional Poop Bags – Glenn – Right now IDS is emptying the cans.
- Any additional items for discussion – BEHMC –
 - Aggie looked into getting a keyless entry into the tennis court. She spoke to John Mastrioni who owns a management company and referred her to Delcollo Security. There are all types of keyless entry: scan card, punch key, readers with print outs, auto lock, digital lock, etc. Aggie was hoping someone from the grounds committee could sit in the meeting with them who might better understand the technology. The gate is currently ripped off the hinges at the tennis court. Aggie has a call into Arrow Fencing.
 - Dan emailed community guidelines to everyone last month. He will

- print out and bring to the next meeting.
- New Castle County – a new ordinance was passed for Storm Water Management amnesty program. Maintenance Corporations that have failed to manage their storm water management properly, New Castle County will come in and bring it up to code. The community then has to sign an agreement that they will do the maintenance to keep the upkeep of the ponds. Hopefully next month, Eva can present the details of the new ordinance. There will be seminars in December for board members and also seminars for the grounds keeping companies.
 - Bear/Glasgow Park will have a skateboard park. There are three preliminary plans on the county web site. You can go to the web site and vote for one of the plans.
 - The New Castle County 5-year comprehensive Plan needs to be completed. There is also a place on the web site to go and make comments on what you would like to see in your county.
WWW.co.new-castle.de.us
 - Dan makes a motion to remove Domenick Sannuti from the board
 - George seconds motion
 - Motion carries

 - Dan makes a motion to remove Dan from the Terraces from the board
 - George seconds motion
 - Motion carries

 - Glenn appoints Sarah Blair as the representative for the Terrace town homes.
 - Civic Association Report – Time permitting – no representative present
 - Dan makes a motion to adjourn at 9:00 pm
 - George seconds motion
 - Motion carries



Brennan Estates Maintenance Corporation Board Meeting

There was no meeting for the month of November.



Brennan Estates Maintenance Corporation Board Meeting

Due to sensitive legal issues, the December meeting was in closed session.