



Brennan Estates Homeowners Maintenance Corporation

March 11, 2009

Olive B Loss Elementary School

**Roll Call:**

- Rose Smith
- Gerri Thomas
- Dan McVey
- Tracy Joniak
- Nemishh Mehta
- Penny Wagnon
- Kurt Lane

**Gerri calls meeting to order at 7:10**

**Open Forum for Questions from the Residents**

- Resident asks if it is against the deed restrictions to have solar panels on the roof of your house? Dan says as long as they are not visible from the front then they would be allowed. The resident said that they must be on the front of the house. Dan will look at the restrictions concerning solar panels. The resident would like to know if he put in a request with Toni, would she approve it? Dan responds that he hopes that Toni would bring the issue to the board for approval. It might fall under the same category as satellite dishes. Dan said to put in an application and the board will look at it and decided whether it will be allowed or not. The resident would like to be able to proceed with it because with the incentives he would only have to pay about 20% of the costs. CMI Electric will install the solar panels and will get rebates of 50% from DP&L, 30% from the federal government. Some solar panels even produce so much energy that you will get a credit on your power bill.

**Old Business**

**Deed Restriction Committee- Nemishh –**

- Some letters were just sent out by Rose about violations
- There have been committee members reporting garbage cans are being left out, but this is very difficult to enforce. You can't just pick on a certain section of the neighborhood. You would have to police everyone. It is like a full-time job because you have to give out the initial violation and then follow up in 30 days. If we are unable to enforce this restriction it makes it difficult to enforce the other ones so we may want to look at changing this. Dan would like to

look into whether you could put a lattice cover over the trashcans to hide them and then you could leave them out.

- We will mention the trash cans issue in the newsletter. Maybe make it the first item and make it bold. If they see it enough times maybe people will follow it.
- The placement of basketball hoops is sometimes an issue as well. We send letters out when they are in cul-de-sacs, but technically people can have them in front of their houses. Maybe we can change the restriction because it is very difficult to move the hoop against the house when you are done playing with it. Nemishh would like to see the hoops stay without it being a violation. Rose would rather see a hoop out than a trashcan. Dan said “some of the restrictions were put in place by Blenheim and we will have to re-visit them.” We should be human about the violations. The hoops shouldn’t be in the streets and should be in a driveway, not on the curb so that the kids aren’t in the street. They also shouldn’t be obstructing the roads or sidewalks.
- After a homeowner has 2 violation letters, they get a 3<sup>rd</sup> letter by certified mail. If the issue still is not corrected it gets turned over to the attorney. This is usually only used for major issues, not something small like leaving your trash can out
- There is a house with a shed for sale on Lotus Circle. Gerri has called the realtor and notified them that the sale has some contingencies. The shed must come down and the fence that is in front is on the property of #26 and that must be moved. Gerri will also have the attorney send a letter. There was a verbal agreement in place that when #24 was sold that the fence issue would be rectified.

#### **Brennan Clean Up- Tracy**

- Brennan was very dirty so Altra cleaned it up and cut back some of the growth near the open spaces. With the weather clearing up hopefully we will be able to organize some of the teenagers to do more cleanup.

#### **Tennis Courts- Toni**

- Toni is not here, but in truth no one should be allowed on the courts because they are in such bad shape.
- Toni had one quote of \$40,000 to resurface the court and \$80,000 to replace the court and would need to make the border around the court a foot wider to that even with the grass the court would drain. The original \$59,000 price is no longer valid, but she is getting another estimate for another type of surface.
- Nemishh said that even with a padlock on the gate people will still play and the court is bad for playing, but the court itself is not uneven so should not cause an injury. Even if we lock the court and someone gets hurt on the court we are still responsible

#### **Newsletter- Rose**

- Wanted to know if people had any information they would like included.
- Nemishh would like to see a reminder that the speed limit is 25 mph and the watch out for the kids who are out and about
- Penny would like to add something about Club Brennan is now forming their summer swim team.

#### **New Business**

## Election of Officers

- President  
Dan nominates Glenn for President  
Gerri seconds the nomination  
The nomination carries
- Vice President  
The VP runs meetings in Glenn's absence. He/She will meet with people when Glenn is unavailable. This doesn't happen that often. The VP can be anybody; they do not have to be a board member  
Tracy nominates Dan  
Dan declines  
Dan's wife Heather would be interested in filling the position  
Gerri nominates Heather for Vice President  
Nemishh seconds the nomination  
The nomination carries
- Corresponding Secretary  
Gerri nominates Tracy for Corresponding Secretary  
Nemishh seconds the nomination  
The nomination carries

## Treasurers Report – Gerri

### Financial Report as of February 28, 2009

Checking Account	\$36,990.80
Altra Money Markets (Deposits)	\$28,023.23
Altra Money Markets..Replacement of Assets	\$32,722.32
Certificate of Deposit	\$37,053.00...2/71500%
Certificate of Deposit	\$14,977.49...3.50%
Certificate of Deposit	\$11,800.00...4%

*\*Certificate of Deposits are for replacement of assets*

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

- We are now line-itemizing special interest items. We were able to recover \$1945.75 in delinquent funds. This debt was accumulated over several years and we paid the attorney fees to recoup that money. The homeowner paid the money owed prior to the sheriff going in. Another homeowner who owed \$1924.91 filed for bankruptcy and now they only owe \$274.60. We received \$3725 for reimbursement for new trees and we received \$50 for settlement fees. Gerri has to give the buyer a lot of information prior to settlement so Jack Teague, who is a local realtor, said many places charge \$50 for that information and now we do too. The deed restrictions can be obtained via the website, but Gerri fills out forms for the settlement and faxes them over to whoever is handling the sale.

**Architectural Report- Toni**

- Toni is not here

**Internet Usage- Gerri**

- Gerri will talk to Jim Hansen about setting it up

**Town Watch Report- Greg Smith**

- Greg is not here

**Civic Association- Lawrence Brown**

- Lawrence is not here

**Additional Items for Discussion**

- Stamps are going up in May, should we purchase some forever stamps now at the lower price?  
Gerri will find out about getting a bulk rate for the mailings.

Nemishh makes a motion to adjourn

Tracy seconds the motion

The meeting is adjourned at 8:05



Brennan Estates Homeowners Maintenance Corporation

April 8, 2009

Olive B Loss Elementary School

**Roll Call:**

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

**Gerri calls meeting to order at 7:05**

**Open Forum for Questions from the Residents**

- A resident is having a problem with one of his neighbors and would like to see if the board can help in any way. His next-door neighbor is parking 2 big vehicles with 1 being right behind his driveway. The police were called and she agreed not to park there again, but she is still doing it. This house has 4 vehicles, a light duty work truck a pick-up truck and another SUV. She will back up a car to the end of his driveway and this blocks his vision when backing out. The resident mentions that deed restriction # 109 may be being violated. Dan responds that you are able to park at the end of the driveway, there is no rule against this and a light duty truck is permitted. The resident is looking for help before this situation gets any bigger. The issues are that she is blocking the driveway and having a work truck present over-night. Not only is the blocking of the driveway a safety issue, but also it is also inconsiderate. She parks there even though there are many other open spots on the street as well as in the over-flow lot. Dan reads the by-law that says that a light duty truck is permitted and a heavy truck must be parked in the garage. Toni says that this issue was addressed almost 5 years ago and her neighbor with a highway patrol vehicle must back it up into the driveway. Penny said it doesn't seem to read that way. Dan says that the problem is that both people are right. The neighbor can park wherever she wants and the resident has every right to be mad about it because it is unsafe and inconsiderate, but doesn't think the board can do anything about it. Glenn is not sure if we can do something to address the issue. We are not limited in the number of cars we can park, she

could park in the overflow or another spot on the street since so many spots are open. Dan says that maybe the board can send a letter to both of them acknowledging that there is a problem and ask if we can help. Nemishh will review to see if there is a violation and if so, will draft a letter that Glenn will check and send. Dan was able to find a section in the by-laws that reads you can't park where it impedes another driver. This will be looked into further.

### **Read and Approve Minutes**

Penny makes a motion to approve the minutes with the corrections

Toni seconds the motion

The motion carries

### **Old Business**

#### **Deed Restriction Committee- Nemishh –**

- Rose is sending out letters regarding violations
- Trash violations are very hard to enforce because we can't just pick on 1 area. Storing a trashcan in the front of the house is not only unattractive to look at, but there are also problems during heavy windstorm when trash blows around the neighborhood and winds up collecting in the wooded areas. This is a big issue. There should be enough room in the garage for a car and a trash can and if not, you can always wheel the can around back.
- Toni suggested we mention this in the newsletter again. Nemishh also suggested that we include the price of having Altra coming to clean up the trash (\$1000) and if we need them to keep coming out we will have to pass this cost onto the residents.
- Gerri suggested that we start with a block at a time and send out reminder notices. Penny said she could work on the Meadows. Glenn thinks that maybe 35% of the people will comply once they receive a letter and that maybe over time more and more people will comply.
- Rose will draft a letter and will send it to Glenn for approval

#### **Brennan Clean Up- Tracy**

- It is starting to get nice and she will try to organize a clean up every other week. The area near the pond is loaded with bottles, but Glenn said if they can get them safely then they can pick them up.
- Glenn suggested that we could give a kid a summer job (must be 16) where we give them a lump sum of money and they are responsible for cleaning their area every Saturday or Sunday.
- Heather asked if we could have the Boy Scouts do this. They would have to be supervised and we can supply the gloves, grabbers and trash bags. Heather will talk to the troop.

#### **Tennis Courts- Toni**

- Received 2 quotes and we have 2 options
- 1. We can tear up the whole court and re-do with a cost of \$100,000+. It was recommended that we do this if we are going to host competitive tennis.
- 2. We can do an over-lay or asphalt cover of 4-5 inches. This will raise the court up and level out the court since it is not currently level. The company also suggested that Altra come in and trim the grass along the edge of the court and put gravel or river rock border around the court so that the water will drain off and not cause any more issues. Sportsline also suggested a stronger fence. We can add reinforcement at the bottom so the fence won't roll back up. This

will make a cheap fence stronger instead of spending money to replace it entirely. They also suggested not putting a keypad on the fence because it will break and cost a lot to fix and we should also loosen the nets in the winter.

- Both companies talked about doing pretty much the same thing and said it would cost around \$54,000- \$55,300. They said the poles should be replaced but they should be able to keep the same footers, but may be \$3000 more if the footers need to be replaced.
- The whole job should cost around \$60,000 or less to fix the surface, fence and poles.
- Toni did not get into the warranty, but knows that they do have one and will look into the specifics.
- Glenn would like Toni to get a price on service visits and wear and tear. Glenn has called Altra, but is still waiting on a price for the gravel. The bigger rocks may be better since they won't be tracked onto the court.
- This will come out of the replacement of assets.
- The sooner the company gets the go ahead, the sooner we can be scheduled. They will use the pool parking lot to back things in, but will not replace the grass if they turf it.
- We have enough money to do the project, Toni will check to see if it is better to do the court now or in the fall and how long the project will take to complete and then we can vote at the next meeting or via email.

#### **Internet Usage- Gerri**

- Gerri hasn't done anything with this yet, but once she has the email addresses, she can send out correspondence to the neighborhood via email.

#### **Solar Panels- Toni**

- Dan approved 2 in the Meadows both on the back of the house.
- Solar panels are not even mentioned in the guidelines, but we do need to look at it because it is new and innovative. We told the resident to put in his application.
- Glenn wants to know if the roof is strong enough to support the system and should they consult the neighbor since it is a townhouse. Toni will ask him about installation.

#### **Newsletter- Rose**

- Should be out in June
- If you have info, please send it to Rose
- Toni would like to remind people to fill out forms for approval for any fences or improvements.

#### **New Business**

#### **Treasurers Report – Gerri**

##### **Financial Report as of March 31, 2009**

Checking Account	\$15,682.52
Ultra Money Markets (Deposits)	\$28,023.23
Ultra Money Markets..Replacement of Assets	\$85,729.00
Certificate of Deposit	\$37,640.86 with Commerce

Certificate of Deposit

\$11,800.00...4% Artesian

Certificate of Deposit for \$15,367.39 matured and was moved into the replacement of assets fund

*\*Certificate of Deposits are for replacement of assets*

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

- We received an email from the attorney regarding the past due assessments. There were 4 home owners that were levied by the sheriff, 2 contacted the attorney to make payment arrangements for \$3240.03 and for \$1756.00

**Assessments- Gerri**

- NCCO sent out assessments and we will get the 1<sup>st</sup> check in May. Homeowners are to make the check out to NCCO and then NCCO will send 1 check in May with a list of the homeowners who have paid. We should get an updated list and a check every 2 months.

**Storm Water Management Areas - Glenn**

- We have a ladder in the pond, which we will try to get someone to remove.
- There is a pond in the back on the townhomes in Balena that was cleaned up and now looks very nice. Altra will now maintain this like they do the others.

**Architectural Review- Toni**

- Nothing

**Use of Fields- Glenn**

- Bear Little League games are being played on our fields. It used to be just practice, but now there are games too. Our neighborhood kids can't play. We pay for maintaining the space and for the liability. Glenn wants to know if we should address this?
- Nemishh said they are allowed to use it if someone from Brennan is there and Bear Babe Ruth only uses that field for the younger kids when there is a scheduling conflict. Nemishh will look into this.

**Traffic Calming for Brennan Blvd- Glenn**

- There will be a meeting at Olive B Loss School, but the date has not yet been set.

**Playground- Glenn**

- We have a broken toy. The rocker is broken again. Dan said he would get someone to inspect the playgrounds and ask what they can replace the rocker with and also get a price for putting benches near the gazebo. Nemishh thinks we should just put in a stationary toy since we just replaced the spring last year.

**Townwatch- Greg Smith**

- Not here



**Civic Association- Lawrence Brown**

- Not Here

**Additional Items for Discussion**

- There are issues with sheds again. The house that was up for sale where the shed needed to be removed is off the market, but we need to look at the issue again.
  - Originally if you had a shed it must be removed prior to the sale of the house or be brought up to comply with the current deed restrictions. Gerri will see if the lawyer can draft a letter and will have someone research to find the list of the 11 homes with sheds.
  - Glenn would like to know if the board has an ethical responsibility to help homeowners since an illegal board approved the sheds?
  - Gerri thinks that it is not the homeowner's fault that an illegal board approved their sheds- these people have the proper paperwork and personally feels that we need to notify these 11 people and try to assist because they did not know their request was granted by any illegal board.
  - Dan thinks we need to look at giving an amount of money to help since they do have approval.
  - Rose does not think we should give money. It should be on the seller. If the lawyer says that it must come down, then it must.
  - Toni thinks it will be too hard to get a lien on the house prior to sale and the new homeowner will now have the problem of the illegal shed. These people did get approval and did not have to comply with the current deed restrictions.
- Zenobia would like to have someone take over the tree project. This year they are reducing the amount. There is a lot of paperwork involved and you must fill out a lot of forms. You do not need to take soil samples this year, but you will have to attend a seminar and there are 4 dates to choose from. Penny said she is interested in taking over the tree project.
- There is a fence railing down/broken near the ponds. There are also some other ones at the basketball courts. Toni will have her brother see if he can put in some new ones.
- A resident has noticed people in the neighborhood on 4 separate occasions. She thinks people may be targeting the neighborhood to see when people are home. Glenn suggested when she sees them to call the police.
- Should we put trashcans over at the playground near the swim club? There used to be one there. It will cost around \$600.
  - Toni makes a motion to order and install a trashcan near the swim club
  - Nemishh seconds the motion
  - The motion carries

Dan makes a motion to adjourn  
Glenn seconds the motion  
The meeting is adjourned at 9:05



Brennan Estates Homeowners Maintenance Corporation

May 13, 2009

Olive B Loss Elementary School

**Roll Call:**

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

**Glenn calls meeting to order at 7:08**

**Open Forum for Questions from the Residents**

- What is being done to deter non-residents from using the tennis courts? Glenn responds that it is not recommended that we install a keypad or lock on the gate because it will be broken and is costly to fix. The resident went onto say that there is a big problem with non-residents using the playgrounds and basketball courts as well. She tells them not use them, but they do anyway. Glenn said this problem is very hard to manage and suggested we may want to send out letters to other communities reminding them it is for use of Brennan residents.

**Read and Approve Minutes**

Heather makes a motion to approve the minutes with the corrections

Penny seconds the motion

The motion carries

**Old Business**

**Deed Restriction Committee- Nemishh –**

- There is a question from a resident asking if the deed restrictions are open in interpretation- is it to amend the deed restrictions? Glenn responds the issue now is trying to enforce things. It is very difficult to make neighbors understand that after sending out 162 violations that a month later 130 people are still in violation. The next step would be to have they lawyer send a letter

and this costs \$50 per letter. But, if we can't enforce the trash can violations how can we enforce the basketball hoops. It is a major issue.

- Nemishh can't see taking away the hoops because kids need exercise and they can't always go to the basketball court. The resident asks why is this open to interpretation we should just enforce the rules. Nemishh responds that if a person complains we can send a letter and hope they comply. If they take us to court the court won't enforce because we didn't send a letter to everyone in violation. The way the deed restriction reads there are to be non basketball hoops affixed to dwelling and all sporting equipment should not be stored outside, should be on the side or out back. If we want to change this we would need to send a letter to all of the houses and must get 2/3 of the community to submit a yes vote. The last time we tried to change something and we sent out the letter we only got 150 votes back not even close to the 500 yes votes needed to make a change.
- If a resident wants to find homes in the neighborhood that are in violation, they can report anonymously to Nemishh and Rose can send out a letter.
- If the point is that we are not following the deed restrictions to the letter this is true. If we want to enforce everything we need volunteers for different sections and things are very seldom fixed after the first letter. The 2<sup>nd</sup> letters are a little stronger and if they don't comply then we need to decide as a board if the 3<sup>rd</sup> letter will come from the attorney and we will pay \$50 per letter. Potentially this could turn into a situation where a lien will be put on a house so it turns into even more money.
- If we have a private company come into do checks throughout the community it will cost around \$32,000 per year.
- Zenobia suggested putting it in the newsletter and pointing out the most common violations.
- Rose made a friendly reminder letter about trash and suggested we shorten it up and put that in the newsletter as well and the cost of a neighborhood clean-up.
- You can report violations on-line to the county website. The violations you can report on-line include: fence in disrepair, high grass/weeds, unregistered vehicle, corner visibility, and commercial truck on premises.

#### **Brennan Clean Up- Tracy**

- Nothing new to report
- Penny has another name for clean-up
- Heather said that many boy scouts are willing too help if Brennan will provide gloves and trash bags. Heather will coordinate with Tracy
- Heather mentioned giving the troop a donation of any amount- we could give the equivalent of what we would pay 5 people at 4 hours each. We will check to see if we can deduct that at the end of the year.

#### **Tennis Courts- Toni**

- Have a call into both companies to see when they can put us in the schedule for the fall
- The warranty is good for 2 years and wants to talk to them about maintenance service plan.
- It might be cheaper to do the work in September or October, but hard to tell because the price quoted is based on the cost of the materials and the product price fluctuates. Also might be a good idea to wait because so many people use the court in the summer.
- A resident said the court is in terrible shape and is surprised that Brennan has not been sued yet. Toni responded that we could see if they will work on the court as soon as possible.

- Glenn still feels that if we get the court repaired that it should be locked and used only by residents. If we need to replace the lock 3 times a year then we should do it. We could use a code or key for the lock.
- Penny suggested an ID card or license. Nemishh wondered who would enforce that.
- Toni said that 8 years ago everyone was given ID cards. She suggested putting up a sign on the fence that reads for Brennan Residents Only and remind pool people that the parks and tennis courts are for resident use only.
- Tracy thinks that it would be very inconvenient to call and get a code every 2 weeks. A slide card would be expensive and a key could be copied and given to anyone.
- Should the courts be removed? Should we have guidelines on the sign about how long you can play? What is the next step?
- Toni said that the 1<sup>st</sup> step is to redo the courts
- Heather asked if the courts are in such bad shape should we close them now before someone gets hurt? The door is off now, but we could padlock it. It was suggested that we put a turnstile door on the court that locks automatically when it gets dark- Toni will look into this
- The problem with the court is that it was installed cheaply and the property was not prepared correctly for the weather. This causes water to pool on the court. The net has never been loosened in the winter. These problems did not occur because of skateboarders or other improper use. The problems are from the installation.
- Glenn said we should do the courts as soon as possible and that the money is available.
- Toni said that Altra would have to come first and put a drain in before they can work on the actual court.

#### **Internet Usage- Gerri**

- Gerri is not here.

#### **Solar Panels-Nemishh**

- It is not a deed restriction violation but would be an architectural review. Dan has been approving them, but none have had to be in the front so far.
- Glenn wants to know if the board should make a motion
- Nemishh thinks it should be handled on a case to case basis and this way the architectural review can encourage panels to be placed on the back of the house.

#### **Playground -Dan**

- Dan is not here
- Glenn said the rocker toy in the playground in the Southwoods keeps getting moved and he re-screwed it into the ground
- Nemishh suggested that next time we just take it out
- Dan was supposed to call the playground people.

#### **Newsletter- Rose**

- Getting things together now for the newsletter to go out in June

#### **Traffic -Glenn**

- There is a meeting next week with Deldot in the gym in reference to the traffic calming

## New Business

### **Treasurers Report – Gerri**

Checking Account as of 4/30/2009	\$27,762.46
Money Market Account as of 4/20/2009	\$6,976.36
Replacement of Assets as of 4/20/2009	\$91,773.22
Artisian Bank CD	\$11,800.00

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

### **Assessments- Glenn**

- NCCO sent out assessments and we will get the 1<sup>st</sup> check shortly for \$9900.00
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### **Storm Water Management Areas - Glenn**

- We are not having to use as many chemicals in the ponds this year. In the ponds with the fountains we have only had to do 2 treatments and the others have had 4.
- We have new locks on the fountains so they cannot be turned off anymore.
- The electric company has to come out and resynchronize the fountains.

### **Architectural Review- Toni**

- Nothing

### **Use of Fields- Glenn**

- This has been a pet peeve for the last 3 years. A couple of weeks ago there were 2 soccer games and 2 baseball games. One group even tried to go behind Heather and Dan's house to play and there were balls coming over their fence.
- Bear Babe Ruth has removed Brennan as a field from their website.
- The fields are designed for private use for residents and guests. The lawyer said in a letter dated May 13, 2009:

The use of the Brennan Estates fields and/or common areas for purposes other than private use by the residents and their invited guests is not appropriate. The term guest has been defined by other communities as a social guest. This has then been further interpreted to mean that the host (homeowner) must accompany the guest during the use of the common area.

Although it is difficult to draw a bright line, some examples may be helpful. If a resident has a birthday party for a child, the resident could take the birthday party guests to the field to play baseball, even if most of the guests were not residents. However, if one resident's child is on a little league team, the other members of the team would not be considered guests for the

purpose of team practices. Similarly with regard to team games, the presence of a few resident children on each team would not make the other children guest of the residents.

The Brennan Estates Board has the responsibility to maintain the open fields and common area of the community for use by the community. The use of the common are by non-residents results in wear and tear on the facilities, as well as related maintenance expenses. It is not fair to the residents of Brennan Estates to be assessed the cost of cleaning up the common areas and repairing and/or replacing any damages caused by the use of the property by non-residents.

- Rose will include this information in the newsletter. We can also send a letter to Bear Babe Ruth and some of the other leagues advising them not to use the fields for practices and/or games. Penny suggested we send a letter to all the leagues in the area.
- Nemishh suggested that the letter come from the board instead of the attorney otherwise there will be a cost of \$50 per letter.
- Glenn doesn't think it needs to go to all groups and Toni pointed out that if you send it to NCCO they will inform all of their groups. Glenn said there are only 5 or 6 groups using the fields and the letters should go to them and should be from the attorney.
- Nemishh asked if we could charge a fee for use of the field. Glenn responded that the attorney suggested that, but then we would have to make the fields usable. If we send the letters and they still use the field we can call the police
- Toni and Zenobia do not think it is a good idea to rent the fields. It will be hard to keep track of who rented the field and we would need a schedule.

Tracy makes a motion for the lawyer to send letter out and Glenn will provide the names of groups

Zenobia seconds in the motion

All in favor aye

0 opposed

Motion carries

- Penny asked if we could get one letter and copy it and mail it ourselves in order to cut costs. Glenn said we should not get personally involved and the letters should come from the attorney.

#### **Sign Replacement- Glenn**

- Last week there were close to 15 people fishing in the Southwoods pond. 2 years ago it cost \$2000 to clean up dead fish. We have existing signs from Sign-O-Rama if we want to we can put them back up signs saying no fishing no swimming no skating. Some of the sign were stolen.
- Tracy suggests putting the signs in the pond so that are not so easily removed. There also were signs at the tennis courts and basketball courts
- Glenn said each sign costs around \$150 and will check to see if it can be placed in the pond

Nemishh makes a motion to replace the signs

Tracy seconds the motion

All in favor

The motion carries

### **Town watch- Greg Smith**

- Not here

### **Civic Association- Lawrence Brown**

- Nemishh said that a person contacted him and would like to start a civic association. Lawrence has said he wants to start something, but hasn't. Glenn said this person can start a group of her own. They can do things in the open space and they don't have to check with anyone. There is money for a civic association, but not sure where it is.

### **Additional Items for Discussion**

- Glenn has a concern with vendors coming into the neighborhood. Lawn Quenchers maintains the sprinklers and Glenn feels as if they are not doing what they are supposed to do to honor the contract so he has asked Tracy to draft a letter asking all vendors to tell us when they have been in the neighborhood and what service was performed. The center island is not working correctly. It is on 7 zones so it doesn't all go on at the same time. It works over a 3-4 hour time period. 1 sprinkler may not be spraying right and the vendor may not be doing what he should to honor the contract. This would be a way to check up on the vendors and make sure the work is being done. Glenn said he will be the point person or they can fax something documenting when service was done as well as what was done. We are currently not getting anything from Lawn Quenchers. They were supposed to check the fountains, turn the sprinklers on in April, make 2 adjustments in the summer and blow out the sprinklers at the end of the year in addition to maintaining the sprinklers and fountains throughout the year.
  - Zenobia wanted to know if we should look for another vendor? Glenn said we have 1 more year on this contract and it is already paid for. He doesn't feel good about what is going on, but is not sure that the contract has been breached. Originally stayed with Lawn Quenchers because of the 3 year warranty on the fountain, but had to pay for labor.
  - Currently we get an invoice from Altra once a month, but would like to receive one from all the vendors so would like to have Tracy send out a letter to all the vendors.
- Some areas may not have been cut recently by Altra because it has been so wet and muddy. Altra will go back in there as soon as it dries up a little. Please tell us if there are any areas that are not being maintained.
- A resident called Glenn asking if they could use the open space for a church yard sale. Glenn didn't return the call, but it is private space and can't be used for church events much like team sports can't use the fields.
- Next month the meeting will be on a Wednesday again and most likely will be held at the conservation center.

Heather makes a motion to adjourn  
Tracy seconds the motion  
The meeting is adjourned at 8:55





Brennan Estates Homeowners Maintenance Corporation

June 10, 2009

Glenn's House

**Roll Call:**

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

**Glenn calls meeting to order at 7:11**

**Open Forum for Questions from the Residents**

- No residents present

**Read and Approve Minutes**

Toni makes a motion to approve the minutes

Penny seconds the motion

The motion carries

**Old Business**

**Deed Restriction Committee- Nemishh –**

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

Toni makes a motion to send all 2<sup>nd</sup> violation notice via certified mail

Nemishh seconds the motion

The motion carries

-

### **Brennan Clean Up- Tracy is not here**

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

### **Tennis Courts- Toni**

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

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

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

#### **Internet Usage- Gerri**

- Gerri is not here.

#### **Solar Panels-Dan**

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

#### **Playground -Dan**

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

#### **Newsletter- Rose**

- The newsletter just was sent out

#### **Traffic -Glenn**

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

#### **Signs-Glenn**

- The replacement signs have been ordered

#### **Use of Field- Glenn**

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

## New Business

### **Treasurers Report – Gerri**

As of May 31, 2009

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

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

### **Assessments- Glenn**

- We received the 1<sup>st</sup> check for \$99000.00
- 

### **Storm Water Management Areas - Glenn**

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

### **Architectural Review- Toni**

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

### **Newsletter Process- Glenn**

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

- No additional information can be added without board approval

#### **Audit-** Glenn

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

#### **Dog Attack-** Glenn

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

#### **Deed Restriction Violations-** Glenn

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

#### **Town watch-** Greg Smith

- Not here

#### **Civic Association-** Lawrence Brown

- Not here

### **Additional Items for Discussion**

- In our deeds and bylaws, we have a right to have a copy of the rental agreements for every rental in the development. Should we go to the lawyer to request this?
- The tax database may have the landlord information
- Penny thinks this is a good idea
- In a lease agreement on a HUD home you must follow the guidelines. If the lease says only 3 people live there and there are 10 people living there we as a community can start the eviction process.
- Rose does the property transfers and can tell if it is a rental
- Dan does not think that we need to go through the lawyer to get this information since it would be costly.
- We can identify the houses, request a copy of the lease
- Glenn will ask Tracy to compose a letter and will try to get a copy of the tax database.
  
- Penny has 2 applications. One for the plants and another for pruning and trimming. The grant will pay for an arborist to do inventory and plan to enhance
  
- Zenobia said we should get all the bids on the same day.
  
- We will need to submit the paperwork in the next 2 weeks for \$5000 grant and \$5000 matching funds. This would give us a long term plan

Nemishh makes a motion to adjourn

Heather seconds the motion

The meeting is adjourned at 9:15



Brennan Estates Homeowners Maintenance Corporation  
September 9, 2009  
Olive B. Loss Elementary

**Roll Call:**

- Glenn Matthew
- Rose Smith (by proxy)
- Nemishh Mehta
- Zenobia Thompson
- Toni Wilhite
- Dan McVey
- Gerri Thomas
- Tracy Joniak

**Glenn calls meeting to order at 7:09**

**Open Forum for Questions from the Residents**

- A resident asked if the deed restrictions are being enforced. He has been seeing airconditioners in the windows in several homes in the Meadows
  - Nemishh responded by saying that the resident can remain anonymous, but he needs the address and he can send out a violation notice

**Old Business**

**Deed Restriction Committee- Nemishh –**

Aircondition violations were up this summer and notices went out to people and most have been complying, There was only 1 home that did not comply and we may need to take it to the next step. One alternative to the window airconditioners would be to use a solar attic fan or an internal airconditioner.

**Brennan Clean Up- Penny is not here**

- Penny had a boy clean up the 4 playgrounds and was pleased. He is willing to do Brennan Blvd and Baleena. He could do it one or two times a month.

Gerri makes a motion for Penny to be able to direct a time and date for the clean up  
Toni seconds the motion

The motion carries

### **Tennis Courts- Toni**

- The tennis courts are complete. They did a green on green and it looks really nice with the river rocks around it.
- During the resurfacing, we ran into some problems. Kids broke into the gate and rode scooters on the surface. The court had to be re-leveled and this cost extra money. Kids broke in again and splattered paint. This time we hired a security guard. We looked at using a firm, but they wanted \$42-\$55 per hour so we hired a retired police officer to work 18 hours for a total of \$400. Because of all this damage, Glenn bought chains and locked the court. The net is now back up and now kids are throwing river rocks onto the court.
- Toni will call Bear Fence to inquire about a fence extension.
- Security said that the court is very dark so maybe we need to put in additional lighting and also need to get a price for a new gate.
- We budgeted \$65,000 for the court and we have now spent close to \$73,000 and we need to make sure the court is not damaged again.
- Glenn said that until the board makes a decision about the tennis court that they will remain locked and only Glenn and Toni have keys.
- We might want to put out a notice to the homeowners letting them know about the cost we incurred because of the vandalism and offer a reward for any information they can give us about who vandalized the court.
- The next project is to replace the sign that was taken down at the back entrance to the neighborhood and split in two. Toni has this sign in her garage
- Have received a quote for \$4283 and are waiting for another quote, but pretty sure it will be around the same amount. The next step would be to put a light on the sign that way people can see it and will be less likely to be vandalized in the future.
- Dan asked whether there is a Cesar Rodney sign and if yes, we may not want to put up a new sign. Maybe we should save that money and use it elsewhere
- Gerri thinks that the sign is not something we can choose to remove
- Glenn will check with Eva Grier
- Jack Hillaman from Blenheim said to call the legislature to see if Deldot has any money available.
- Gerri suggested that we do a newsletter only on vandalism and let the residents know how much money we have spent making repairs due to vandalism.
- Toni got prices for the signs to be repainted, re-puttied and sealed (it was last done 3-4 years ago). It will take 20-30 hours to do 5 signs. Toni will send out an email regarding the bids and then we can buy the paint.
- Nemishh suggested if we get a new sign that it should be made out of a composite material which can't be destroyed.

### **Internet Usage- Gerri**

- Needs to resend it to volunteers.

### **Newsletter- Rose**

- Rose has class tonight and will for the next 8 weeks, but she will still do the newsletter



### **Sign Replacement- Glenn**

- Will order from Sign-O-Rama

### **Storm Water Fountain- Glenn**

- There were some issues, but the fountains have finally been synchronized.
- There was also a circuit that popped and we had to replace the electrical lines.
- We also found out that we can shut off the fountains in the winter if we choose as long as they are winterized. It costs around \$500 per month to run 18-16 hours and there is no benefit to run them in the winter

Nemishh makes a motion to winterize the fountains

Dan seconds the motion

The motion carries

### **Tree Grant- Penny**

- Penny is not here, but we didn't get the tree grant this year. The proposal was good and we scored a 15.5. The money was supposed to come through, but didn't because other parks a smaller communities got a lot of support.
- We did get \$3500 pruning grant. There are 6 trees in imminent danger and they will come down. We will spend an additional \$1000 for a company to identify trees in the neighborhood and note what areas have problems and what areas do not. Going forward, we will need to have this and we will have to participate. Penny will do it again next year and will try to get the community involved otherwise we won't get the grant.
- We will have trees planted, but won't be able to spend as much

### **Gazebo Repairs on Primrose- Gerri**

- 3 bids to repair gazebo because the kids have been kicking out the rails and skateboarding on it. Gerri has the pieces in her garage
- The 1<sup>st</sup> bid was \$1875 and was done by a man who ran an ad for carpentry, but his proposal did not include power washing
- 2 homeowners gave proposals one for \$1650 and we would pay for power washing and the 2<sup>nd</sup> proposal was for \$1400 and would refurbish and power wash
- Glenn thinks we should take the lowest bid since it is for redoing the rails and spindles, and power wash and stain

Toni makes a motion to fix the gazebo

All in favor

1 opposed – Tracy thinks we should get rid of the gazebo

### **New Business**

#### **Treasurers Report – Gerri**

- There are new guidelines in the state and an engineer now has to come assess the open areas and give a life of the playgrounds and then will figure a % and we will need to put

away this amount to repair/replace the equipment. Mike Hurd, our accountant, has done this for us in the past and it is now required by the state to be done by their engineer. The cost if the engineer is between \$3,000-5,000 and we don't have a choice about this since it is the law

- Toni suggested we call to see if there are any state funds available for this
- We have also found that we should not be paying state taxes, so we will get a refund for the last 3 years
- We will have to get an audit every 3 years and Gerri still thinks that the books should be reviewed every year.
- Cashed in a CD with Artisan \$12,112,55 went to the replacement of assets
- Received \$6170.09 from the County for assessments and when we get the next installment, we will get a list of everyone who has paid

As of July 31, 2009

CHECKING ACCOUNT	\$71,444.61
BUSINESS ULTRA MONEY MARKET	\$58,269.13
REPLACEMENT OF ASSETS	\$98,656.45

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

**Architectural Review-** Toni

- There was 1 request and it was completed

**Signs in the Development-** Toni

- Will email quotes and try to handle via email

**Handling of Duties-** Glenn

- Toni- tennis courts, architectural review and signs
- Penny- tree grants and clean up
- Heather- custom electric fountains, light fixtures, lawn quenchers and light projects going forward
- Tracy- letters, trash can project

**Town watch-** Greg Smith

- Not here

**Civic Association-** Lawrence Brown

- Not here

**Additional Items for Discussion**

- We are having issues with people and deed restriction violations. Nemishh wanted to know if we should go to the attorney. A 1<sup>st</sup> letter was sent, the 2<sup>nd</sup> letter was sent registered receipt and this letter has information regarding the charges associated with not complying. Should we get the 3<sup>rd</sup> letter from the attorney? We would assess \$50 to the homeowner and if they don't pay we can put a lien on the house. We will need to keep a log on this
- Toni suggested that Nemishh sends out a violation, that he notifies the board member who lives in that section and then they can follow up to make sure homeowner has complied. Most people fix the problem after the 1<sup>st</sup> notice
- Dan suggested that the 2<sup>nd</sup> letter comes from the lawyer and maybe we should pay someone \$8 an hour to ride around the neighborhood and note the violations
- We now give them 10 days to fix the problem and Rose usually follows up with a certified letter. Sometimes, these are not even picked up. We still have 2 outstanding
- Rose can email a copy of the letter for us to see.
- Rose has been addressing the letter to the homeowner based on the county website
- Nemishh has also been having people file the complaints directly with the county and has been seeing good results
- Glenn thinks it is time for the playgrounds to be re-mulched. The Woodlands is overgrown with grass and Altra cleaned it up.
- Dan said Altra mulched it the last time
- Glenn will talk to Altra and report back at the next meeting
- A resident suggested that the community do it
- Glenn responded that the last community clean up day they held only 2 people showed up.
- The next meeting will be the 2<sup>nd</sup> Wednesday in October

Dan makes a motion to adjourn

Nemishh seconds the motion

The meeting is adjourned at 8:25



Brennan Estates Homeowners Maintenance Corporation

October 14, 2009

Olive B. Loss Elementary

**Roll Call:**

- Glenn Matthew
- Nemishh Mehta
- Zenobia Thompson
- Dan McVey
- Heather McVey
- Gerri Thomas
- Tracy Joniak
- Rose Smith (by proxy)
- Penny Wagnon (by proxy)

**Glenn calls meeting to order at 7:04**

Bethany Hall Long, our State Senator is here

- Bethany said that the traffic calming measure did not pass. It missed passing by just 1 vote. There will be some additional discussion as to whether there is a need to send out another vote. The school still has a concern for safety.
- Glenn has gotten a hold of Deldot and they are going to come out and take a look at the sink holes in the neighborhood
- A resident asked about the bottle bill- Bethany responds that the bottle bill was vetoed by the governor
- A resident asked if there is anything the residents can do to get the traffic calming approved. Bethany responds that there may have been some confusion over the ballad that was sent out. It did not look like a ballot and it didn't even have a return envelope. The school district can apply for funds to fix the area right in front of the school, but it will take several years to receive the funding this way. There were only 88 responses to the 1000 ballots that were sent out. Bethany suggests that if we want to revisit the traffic calming area that we do it soon like in November or December and that we don't wait.
- A resident asked about the workforce housing. Bethany responds that there was a change in the ordinance that was passed last night increasing the density south of the canal to 27 dwellings per unit. This doesn't really change the workforce housing in our area, but the economy has definitely slowed the growth of workforce housing. There is no movement on the Cook Farm right now.

### **Open Forum for Questions from the Residents**

- A resident asked if we have received any of the budgeted \$10,000 in attorney's fees- Dan responds that we budgeted \$10,000 for the lawyer this year because last year we spent \$20,000. Over the past 3 years some people have not been paying their dues. When this happens the lawyer puts a lien on the house and we do eventually recoup the money. The lawyer also sends out deed restriction violations, after we have sent out the 1<sup>st</sup> two notices- this fee is charged to the homeowner as well. If a lien is put on the house we will get the money when the house is sold. By the time this happens, we receive \$1050 in fees and we pay out \$800. Currently we are owed \$3000 for a house on Forsythia- the bank has taken over this property and we will get our money.
- A resident has a question regarding the vandalism. Was there really \$66,000 in vandalism? Glenn responds that no, the \$66,000 was spent to repair the tennis courts- this was from wear and tear, not vandalism. The vandalism did cause the \$66,000 repair to go up to around \$80,000 because the gravel surface needed to be redone 3 times for an additional \$1000. The court had been painted and then kids flung the paint on the court and it had to be repainted again. The court was then locked and there was a whole cut in the gate. The river rocks were thrown over the fence now they are covered with chicken wire so this won't happen again, but it cost an additional \$3000. We are looking at putting on an upper portion of the fence to prevent people from climbing over. It looks like it might cost around \$4000. The door is now open so that no more damage will be done. There is an additional cost of \$500 for the gate.
- A resident wanted to know if the vandalism can be covered under the insurance. The resident also suggested that we may want to find a different insurance carrier when our policy expires. Gerri suggested that he look at our coverage and see if he can help. He agreed. Gerri is worried that our policy only costs \$6000 per year and we may be dropped if we put in a claim. The insurance company would also need a police report. The resident asked what good is the insurance if we can't use it? He also went onto say that \$7,000-\$10,000 in damage would be worth reporting. Gerri pointed out that although the damage totals this amount it would really amount to about 3-4 different claims since the damage happened during separate incidents. The resident suggested that we organize citizen patrols or a volunteer police. He has seen this done in other towns. The residents don't handle any crimes, but if they see something they call it into the police. Another resident caught a boy vandalizing the gazebo. He was kicking in the railings. He notified a board member and they notified the parents. The resident thinks that there probably should have been a police report and we should have made the family responsible for paying for the repairs.
- A resident asked if the attorney has done anything about the property on Dunleary with the trailer? Glenn responds that yes there has been a letter by the attorney to that property owner and yes the trailer is still there. A resident suggested that if the trailer is in the yard instead of the driveway that this is a county code violation and you should take pictures and send it into the county.

### **Old Business**

**Deed Restriction Committee- Nemishh –**  
Nothing new to report

**Tennis Courts-** Toni is not here

- The tennis courts are complete. The levers on the gate have been fixed. Now we need to fix the fence. This will be done in a week or so. The court is now open.
- A resident is worried that the courts will get wrecked because it is not locked and kids are riding bikes on the court and maybe we should use barbed wire. Glenn said that we can't police everything and a key code would cost around \$5000 to install and the problem is that if we lock up everything they just cut through the fence. We are working on some new ideas and we are not allowed to use barbed wire on the top.

**Newsletter-** Rose is not here

- Since we just sent out a letter on vandalism, we are putting the newsletter on hold until December or January.

**Sign Replacement-** Glenn

- The signs have been ordered from Sign-O-Rama. We are replacing the no fishing signs on Ballina, Southwoods, Meadows and basketball court. A resident suggested that we anchor them inside the ponds. We have looked at this in the past.

**Storm Water Fountain-** Glenn

- Handled this last month

**Brennan Sign-** Toni

- Glenn said the rear entrance Brennan Sign has been ordered. It costs around \$4600-\$4800 and will take 6-8 weeks to arrive. To do it in metal would have cost \$11,000 and would need to be put in by a crane.

**Gazebo Repairs on Primrose-** Gerri

- The work is complete for now. The painting of the spindles will take place in the spring since the wood they used is treated and it is recommended that it is not painted for 6 months. Since we did not do the painting now, the total cost was reduced to \$1400.00. The price actually went up because more spindles were kicked out before the repairs began.

**New Business**

**Treasurers Report – Gerri**

As of September 30, 2009

CHECKING ACCOUNT	\$23,177.05
BUSINESS ULTRA MONEY MARKET	\$64,492.18
REPLACEMENT OF ASSETS	\$47,910.59

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

- We received a \$6000 check from the county for assessment dues. The rest will come in small amounts
- At the end of October, we will get a read out from the county as to who did not pay the assessment.
- It has been suggested that we put the names and addresses of those who did not pay in the next newsletter.

#### **Architectural Review- Toni**

- Nothing new

#### **New Project- Glenn**

- The rental property next door to Glenn had a fire. The renter never even called the fire department. Another neighbor called it in. The firefighters came to the house and kept knocking on the door and the tenant did not answer. Finally after repeated knocking the renter came to the door and said that the curtains had caught on fire. Glenn called the property management company and they were not even aware that this had happened. We have the right as a board to request a copy of the rental agreements. Glenn spoke to the attorney who recommended that we send a letter to the rental companies register receipt requesting a copy of the rental agreement. Glenn asked Zenobia if she can head this up- Zenobia respectfully declined. Tracy will help. The county will have the records as to where to send the correspondence.

#### **Committee Reports**

##### **Lights and Cameras- Heather**

- Have spoken to action camera regarding a proposal for camera and Delmarva Power will come out between 10-2 and meet with Gerri
- The plan so far is to install high speed internet in the pool house and we will work with the pool board on this.
- 2 lights on the tennis courts and the camera will sit at the top of the pole and the wireless router will be in the pool house on a 14 day loop.
- Dan wanted to know if we can get a key to the pool house so we can view the tapes in everyone from Club Brennan is away. It is Glenn's understanding that we can view the footage from our own computers at home. Heather will need to confirm this because we may only be able to view it live from home.
- The pool will benefit from the camera as well.
- Heather is still gathering all the information and will have more next meeting. The camera itself seems to be a minimal cost and can view up to 4 areas at a time so it might be beneficial to have more than 1 camera
- Nemishh wants to know if Club Brennan would be interested in sharing the cost. Gerri thinks their budget is tight and we need their facility. They do benefit from the Wi-Fi and we can discuss it with them. A resident suggested that we use a wireless router without a tv and burn it directly to a hard drive which could be stored in a closet.

##### **Custom Electric- Heather**

- Nothing yet, but they will do the work after we talk to Delmarva

**Law Quenchers- Heather**

- Nothing

**Letters- Tracy**

- Sent letters to 19-34 Primrose regarding the damage that was done to the gazebo

**Trash Cans- Tracy**

- Glenn will get catalogs to Tracy

**Brennan Clean Up- Penny**

- Penny has 2 boys willing to do Brennan Blvd 2 times per month. The boys did a nice job on the 3 playgrounds

**Deldot Sinkholes**

- Brennan, Chapman, Bohemia, Lotus Circle all have sinkholes. A contractor for Deldot out in new drains and did a lousy job and they said the hole would be repaired by the 15<sup>th</sup>. Gerri called Powell's office and said it was never on the books, but now it is slated to be done.

**Additional Items for Discussion**

- Tracy asked if we can get Altra to trim the bushes on Sycamore and remove the dead tree by the Woodlands playground. It has now fallen on a fence. It does not need to be replaced, just removed.
- Nemishh said that the basketball net is coming down and the slats are out of the fence at the basketball court too. A resident suggested that we remove the fence. Gerri and Glenn both agreed that whatever was on the plot plans must remain.

**Read and Approve Minutes**

Dan makes a motion to approve the minutes for June and September

Gerri seconds the motion

All in favor

The Motion carries

Zenobia makes a motion to adjourn

Dan seconds the motion

The meeting is adjourned at 8:32





Brennan Estates Homeowners Maintenance Corporation

November 18, 2009

Olive B. Loss Elementary

**Roll Call:**

- Glenn Matthew
- Gerri Thomas
- Nemishh Mehta
- Dan McVey
- Heather McVey
- Penny Wagnon
- Rose Smith (by proxy)

**Glenn calls meeting to order at 7:08**

Glenn asks that all questions from the residents be asked during the open forum in the first 15 minutes of the meeting and to save any additional questions until the end of the meeting.

**Open Forum for Questions from the Residents**

- A resident asks if the weeds can be trimmed by the new sign. Glenn responds that he will call Altra and have them trim the weeds.

**Jack Hillamon and Jeff are here tonight from Blenheim Homes to talk about the new house that is being built in Brennan.**

- Blenheim has been working on this project for the last 3 years and wanted to make sure that the house blended with the architecture in the community
- The Carrigan model was the most popular model sold in the development. The Carrigan model was also sold in Dover, but there were a few changes made: it now has a vaulted ceiling, it has a full basement with an outside entrance, there is no sunroom, but there will be some large evergreen trees and the outside is basically the same.
- The house will be built on the corner of Brennan Blvd and Sean Lane
- It is a fairly wide open lot and there are 2 existing maple trees and Blenheim is proposing another similar tree in the front. This lot is surrounded by open space. There is a berm there not for drainage, but for trees to hide the power lines and there is drainage in the back.
- The garage is away from the intersection and there will be a nice landscape package out front. There will be extra trees for privacy since it is in the entrance and near the swim club.

- There will be 6 major evergreens and 2 on the open space.
- The off street parking bay will remain and there will be 20 feet in between the parking bay and the driveway.
- Penny is worried that the trees will be planted on the open space since many people tend to take over the open space
- Dan asked if the people on Sean Lane knew of the plan to build a house- Jack responded that originally this was to be a 3 lot townhouse, which is essentially 3, 3 story townhomes, but Blenheim abandoned that idea since the end unit would have been closer to Brennan Blvd. This lot was always part of the plan.
- Dan asked whether Blenheim has been paying an assessment for the last 3 years. The answer is yes
- Penny wanted to know if Brennan will be able to bill Blenheim for maintaining this property for the last 3 years. Blenheim is not sure.
- There are no more surprises, this is the last lot. The roads are state maintained so if there is any damage done to them during construction they will be fixed.
- The house will be sold out of the Augustine Creek office. At Emerald Point in Dover, this house would sell for \$250,000. It will sell here for \$339,000. When this house was first built, it sold for \$145,000
- This model was chosen because it normally sells within 60 days and other homes are on the market longer. This house is loaded so the price shouldn't have to be dropped and the market has been picking up and you can get a tax credit for buying a home now.
- There is no choice here, it is a nice lot, with lots of open space and they have already broken ground. This house should take 3-3 ½ months to complete.

### **Old Business**

#### **Deed Restriction Committee- Nemishh –**

- The boat is back on Balena Blvd
- There was a complaint about 2 houses missing shutters. We sent out 6 letters asking for compliance with the shutters being replaced within 30 days

#### **Brennan Clean Up -Penny**

- The playgrounds have been cleaned up and the boy who did them is making up an invoice
- He found baggies and a spoon that had been burned by the basketball courts. He was told that if he sees this again to not touch it, but to call me
- Do we think that he should be paid a flat fee to clean 1 time per month?
- He did the playground clean up over a 2 weekend time period and it took around 10 hours. It wouldn't take that long if he did it monthly.
- Gerri suggested that his mother time him and we pay him accordingly.
- Glenn thinks he should do it 2 -3 times per month in the spring and summer and 1 time per month in the winter.
- Penny thinks it should take about 1 hour per playground
- Penny will give the guideline of 5 hours 1 time per month and if it takes longer than that in the winter to let her know.
- What should we pay?
- \$10, that way it is enough so that it makes him want to do it each month.

#### **Newsletter- Rose is not here**

- Not scheduled at this point.

#### **Storm Water Fountain- Glenn**

- There is surplus money to leave the fountain on and we can put dye in it for the holidays either red or green and color the spray. This is very inexpensive. The dye only costs \$8.95 and changing the bulbs costs a lot more.

Gerri makes a motion to keep the fountains on  
 Heather seconds the motion  
 The motion carries

Gerri makes a motion to put dye in the fountains for the holidays  
 Penny seconds the motion  
 1 opposed  
 The motion carries

#### **Sign in the Development- Glenn**

- The signs have been ordered, but they have not called to say they are done
- The sign at the back of the entrance is complete and the bill has been given to Gerri

#### **Lights and Camera- Heather**

- Still don't have a price, but they are sending camera samples
- They recommended 2 pixalated cameras- they can zoom after the fact and this can all be done through the web
- You can burn the footage from your house, but it will take longer. It runs wirelessly
- The pool house would have to be heated. We might be able to find a resident that backs to the tennis courts and offer to pay for ½ the cost of the internet and it would be cheaper for us.
- We are not paying anyone to monitor the cameras for us. There is only the initial set up fee
- We will be getting new lights, but using the old poles and they won't be shining on any of the houses
- Nemishh suggested posting hours on the courts so that people don't play all night long
- We will need to find out if the lights are metered or if it is a negotiated rate. Gerri thinks they are metered and we pay electric for the gazebo and fountains.

#### **Sinkholes- Glenn**

- They are fixing the holes on Lotus Circle South and they will be fixing them as well in the Arbours and Brennan Blvd

#### **Sprinklers- Heather**

- The sprinklers are turned off for the winter
- Lawn Quenchers has not been doing the job it is supposed to do and we are putting bids out to Eagle Irrigation and someone else
- The Lawn Quenchers guy would not put a bid in writing, he would only give it verbally. We are now done with them

## New Business

### **Treasurers Report – Gerri**

As of October 31, 2009

CHECKING ACCOUNT	\$70,697.48
BUSINESS ULTRA MONEY MARKET	\$14,518.36
REPLACEMENT OF ASSETS	\$47,941.11

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

### **Architectural Review- Toni**

- Nothing new

### **Burglary- Nemishh**

- There was a break in when the people were home asleep.
- Nothing was taken, but the cabinets were searched through
- This happened on the 11<sup>th</sup>
- They broke in through the basement windows
- They could have been looking for jewelry and there was a similar break in on Brian Circle a few months ago

### **Resignation of Board Member- Glenn**

- Kurt Lane was at the annual meeting and accepting a spot representing the Terrace Townhomes. He has now moved out of the neighborhood. Scott Reiter used to be a board member and he is considering returning to the board.

### **Hunting in Brennan Estates- Glenn**

- At the end of Balena Blvd there has been a report of bow and arrow hunting. This is not allowed in Brennan Estates. There is no sign posted.
- Cpl. Mckinnley from DNREC came over and there is nothing he could really do, but he said that if you see anyone hunting to call Wildlife dispatch at 1-800-523-3336. There is someone there 24 hours a day, 7 days a week.
- There is only 1 sign in the development about no hunting. Will find out from Cpl McKinnley who is responsible for posting the signs and how we can get more of them

### **Safe Routes to School- Glenn**

- The traffic calming project has ended since we did not receive enough votes, but they will move forward to move the crosswalk between the circle and the entrance.
- There will be no crossing at Balena
- The project is about a year out and they will just be doing an island with 12 feet on each side for cars.

**Drug Paraphernalia- Glenn**

- Someone found a needle by the basketball courts
- Glenn went to the courts and did not see anything, but did talk to some of the kids that were out and asked them to give his card to their parents and that if they see any illegal activity to call Glenn. Also gave a card to a girl walking her dog and some kids on the baseball field.

**Town Watch-** Greg is not here

**Civic Association-** Lawrence is not here

**Additional Items for Discussion**

- There will be a 5 minute recess and then the board will go into a closed session for a resident complaint



Brennan Estates Homeowners Maintenance Corporation

December 9, 2009

Olive B. Loss Elementary

**Roll Call:**

- Glenn Matthew
- Gerri Thomas
- Nemishh Mehta
- Dan McVey
- Heather McVey
- Penny Wagnon
- Rose Smith
- Zenobia Thompson (by proxy)

**Glenn calls meeting to order at 7:08**

**Open Forum for Questions from the Residents**

- There are no residents present

**Old Business**

**Deed Restriction Committee- Nemishh –**

- Had a call from a resident who received a deed restriction violation letter due to a missing shutter on his home. The resident said he is out of work and can't afford to fix the missing shutter on his house. The resident felt that he was being singled out. Nemishh assured him he was not singled out and that others in fact had received the same letter.
- Nemishh said he thinks we should be sympathetic, but at the same time need to have a time frame for this house to become compliant.
- Dan suggested that we wait 90 days and by that time tax refunds will be available and this might free up some money for the resident
- Gerri said that she will ask a friend in the neighborhood who is also out of work and is doing odd jobs how much he would charge to fix the shutter.
- Nemishh said will hold off on second notice for now, but will send another letter if he receives another complaint

## **Brennan Clean Up -Penny**

- Nothing new.

**Lights and Camera-** Heather received a proposal from Action Security:

CCTV coverage for Tennis and playground areas

Video and still clips can be viewed at [www.Arecontvision.com](http://www.Arecontvision.com) Go to the gallery section and check out the clips from the 3 megapixel IP camera section or the video clips.

We propose to furnish and install the following:

Install 1" PVC conduit from building to middle light pole

Install 1" PVC conduit from 2nd to 3rd light pole

Remove two HPS shoebox light fixtures on back side of poles 2 and 3

Install two 1000w metal halide sportslighter floodlights on rear of poles 2 and three

Install two camera housings on poles 2 and 3

Install wiring from building for both pole cameras

1 Avermedia EH5216+ pro hybrid digital video recorder

- 16 camera capacity
- Ethernet port for remote viewing
- Time lapse or motion detection recording with scheduling option
- Built in DVD burner and USB port for transferring video
- Hybrid accepts both analog and IP based camera inputs up to 16
- 4 tera bytes internal video storage with option for external storage
- Front mounted controls for local operation

1 USAG AVC4-2-MDNT dome camera (pool coverage)

- 580 line high resolution color camera
- Ultra low light (.001 lux) with 256x auto light amplification
- Vandal resistant mini dome housing

- 2.8-12 mm vari-focal auto iris lense
- 1 Camera power supply
- 1 Four port POE Data Hub
- 2 Pelco Eh1512 camera housings
- 2 Pelco EH1512HBKIT heater/blower package
- 2 Pelco EM1109 pole mount adapter kits
- 1 Steel DVR lock box
- 2 Arecont AV3100DN 3 megapixel day/night cameras
- 2 Arecont aspherical megapixel lenses 4-13mm
- 1 19" LCD monitor
- 1 UPS for power conditioning

**Sinkholes- Glenn**

- The sinkholes have been repaired. They had to dig up parts of the road on Lotus Circle. The pipe had been damaged and they needed to replace the pipe.

**Upfront Lighting- Heather**

- The electrician said that many things are fire hazards and he is putting together a safety checklist as well as prices to fix any items necessary.

**Hunting- Glenn**

- The no hunting signs were supposed to be put up today, but were delayed because of the weather. They should be up tomorrow.
- They are plastic signs that wrap around the trees and will be placed up high.

**Safe Routes to School- Glenn**

- The project is going forward. There seems to be a little apprehension because the school still wants the kids to cross at Baleena. They are working on it.
- We don't have a say in it since it is a federal mandate.

**New Business**

**Treasurers Report – Gerri**



As of November 30, 2009

REPLACEMENT OF ASSETS \$47,970.66

SUPER MONEY MARKET \$14,523.73

BUSINESS CHECKING \$51,355.76

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

- The County will start charging \$6 per house to send out and track the billing of the assessments. They will take this money out of the first check that they send to us.
- This is still cheaper than us doing it ourselves
- Heather asked if the county sends out follow up notices if the residents don't pay- Gerri responded that yes they do
- Heather asked if we can pass this cost along to the residents- Gerri said we could pass along the cost, but she is reluctant to do this with so many people out of work
- Dan suggested that we split the difference with the homeowners and just charge an additional \$3
- This amount of close to \$5000 will have to be fed into the budget
- The assessment has been at \$217 for the last 4 years
- Gerri feels that if we are going to ask the homeowner for additional money that we ask for all of it and not split the cost, but she thinks we should wait
- Glenn is afraid that if we don't raise the assessment now that when we do raise it the following year it will be at an even larger amount
- Penny asked if we could add the \$6 in at the end of the bill as a surcharge. This would keep the assessment at \$217 and then the \$6 would be added as a surcharge and the residents will see that this money is going directly to the county.
- Gerri will ask the county tomorrow if they can do it that way.
- Glenn would like the accountant to re-evaluate how much money we put aside each year for replacement of assets.
- On 11/26 we received a check from the county for \$7698.48 for the assessments.

**Architectural Review-** Toni is not here

**Town Watch-** Greg is not here

**Civic Association-** Lawrence is not here

**Additional Items for Discussion**

- Glenn- we can't put dye in the pond because the only color they can do is blue. We can put a colored light in the pond and they could install it quickly. We could also re-use this light year after year. Glenn will find out how much this will cost and then email the information out.
- We will now go into closed session to discuss a legal issue