



## EE HOA Board Meeting Minutes

Date of meeting: 11/25/23

**Present:** John Smeallie (Treasurer, '25), Dean Dey (VP, '26), Jim Azato (VP, '25), Courtney Sunborn (Secretary, '27), Brenda Nelson ('27)

### **President's Report:**

- Dean called the meeting to order.
- First order of business is the appointment of the election of various officers.
- John nominated Dean Day as President and Brenda seconded. All were in favor. Dean accepted the nomination. Dean explained that he runs a very quiet board.
- Dean nominated John Smeallie as Treasurer and Jim seconded. All were in favor. John accepted the nomination.
- Brenda nominated Courtney Sunborn as Secretary and John seconded. All were in favor. Courtney was voted to renew her position as Secretary.
- Brenda Nelson was asked to select an open VP position. Brenda selected the VP position of ARC Committee. John moved to vote for Brenda VP for ARC. Courtney seconded.
- John nominated Trish Dickerson (not present) as VP for Communications. Brenda seconded. Trish was penciled in to be renewed as the Communications Director. Dean will email Trish and let her know that we do need participation/attendance at our Board Meetings for her to continue to be on the Board.
- Dean nominated Jim Azato and John seconded. Jim received two votes in favor and 2 votes opposed. Courtney expressed concern about the three recorded incidents of homeowners submitting written concerns to the Board regarding Jim and bullying. Dean asked Jim for his vote in order to obtain a majority vote. Jim voted for himself and the vote passed. Dean commented that no Board member has the authority to act on behalf of the Board without approval from the entire Board. Jim agreed.
- Dean was a Board member of the Board of Education. He commented that in his previous experience, Board members need to understand that they have no power outside of this meeting.

- Meeting Minutes from the 09/23/23 Board meeting were reviewed. John moved for approval. Brenda seconded the meeting minutes to be approved.
- Annual Meeting Minutes from the October 2023 meeting were reviewed at the meeting. John moved for approval. Brenda seconded the meeting minutes to be approved.

#### **Architectural Review Committee Report:**

- We have had one shed approved since the annual meeting.
- If anyone wants a list of the projects that have been approved, Dean will send the Google document out.

#### **Building and Grounds Committee Report:**

- Jim said that the State has 13 streets to do before they come back to finish our neighborhood. They have to fix the sinkhole at Oak and Buttonwood.
- Jim explained to Brenda that Oak Court is not a State Street. The County paved Oak Court after the sewer was put in. The sewer was a County project, so we will try to pursue the County to repair the manhole failure.
- The State has told us that both the circle of Oak Court and Sycamore are not State owned.
- Brenda is going to find out who owns the bottom portion Oak Court and Sycamore.
- We need to let residents know that the pond is expected to be lowered sometime in the month of February.
- Jim would like to suggest that we stop cutting the swale area on the boat ramp. Jim does not think we have a responsibility to continue to cut the swale area. John said that we did hire someone in the summer to cut the swale area. We made a short-term decision to help us get through this period while DNREC and our environmental engineer assessed the area. The engineer said that the swale is working but that DNREC will likely move the swale because it is not ideally placed.
- Dean suggests that we reexamine what has been said between our lawyer and the homeowner neighboring the swale on the boat ramp. Dean will reach out to the lawyer to get copies of the documentation. Courtney will contact Mark and the lawyer to try to collect paperwork.
- Jim is concerned that if someone gets hurt on a homeowners property, there is a liability issue. Dean said that we would let the insurance companies deal with an incident.

- Snow plowing is all set for the winter. John has the contract/agreement. It is the same price as last year and the same depth as last year. Two years ago and we did need to plow and we did get reimbursed by the State.
- Jim has asked the State that if the State is reimbursing for snow plowing for Sycamore and all of Oak Court.

#### **Communications Committee Report:**

- None.

#### **Treasurer Report:**

- Financial status- not much change; our current checking account balance is \$12,027.19. Money market: \$24,068. Total assets are: \$36,095.73.
- Our fiscal year starts Oct. 1st. We are running a loss and we will continue to do so until we collect dues in May. We are in a better position this year than we were last year. 2023 is the first year in several years that we've had a negative balance. But we are not overly concerned at this point; careful monitoring of expenses going forward is warranted, however.
- We have delinquent dues of \$1,735. We have 16 neighbors who continue to be in arrears. We have one delinquency who may go into arrears over \$400 next year. We do assess a late fee of \$35.
- John would like to make a change in our policies that the homeowner also pay the cost of attorney fees, for example for the cost of the legal fees of writing the letter and the cost of lien. Maybe we will incorporate our attorney fee into the late fee. John is going to ask the attorney if we have to change our bylaws. If you are more than one year in arrears, late fee goes up to include the legal fees. We will add the information onto the invoice letter.
- We reviewed the current summary of financials for the current fiscal year ending 9/30/23. Brenda moved and Courtney seconded to approve the financial report. Financial report was unanimously approved.

#### **Legal:**

- John will contact the lawyer to ask about the fee amount for our lawyer to draft a letter.
- Courtney will contact Mark for copies of letters from our lawyer regarding the boat ramp.

### **Other Business:**

- None.

### **New Business/Open Floor:**

- Brenda is concerned that we spend a lot of money for the cutting of the grass on the boat ramp. She would like to suggest that we put the job out to bid.
- Dean would like to purchase Zoom Pro for EE so that we have one Zoom link/address for all meetings and avoid issues at further Annual Meetings. \$159/year. Courtney made the motion and Brenda seconded. We passed a motion to purchase Zoom Pro. We will offer a Zoom option but we will continue to have in-person Annual Meetings. We will need another person (who is not a Board member) to run the Zoom.
- Dean said that the links to our directory does not work well. We would like to improve our link button to get into the directory. Courtney will work with Fine Line to improve the Directory link.
- Courtney asked to discuss the location for the Annual Meeting location. The Lewes Library is our ideal location, but the large meeting rooms are usually full. St. Peter's an acceptable location. Everyone agreed that St. Peter's is acceptable, so Courtney will go ahead and reserve St. Peter's for next year. But we will also continue to try for Lewes Library.

The meeting was held from 10am - 11:15am.

The next Board meeting is scheduled for 1/13/24. Our monthly/bimonthly meetings are for Board members only.

\*Questions/comments/changes: please email [edgewaterestatesboard@gmail.com](mailto:edgewaterestatesboard@gmail.com).