

Villas at Cedar Cove, Millville, Delaware

Meeting Minutes

April 9 2015

Opening

The regular meeting of the Board of the Villas at Cedar Cove, Millville, Delaware was called to order at 9:00 am on April 9 2015 in L&N Office, 50 Cascade Lane, Rehoboth Beach, DE 19971 by Ronnie Palmieri. The meeting notice was posted on the Villas at Cedar cove website hosted by L&N:

<https://community.associawebsites.com/sites/VillasatCedarCove/Pages/AcwHome.aspx>

Present

- Ronnie Palmieri, President
- Ron Lips, Treasurer
- Don Bifareti, At Large
- Rudy Shankar, At Large

Joan Kresefsky, L&N Manager, newly appointed to manage the VCC account was present.

Approval of Agenda

The planned 2 hour meeting agenda was:

1. Call to Order
2. Verification of Meeting Notice
3. Roll Call & Quorum Requirements
4. Old Business
 - a. Envirotech Invoices
5. New Business
 - a. Seal Coat and Crack Fill Proposals
 - b. Architectural Applications
6. Open Forum
7. Adjourn

The agenda was unanimously approved as distributed.

Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

Meeting Minutes

1. Ron Lips stated that as a Board member he was unable to access the latest financial reports on the L&N website. Other members confirmed that they were able to access without problems.
Action: L&N to look into matter and confirm Ron Lips correct email address is referenced to access financial reports.
2. Joan provided a summary of the financial reports. The Board noted a long lag in invoice payments sometimes near 60 to 90 days. Consequently many of the line items are showing actuals vs budget under spending year to date. L&N was tasked to investigate what was the reason for delay in paying the invoice.

Action:

- a. Rudy will investigate with L&N the reasons for the long delay.
- b. Noting these delay in payments, the Board approved the financial report. The motion was forwarded by the Treasurer and seconded by Rudy. The Board voted 4 in favor and 0 opposed to accept the report (9:45 am/April 9 2015)
3. Many homeowners were lax at 2014 year end on reporting occupancy particulars, as required to properly assign swimming pool access and collection of renter agreement fees. The Board had approved assessing special charges to HO's that rent. No responses were received and consequently no rental registration fees have been collected/received year to date.

Action: L&N to re-send the occupancy form for being filled out by those who have not. Failure to complete and send form back to L&N will result in suspension of pool privileges and inability to rent (for those who rent) and a violation fee assessed.

4. Insurance coverages to "outside stud" structures such as porches, doors and windows have been retained as HOA responsibility since the builder first completed the development in 2005/2006. This risk exposure to the HOA must be addressed and the Board will invite legal advice at the next Board meeting on how best to amend the declaration to reduce the risk.

Action: L&N to invite Board lawyer to the next Board meeting to discuss next steps in Declaration amendment

5. The Board discussed non-payment of submitted Envirotech invoices – contractor who performed environmental control work but whose contract was not renewed for 2015—for 2014 year end activities. The Board contended that Envirotech incorrectly charged us for the care and maintenance of Pond #9 (the first pond as

we enter the development) whereas our obligation was 40% of the care. In addition there were excess charges for one dry pond (Pond #7), There was variance in the Board's contention on what was owed versus Envirotech stance.

Action: Matter will be addressed to the Board lawyer at the next meeting to discuss next legal steps

6. Tributaries Inc., the newly hired environmental control firm, was asked to submit proposal to repair riprap erosion in some 7 key areas around Pond #6 (the main pond that is surrounded by Daylily, Beach Plum & Thornberry lanes).

Action: Ronnie Palmieri made a motion to approve the repairs for a sum total of \$3555.15. Don seconded and the Board voted 4 in favor and 0 opposed. The funds will be procured from the Reserve supply.

7. The Board discussed new business for asphalt improvements around the entire property and discussed 3 bids from vendors for disposition. The work order included the following:
 - a. Perform seal coating on all the VCC roads in the development, 68 unit driveways as well as on the overflow parking lots
 - b. Fill all cracks for all the roads in the community
 - c. Special repairs on 10 Juniper Court & 16, Thornberry & 18 Thornberry based on Board's recommendation

Action: The Board approved the repairs: 4 to 0 in favor. Don forwarded the motion and Ron Lips seconded the motion. The contractor Rob Close was selected for the lowest and most reliable bidder (worked with other property management firms). This motion was passed at 10:20 am. The monies will be appropriated from the reserve funds.

8. The Board recognized the approval of the application for patio expansion on 15, Thornberry, per February 17 Board meeting. No HOA funds are required.
9. The Board discussed attendance of two members at the hearing for Bank Liquor store plans around their property (entrance on Town Center drive). There were concerns expressed by the Board on behalf of VCC (see attached letter) on their potential environmental liability to the VCC community in general and Pond # 9 in particular. VCC Board members talked to the Sussex county Storm Water Manager, Jessica Watson, who will have to approve Banks environmental plan.

Action: Board will await report from the Sussex County Storm Water group and coordinate with them on VCC property impact.

10. Other Business and actions:

- a. Pond 2B (between Giant and the VCC development) is being clogged by debris from Giant. Tributaries, Inc., will provide course of action in treatment of Pond 2B
- b. No Parking Signs have been posted at VCC entrance, per previous Board meeting actions
- c. VCC community will celebrate Memorial Day picnic on Sunday May 24 2015 (rain date: Monday May 25) without using HOA funds. Michelle Lips has again kindly volunteered to be the host. L&N will send an email blast to all homeowners for voluntary contributions. The Board recognized the generous voluntary contributions that have been made so far.
- d. The planned power washing of sidings is expected to commence week of April 13.
- e. Ron Lips wanted assurance from L&N that the newly installed mag locks on the pool are functioning in time for the Memorial Day opening. In addition Ron requested that L&N provide 25 blank cards to Ron for disbursement on as-needed basis. A \$50 fee for replacement of lost card will be assessed to HO's who wish to replace their lost card. (Please note that the lost card will be disabled if the HO decides to purchase replacement card).
- f. The next Board meeting is planned for May 22nd contingent on the availability of the Board lawyer to discuss many items discussed herewith

New Business

The Action items listed are likely to be the new business activities at the next meeting in addition to emerging issues that may arise in the interim,

Agenda for Next Meeting

Items to be discussed will be distributed prior to the meeting and posted on the web page

Adjournment

Meeting was adjourned at 11:30 am by Ronnie Palmieri. The next general meeting is planned for 10 am on May 22, 2015, at L&N Rehoboth Beach Office.

Minutes submitted by: Rudy Shankar



Approved by: Ronnie Palmieri

Ron Lips

Don Bifaretti