



**The Plantations Owners Board of Directors**

**The Plantations Condo Council**

18395 Plantations Blvd.

Lewes, DE. 19958

302.645.2222

December 16, 2015

Dear Plantations Owner;

We hope this letter finds you well. We are sure many owners are busy celebrating the holidays. Please take time to review the enclosed important information.

You may have noticed that payment coupon booklets have not been enclosed with this year's mailing. In response to numerous inquiries from owners in regard to ways to conserve both money and paper, the Association will no longer be mailing coupon books to homeowners. Instead, we will email each owner their quarterly invoice. This does not in any way affect how you pay your invoice, just in how you receive it. Please Note: if you are currently set up for ACH or pay through automatic payments with your on line banking, you do not have to take any further action. The only change will be in how you receive your invoice. We believe that by sending the notices electronically, it will be an even better reminder of the dues payments instead of remembering to locate your coupon books each quarter. Please be on the lookout in the next 7 days for your invoice for the first quarter of 2016. If we do not have an email on file for you, we have enclosed your invoices with this mailing. We would prefer you provide an email address to us, to avoid the use of paper and increased mailing costs.

Please mail your first payment for the year; which is due January 1, 2015. Please note, **the Condo dues amounts have changed** while the Owners dues remain the same. Please be sure to pay the appropriate amount when writing your checks. If you utilize online payments, please be sure to make the change in your banks system so that the checks are for the appropriate amount.

In order to make paying your dues easier, SeaScape is once again offering the option to pay via Automated Clearing House (ACH). **If you are already enrolled, you do not need to take any steps, the system will withdraw your payment automatically.** In order to enroll in this system, you **MUST** complete the appropriate form and return it to SeaScape's office. Once they have received the signed form, they can complete the setup of your account and link to your checking or savings account via the online ACH system.

A few things you should know...

- Dues will be transferred from your account on the 10<sup>th</sup> of the month they are due. If for some reason you need to cancel a scheduled payment, you **MUST** notify our

office in writing by the first of the month as the payments are automatically scheduled and it takes time to modify the system to postpone or cancel a payment.

- The authorization you are returning to us is valid until we receive written notification to cancel the ACH service.
- Those who utilize the ACH system WILL still receive an Invoice for their payments. This will simply serve to remind you that the ACH will be occurring.
- You are responsible to ensure that funds are available in your account on the scheduled transfer date. You will be held responsible for all associated fees from your bank, SeaScape and the HOA bank resulting from an ACH denial.

Should you have any questions, please feel free to contact SeaScape. They would be happy to answer any questions or concerns you may have.

In an effort to continue to get as much information to Owners as possible, we have also included the DRAFT minutes of the 2015 Annual Meeting for your review. If you were not able to attend, please take the opportunity to review the minutes and familiarize yourself with the items discussed at the meeting. A listing of the 2016 Board and Council meetings has also been enclosed.

In News Around The Plantations...

The annual leaf cleanup is well under way. Leaves are being cleaned up from the entrance, circle and around the Condo buildings. The courtyards will all be cleaned out in early January. The warmer weather has caused a delay in the leaves falling, so this work is later than usual. The holiday lights have also been put up and the community is looking very festive this holiday season.

When you combine the holiday decorations with the new signs and the new plantings at the entrance, you can easily see the community is really looking amazing. The new signs were voted on by the owners at the Annual Meeting and it is clear from the feedback, that they made the right decision. The landscape committee has made some modifications to plantings at the entrance and even more work is planned for 2016. These investments should really help property values in the community, as nothing is more welcoming than an attractive entrance.

The Landscape Committee has also been busy at Building 20, where nearly all of the courtyard plantings were removed. The committee has worked with the landscaper and management to redesign the entire landscape of this courtyard. Planting is ongoing, on this extensive project. The plans should really make this building look its best by the start of 2016. The Finance Committee has also put funding in the 2016 budget for other buildings to be re-landscaped.

We also are working to replace the mailboxes at Middleton Road and Walnut Grove. As you may recall, when we replaced several mailboxes last year, the post office failed to notify the owners properly, which led to quite a mess. We are hopeful that this year will go better. If you live in either of these locations, please be on the lookout for notice about the change in

mailboxes in January. We do not want to try and do this during the busy holiday mailing season; although the mailboxes have already been acquired.

A few reminders...

The community has issued every unit owner 2 parking lot permits. These must be in place when owners are going to the dumpster or parking in the lot near the clubhouse. Cars without these permits will be towed at the owner's expense. This is the only way we can identify whether or not the vehicle parked in the lot belongs to a Plantations Owner or not.

If you are not going to be visiting your unit this winter, please be sure to leave the heat on at least 60° and open all of the cabinet doors. Turn off and drain your hot water heater and if possible turn off the water to your unit. The last thing you want is a call from SeaScape saying your unit is flooded.

For those buildings with balconies on the front, **BE SURE TO CHECK YOUR BALCONY DRAINS FOR SIGNS OF CLOGGING.** We remind you the "balconies" are not a common element. This includes the rear porch and in the newer style buildings the small balcony on the front, which sits over the neighbor downstairs garage. These balconies require routine cleaning of the drains, as well as caulking around the sliding door and the joints where the wood trim adjoins. Also, during large snow storms, this area needs to be shoveled out by owners as the membrane behind the siding does not extend more than a few inches up and this could lead to a leak in the unit below. When these leaks occur, it is the unit owner of the balcony who is responsible for the repairs. If you have any questions about how this may affect you, please contact SeaScape and they can clarify the issues.

You should also check all of the connections and hoses for your dishwasher, ice machine and washers. The largest number of significant leaks condo association's see can be attributed to these items failing. It is recommended they be changed out at least every 5 years. Given the number of seasonal homes in the community, these hoses leaking represent a significant threat. We know it is a pain to take these precautions, but it far exceeds 100,000 gallons of water leaking in to your and your neighbors' homes should they rupture.

We remind all owners that the dryer vent is **YOUR RESPONSIBILITY TO MAINTAIN AND TO HAVE CLEANED OUT.** This can become a serious fire hazard if not checked and cleaned regularly. While you are free to utilize any contractor you like for this work, if you are not familiar with local companies who perform this work, we can offer you the name of a local company who does this type of work; Mountain Fresh Carpet Cleaning at 302-645-7902.

That is all for now...we wish you all the best in the new year and hope your holidays are joyous.

Truly,

The Plantations Owners Board of Directors  
The Plantations Condominium Council



## **2016 Plantations Board and Council Meetings**

<b>Date</b>	<b>Time</b>	<b>Location</b>
Jan 15 <sup>th</sup>	7:00 PM	Plantations Clubhouse
March 18 <sup>th</sup>	7:00 PM	Plantations Clubhouse
May 20 <sup>th</sup>	7:00 PM	Plantations Clubhouse
July 15 <sup>th</sup>	7:00 PM	Plantations Clubhouse
September 16 <sup>th</sup>	7:00 PM (Annual)	Plantations Clubhouse
October 21 <sup>st</sup>	7:00 PM	Plantations Clubhouse

**\*\* Plantations Clubhouse address is 1600 Pennsylvania Ave in Lewes, Delaware**