

The Plantations Condo Association Council Meeting



Board Meeting January 15, 2021 5:00 PM – Online Meeting

AGENDA

Attending the meeting were Donna Stone, Jeanmarie Dolan, Susan Towers, Sherry Minear, Matt Stone, Gerri Clapp, and Al Faraldo. Chris Nichols represented Seascape Property Management.

President's Report – Donna Stone

- The meeting was called to order at 5:03 p.m.
- The Council unanimously approved the minutes from the previous (October 16, 2020) meeting.

Condo Treasurers Report - Sherry Minear

- Checking and Reserve Balances – The total funds on the balance sheet at the end of 2020 was \$229,878.12. That breaks down to \$934.50 in the operating account, and a total of \$228,944.41 in the two reserve accounts (\$97,984.32 in the M&T checking and \$130,960.09 in the Capital One account). Sherry commended the council's \$250,000 investment throughout 2020 in maintaining the community's assets in a fiscally responsible way. She also cited the repair and upkeep of roads, roofs, and landscaping.
- Budget vs Actuals – There is a surplus of \$12,000 coming into 2020. Revenue was \$346,209.94, above budget by \$2,089.94. Running down the list of expenses, the budget was largely spot on. While money was saved on insurance, it was invested in landscaping and tree care. Tree care was a large over budget item and new building landscaping. (However, there was a carry-over underspending from 2019 that will absorb this overspend). Other overages included expenditures for storm damage and termite inspections. There was also buildings repair to replace wood siding with HardiePlank®. Office expenses were on budget and no snow removal expense. There is an overage on utility expenses, largely due to the investment made in replacing/maintaining the humidifiers. Total expenses were \$362,669.08, with a spending over budget by \$18,549.08. With the

- increase in revenue, overspending will be closer to about \$1,5000 and Sherry predicted this will be absorbed as the final numbers come in.
- Delinquent Accounts – Accounts receivables are down and any owner who is over 60 days is in referrals.
 - Capitol One has closed its branch in the Walmart shopping center and so there is no branches in Delaware. As such, Chris recommends moving the Association’s money market account to a local bank. He will prepare recommendations (of at least 3 different local banks based on interest rates) that he will share with the Council at the March meeting. The Council unanimously approved the treasurer’s report.

Old Business

- **Pipe Replacement Notice** – Chris has been working with owners on these projects as noted:
 - Building 4 - every unit but one is completed.
 - Building 5 -is completed, all owners worked together.
 - Building 6 - owners did not work together and work is piecemeal.
 - Building 3 - is complicated due to the pipe that the Sherman inspector discovered, which was “abandoned”. This building is still a work in progress.
 - Overall - Most owners are working toward a positive resolution.
- **Vent Installation Walk and Notice** – The buildings have been walked/reviewed twice for dryer vents. Following the initial inspection and notices, a second review of the buildings was conducted and again, notices sent to those units where vents were not observed/installed. Chris reports there has been a positive response to the second follow up notice and that those owners who are still non-compliant are having difficulty getting the work scheduled due to lack of capacity. A third follow-up walk around will be scheduled so this initiative can be completed. It may be difficult to assure 100% compliance due to the access issue. This notice also serves to remind owners to clean their vents regularly.
- **Street Light Middleton Circle** – The light was out for the better part of six months due to a bad underground cable. Delaware Electric Cooperative was unresponsive and did not schedule the necessary repairs. Eventually, we were able to have an engineer and work crew on site after which we checked on their work to be sure they had not

damaged the nearby drain. Project appears to finally have been completed satisfactorily.

New Business

- **Insurance Renewal** – Donna reported Chris sent her the annual insurance policy proposal for approval. Dave Labreque, who chairs the insurance committee, works closely with Ed Brown, the broker with L&W insurance to get us the best prices. The proposal is missing the quote for D&O and the umbrella coverage, which won't be available until Feb. 1. Dave/Ed expect these rates to be .19, which is best rate they have seen is .30. The expected rate would be a good break for the Association. There is a \$500 increase in the GL coverage. The coverage is good for the next 3 years with no increase when we lock in the rates. Dave recommends that the Council accept the proposal received (without the D&O and umbrella coverage) now as these rates can go up if not approved.
 - Sherry made a motion to approved the insurance premium renewals as presented with authority given to the president to renew the D&O and Umbrella policies up to the amounts budgeted in the 2021 budget. The Council unanimously approved that. If amounts are greater, Donna will ask electronically for the Council's approval. Chris noted that we have tolerance in our budget if the cost comes out higher than what is proposed.

Committee Reports:

- Architectural Review Committee - Tom Minio. Donna said there is some confusion with these requests. Donna and Chris will talk to Tom as there are two applications that need to be approved.
- Documents Committee - Paul Carey. NO
- Finance Committee - Sherry Minear. NO
- Insurance Committee - Dave Labrecque. Insurance has already been discussed.
- Landscaping Committee - Dee Holm. Chris said plantings were installed. He noted that Dee has been helpful in resolving homeowner requests involving bushes trimmed and removed.
- Nominating Committee - Dave Labrecque, Ken & Nancy Brooks. Donna reminded people that if anyone is interested in serving on the Council, please encourage them. Letters will be sent out to remind people.

- Spread Sheet Committee - Jim Anderson. No update. Irene commented about broken blinds in the guard house and suggested the windows be tinted. Donna reminded her that the time for public comment comes later.

Property Managers Report - Chris Nichols

- Roof Replacements: Tale of two roofs. Residents of Building 12 were impressed with the excellent job. The work resolved a number of ongoing problems and the clean-up went well. Then, the same roofing contractor, Ballpeen Construction, moved onto Building 2, which has been a disaster. They removed shingles and then there were water leaks in at least two units after a torrential rainstorm. Shingles were delivered and sat on roofs for 30 days. Then, a gas line (which at some point an owner/or their contractor had attached to the roof) was punctured by a roofing nail. This occurred on New Year's Eve, and necessitated emergency calls to contractors to restore the gas service so the owner did not have to spend the weekend in a hotel room.
 - Due to the leaks and other issues, the 8 units in this building all will be inspected for mold by Sussex Environmental and Ballpeen will be held responsible for damages to the building/units.
- Gutter Replacements: It appears that 4" gutters that the majority of buildings have are not good enough. We need to evaluate how many buildings we can update and when.
 - Three buildings 4, 5, and 6 have had replacement
 - We are looking at potentially replacing another 3 buildings in 2012.
 - Chris will provide an updated report/estimate for gutter replacement and recommended buildings for the March meeting.
- Planned Pressure Washing: Sussex County usually gets 30+ inches of rain, however the last two years have seen 60+ inches of rain. Annual pressure washing of the buildings has not been necessary, however, with so much moisture, mildew is appearing on the buildings. A pressure washing company will come for a day to spot wash and remove the mildew.

- Wall Repair and Painting: Three courtyard walls need to be painted and two need to be repaired.
- Leaf Clean Up: Donna said the landscaping company did an excellent job.
- Homeowner in building 7 has a problem with sink hole leading to the sidewalk eroding. Chris advised, Dry Zone is going to pump slurry underneath the sidewalk to avoid further damage and erosion.
- Jeanmarie had two questions: The first the crawlspace maintenance for the spring. She wanted to know if Dry Zone was scheduled to come back to service the dehumidifiers.
 - Chris said he will have a proposal from Dry Zone at the March meeting for this maintenance.
- The second question was regarding the landscaping contract with Shore which is up at the end of the year. She wanted to put this on the Councils list of “things to do” so we could develop a timeline and list of next steps for this RFP.
 - With regard to timing on the RFP, Chris suggested we should start discussions late spring, early summer. He believes we will get a better pricing when landscapers are lean. We should approve an RFP at the July meeting and work it into the budget.
 - Jeanmarie suggested conducting a survey of owners to see what they think about the landscaping. Discussion was had on merits on in person vs on-line. It was agreed that COVID has made in person not possible and Chris advised in his experience, survey monkey and or/a mailing is the best. An appropriate, uncomplicated questionnaire will need to be crafted. Donna asked Jeanmarie to draft the questionnaire, which she will share with the Council members before the March meeting so it can be on the agenda.
 - Sherry said Shore has done a pretty good job and that if we put out a new RFP, Shore should be considered again. Chris said there are two other companies, Sullivan’s Landscaping (we buy plantings from them and the plants have a high rate of survival) and Rupert Landscaping, a new regional supplier. Rupert opened in Sussex and approached Seascope to bid on one of their larger clients. Chris has been impressed with their service, which includes assigning a dedicated crew

member who takes ownership of the property. The company provides written reports, and before and after service. Chris would like to open up the RFP to these two companies.

Adjourn 6:37 p.m.

Submitted by Susan Towers