

**The Plantations Owner's Association Board Meeting**  
**Board Meeting Minutes January 18, 2019 7 P.M. - Plantations Clubhouse - Lewes**

**Call to Order** – President Dave Labrecque called the meeting to order at 7:29 PM. Board Members present were: Dave Labrecque, Susan Towers, Andrew Tobias, and Paul Carey. Chris Nichols and Jonathan Poole represented SeaScape Property Management.

**President's Report – Dave Labrecque**

Approval of Previous Meeting Minutes – Dave reviewed the minutes and asked for a motion to approve the minutes as presented. Andrew made a motion to approve and Paul seconded. The motion passed unanimously.

**Owners Treasurers Report -Andrew Tobias**

Andrew reviewed the current balance sheet and budget versus actual for year-end 2018. He said the reserve transfer had been made to the reserve fund as called for in the 2018 budget. Chris said the 1099s for the prior year were under way and being prepared by the CPA David Nilsson, and that the Delaware Corporate Filing had been completed and paid.

Dave asked for a motion to approve the Treasurer's Report. Susan Towers made a motion seconded by Paul. The motion passed unanimously.

**Old Business**

**Common Area Maintenance Definition for the Homeowners Association –**

The Association has been working with the Condo Association to define the common area of each Association. Based on conversations between President Labrecque and Jim Anderson, the President of the Condo Association, the Board decided that they were not ready to vote on this issue.

**Rules and Regulation Amendment** – The Association Rules and Regulations contained language about the Association holding “Big Trash Days” to help Owners get rid of large trash items and keep them from ending up in the dumpsters. However, the last time the Association held a “Big Trash Day,” it ended up with a large expenditure and many items from outside the community. This caused the Association to end the big trash day program. Paul made a motion to accept the changed language, which was seconded by Andrew. The motion passed Unanimously.

**Sale of Golf Cart** – The Association is seeking to sell the golf cart that it no longer used. Chris has approached another community that uses golf carts for its maintenance staff to see if they would be interested in purchasing the cart. They declined. The Board instructed Chris to continue to seek a buyer.

**New Business**

**Insurance Renewal** – Dave reviewed the insurance renewal quote he received from L&W Insurance agent Ed Brown. Dave, Ed and Chris Nichols have reviewed the coverage the policies offer the Association and found them to be sufficient. The policy premium would increase \$285. Paul made a motion to

accept the insurance policy for 2019. The motion was seconded by Andrew and passed unanimously.

**Street Sign Proposals** – Chris presented the Board with proposals to replace the street and road signs in the community. Many of the signs are aging and replacement of them is recommended. The Board members reviewed the proposals and will consider the recommendation along with other aesthetic improvements.

#### **Committee Reports:**

- Architectural Review Committee (Bill Licata) – No Report
- Documents Committee (Paul Carey) – Paul stated that the committee had been working on the rules and regs presented earlier to alter them to eliminate the Big Trash Day
- Finance Committee (Sherry Minear) - No Report
- Flag Committee (Tom Terrel) – Chris noted that one of the lights on the flag had failed and was repaired this past month.
- Insurance Committee (Dave Labrecque) - No Report
- Landscaping Committee (Dee Holm) - No Report
- Nominating Committee (Dave Labrecque, Ken & Nancy Brooks) - No Report
- Security Committee / Gates (Bob Blomquist) - No Report
- Wastewater Committee (Bob Dickey) Paul noted that work was ongoing at the wastewater facility that serves the community. He said the nature of the work was unknown, and added that since the chair was inactive for a significant period, maybe the chair should be changed
- Website (Susan Towers) - No Report
- Welcome Committee (Susan Towers) – Susan asked that Jean Marie Dolan be added to her Committee. Dave made a motion to add Mrs. Dolan. It was seconded by Paul and passed unanimously.

Note: Due to a prior commitment, Andrew left the meeting at 7:46 PM.

#### **Property Managers Report - Chris Nichols**

- **Dumpster Area Improvements** – Chris noted that the approved camera system would be installed next week. The fence company and Seascope will be meeting with Paula and Dave to lay out the final placement of the fence. Once they are completed, the signage will be ordered and placed.
- **Removal of Flyer Boxes and Phone Box** – Chris reported that the defunct flyer boxes that were throughout the community had been removed as had the phone box which was on the side of the gatehouse. The painter will touch up the gatehouse when they are in the area painting buildings at Plantations east.
- **Potential Projects** – Chris said he met with Ad Hoc Committee Chair Louann Lowe. Chris and Louann reviewed the entrance and circle for ways to make improvements to several key area. They presented ideas for the Board to consider the following projects.
  - Road Crack Fill
  - Gatehouse Doors Replacement or Paint

- Rock Movement to replace existing Traffic Posts
- Painting of Silos

The Board asked Chris to seek proposals to pressure wash and paint the silos. The Board also agreed that the Landscape Committee, President Labrecque and President Anderson should meet to review the recommendations and make a decision. This was a motion by Susan. It was seconded by Dave and passed unanimously

**Adjourn – Motion to adjourn was made at 8:31 P.M. and passed unanimously.**

## **The Plantations Condo Association Council Meeting Board Meeting Minutes January 18, 2019 8:35 P.M.**

**Call to Order** - President Jim Anderson called the meeting to order at 8:35 P.M. Present were Jim Anderson, Bob Blomquist, Donna Stone, and Susan Towers. Also present was Chris Nichols and Jonathan Poole from SeaScape Property Management.

### **President's Report – Jim Anderson**

Approval of Previous Meeting Minutes- Jim reviewed the minutes and asked the Council for a motion to approve. Donna made the motion to approve the minutes. It was seconded by Bob and passed unanimously.

### **Condo Treasurers Report - Sherry Minear**

In the absence of Treasurer Sherry Minear, the report was given by Chris Nichols. Chris reviewed the current balance sheet and the year-end 2018 budget versus actual. He noted that over all, the Association operating was nearly \$20,000 over budget. This was mostly caused by unexpected maintenance costs, and was funded by a carryover of funds from prior years.

The Council asked Chris to focus on collection of the delinquent accounts to aid in making up for the overage in expenses. Bob made a motion to approve the Treasurer's report. It was seconded by Susan and passed unanimously.

### **Old Business**

**Covenant Violation** – Flooring Coverage Update – Chris noted that both he and attorney David Hutt had sent correspondence to the Owners of 33788 Walnut Grove Unit 3f concerning reports they were out of compliance with the Covenant requiring that 80% of all 2<sup>nd</sup> story floors be covered by carpet. The Owner has reached out to Chris and confirmed that although they have recently made repairs to their tile and to the wood floors they have, they did not increase the areas of un-carpeted floors in their unit. They agreed to add additional throw rugs to aid the neighbor below with noise from their Unit. No other complaints have been received from the neighbor below.

**Building 3 Drainage Resolution** – Chris reported that he and President Jim Anderson had met with the contractor working to resolve grading issues around Building 3. They, along with resident Kent Holm, decided the ideal way to resolve minor water issues around the building was to re grade the area along the east side of the building and to add a pipe to connect to all of the gutters on that side of the building to carry water away. The work should be complete within the week.

**Common Area Delineation** – The Association is working with the Owners Association to delineate the Common Areas that the Associations are responsible

for. Jim Anderson will meet with President of the Owners Association Dave Labrecque to find a solution and bring it back to the Council for approval.

### **New Business**

**Orton Circle Stormwater Project** – Chris noted that the Engineer (Merestone Consulting) is working to re-draw the drain for the center island basin due to some recent improvements in technology that will make the project easier to maintain. Once these new drawings are received, the project will go out to bid.

### **Committee Reports:**

- **Architectural Review Committee** (Bill Licata) - No Report
- **Documents Committee** (Paul Carey) - No Report
- **Finance Committee** (Sherry Minear) – Chris noted that the Association was now over the FDIC insurance maximum in M&T bank. Jim made a motion to open a Money Market Account at Capital One. It was seconded Donna, and passed pending Sherry's approval.
- **Insurance Committee (Dave Labrecque)** – Dave noted that he is working with Agent Ed Brown to get pricing for the 2019 renewal. The insurance carrier is disputing the building square footage, which has never been managed. This has required that the carrier send out someone to measure the buildings so they can accurately provide a premium for the year. This is expected to happen within the next 30 days.
- **Landscaping Committee** (Dee Holm) - No Report
- **Nominating Committee** (Dave Labrecque, Ken & Nancy Brooks)- No Report

### **Property Managers Report - Chris Nichols**

**Building 1 Roof Replacement** – Chris noted that the roof at Building 1 was completed in October, as approved by the Council

**Parking Lot Crack Fill and Seal Coat** – Chris reported that the project was delayed from 2018 due to surgery of the owner of the company who performs the work for the Association. The company is expected to be back in the community by May of 2019.

**Increase Parking Lot Size – Buildings 10 and 12** – Chris presented the Council with a satellite picture of the buildings. It was obvious from the picture that there is a significant lack of parking at buildings 10 and 12. Chris also noted there are numerous complaints about lack of parking and cars parking on the lawns at these two buildings. The Council agreed to expand the parking at these buildings and instructed Chris to get bids from Jerry's paving to expand the parking at these two buildings.

**Adjourn – Bob made motion to adjourn at 9:27 PM. It was seconded by Jim and passed unanimously.**