

The Plantations Owners Association Board and Condominium Council

Board Meeting – October 21, 2016

DMT Facility, 1600 Pennsylvania Avenue, Lewes DE 19958 – 7:00 PM

Minutes

The Plantations Owners Board: Board Members – Lisa Travis / President, Sal Somma / Vice President, Sherry Minear / Treasurer, Chris Flood / Secretary / Paul Carey, Director.

Absent – Lisa Travis & Chris Flood

The Plantations Condo Council: Council Members – Sal Somma / President, Lisa Travis / Vice-President, Sherry Minear / Treasurer, Chris Flood / Secretary / Nick Fiorino Director.

Absent – Lisa Travis & Chris Flood

Owners’s Budget Meeting:

Treasurer, Sherry Minear called the Owners Budget Meeting to order at 7:00PM. Sherry Minear presented the budgets that had been provided to all members by the proof of notice date of October, 7, 2016. The budgets must be sent to all members 14 days in advance of the budget meeting. Budgets were mailed to all members on October 7, 2016.

The budgets were presented as mailed. There being less than 50% of the membership in attendance to overturn the budgets, the budgets were ratified.

The Owners Budget Meeting was adjourned.

Condo Budget Meeting:

Treasurer, Sherry Minear called the Condo Budget Meeting to order at 7:02PM. Sherry Minear presented the budgets that had been provided to all members by the proof of notice date of October, 7, 2016. The budgets must be sent to all members 14 days in advance of the budget meeting. Budgets were mailed to all members on October 7, 2016.

The budgets were presented as mailed. There being less than 50% of the membership in attendance to overturn the budgets, the budgets were ratified.

The Condo Budget Meeting was adjourned.

Owners’ Forum (15 minutes):

Bill Deist requested information regarding the trailer parked in the community parking lot. Chris Nichols informed the group that it belonged to a company contracted to perform work in the condominiums and that it would be moved in the upcoming week. Paul Carey noted the coverage on WBOC of the Plantations East donating \$500 to the Lewes Fire Department as thanks to their excellent service relating to the single family home fire.

President’s Report:

Condo Council President, Sal Somma called the Plantations Owner’s Association and Condo Council Meeting to order at 7:07 PM.

The minutes of the July 15, 2016 Board/Council Meeting were reviewed. There being no suggested revisions the minutes were approved as written.

Sal Somma gave the Condo Council President’s Report. He commented that the board and property manager were closely monitoring expenses as they compared to the budget for the current year. The goal is to end the year with a positive cash flow forgoing the need to borrow money from the next year. He commented that the leaf clean up was currently ongoing and that the plantings around the entrance had been completed.

Sal Somma commented that the Owner’s Association President’s report would be covered in the property manager’s report as Lisa Travis was unable to attend the meeting.

Sal Somma graciously agreed to run the Owner’s Association on behalf of Lisa Travis.

Owner’s Treasurer’s Report:

Sherry Minear, Treasurer, reported:

Owners’ Association:

Checking and Savings Balances	
MT&T Checking:	\$ 44,633.03
MT&T Savings:	<u>41,414.19</u>
TOTAL:	\$ 86,047.22

We see a very healthy balance sheet and income statement this year.

Budget to Actual (YTD) – 2016 is approximately 85% completed. Some items are over budget, some are under. The legal expenses are over budget due to the fees required to secure delinquent accounts. The total actual revenue and expenditures are on track to come in at or below budget.

Delinquent Account Report and Collections – 4th quarter fees are coming in now. Legal council has addressed all delinquencies of 30 days or more.

All Owners Association Board members approved Treasurer’s Report for the Owners Association

Old Business:

- Engineering Plans – Drainage
 - Belle Grove Road
 - Middleton Circle
 - Orton Circle

Chris Nichols, Property Manager, presented three engineering drawings relating to the drainage issues in three recurring problem areas within the community. The board members discussed prioritizing the projects as they would not be able to be completed all at one time.

Sherry Minear requested that cost proposals be prepared so that the Finance Committee in the upcoming 2017 year can begin cash flow planning on the timing of the projects. The expectation is that these drainage projects will span over several years.

New Business:

Chris Nichols, Property Manager, provided an update on several new business items:

- Accident at Gatehouse
- Candidates for Landscaping Committee
- Irrigation Addition for Space Created by Leyland Removal
- Power for Bridge

Committee Reports:

- **Architectural Review Committee (ARC):** Jim Anderson, Chairperson, updated the board that there were two current applications for improvements submitted in October.
- **Documents Committee:** Paul Carey, Chairperson, reported that there was nothing new relating to the documents.
- **Finance Committee:** Sherry Minear, Chairperson. Sherry reported that the committee convened last Thursday, October 6, 2016. The committee reviewed the property manager’s prepared budgets and recommended their approval to the boards. The committee plans on meeting in the first quarter of 2017 to discuss investment of the Condominium Association’s Reserve funds and to review and make timing recommendations for the upcoming proposed drainage projects.
- **Flag Committee:** Tom Terrel, Chairperson. Chris Nichols reported that there is a new flag flying.
- **Landscaping Committee:** _____, Chairperson. The board members discussed several individuals that had potentially requested to be on the landscaping committee. Chris Nichols will follow up and hopefully a chairperson and committee members will be named at the next board meeting. Chris Nichols also reported that dogwood trees are being planted at buildings 20 & 21.
- **Nominating Committee:** David Labrecque, Chairperson. There is nothing to report at this time.
- **Security Committee | Gates:** – _____, Chairperson. We need a chairperson at this time.
- **Wastewater Committee:** Bob Dickey, Chairperson.
- **Website:** Lisa Travis, Chairperson. Sal Somma reported that the new ARC form is now posted on the website.

Condo Treasurer’s Report:

Sherry Minear, Treasurer, reported:

Owners’ Association:

Checking and Savings Balances	
MT&T Checking:	\$ 32,092.71
MT&T Savings:	<u>250,475.29</u>
TOTAL:	\$282,568.00

We see a very healthy balance sheet and income statement this year. The money in the savings account reflects the reserve funds to be utilized for maintaining the capital assets of the condominiums. In the coming year the savings amount will be analyzed and restructured into a longer term investment.

Budget to Actual (YTD) – 2016 is approximately 85% completed. Some items are over budget, some are under. The legal expenses are over budget due to the fees required to secure delinquent accounts. The total actual revenue and expenditures are on track to come in at or below budget.

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Property Managers’ Report: (Chris Nichols)

Chris Nichols presented his property manager’s report. He provided updates and answered questions on the following projects:

Projects - Owners:

- Flag Replacement
- Signs Ordered for Gates
- Fountains Maintenance – fountains will be pulled serviced by Envirotech before end of December 2016
- Tree Trimming – Al’s Tree Service will provide trimming services in the next several weeks
- Mailbox Replacements – Mailboxes to be replaced on Boone Hall Road and Orton Circle.

Projects - Condo:

- Gutter Cleaning Building 21 – Gutters will be cleaned and replaced.
- Tree Removal Building 4 – Pear Tree will be removed.
- Paving Repair Building 8 – Jerry's Paving will re-mill smooth.
- Concrete Repairs – Sidewalk repairs to be completed at building 20 and 21.

Owners' Input: (15 minutes)

No owners signed up to speak.

Adjourn:

Sherry Minear made a motion to adjourn the meeting. Sal Somma seconded it. All approved. Sal Somma adjourned the meeting at 8:16PM.

Respectfully Submitted,

Sherry Minear, Treasurer

DRAFT