



**HOA Board Meeting Minutes
June 9, 2022 7pm
Via Google Meet**

Board Members in Attendance: Craig Costantino, Bill Custead,, Keith Miller, Lynne Partridge, Janie Stopford

Residents in Attendance: Lisa Smith, Michael Gooch

Call to Order: 7:05 pm Lynne Partridge, Chair

MINUTES: Janie Stopford, Secretary

Motion passed to approve the Minutes as amended to include motions by text

ANNOUNCEMENTS:

- **Thanks to Brandon Ridout** for agreeing to manage the well.
- **Still looking for Someone** to manage/monitor Septic Systems
- **Thanks to all who showed up to help** with the opening of our pool on Thursday 5/26. We carried and scrubbed furniture, set up umbrellas, power washed the decking (special thanks to Chris Ramey)... and got to connect with neighbors over snacks (thanks to Robin Custead) .
- **Special thanks to Jeff Stopford**, a certified horticulturist who has led the efforts to improve the parking lot gardens. Jeff has also been painting all of the utility boxes throughout the community.
- **Volunteers Always Needed** - our community is small and the task of our Board is to manage and maintain its facilities. We manage the finances and work to coordinate service providers, however, there are lots of times when we roll up our sleeves to get something done. There are just 6 of us and we need everyone's help! Please consider joining one of our committees. We will also post specific events with a call for help....
- With summer underway, just a reminder about curb appeal. Keeping our lawns and fronts orderly lends to the overall appearance and property values of our community.

TREASURER'S REPORT: Keith Miller

Dues are up to date. Boat Dock \$11,063.29

General Fund \$68,871.70

Savings \$14,030.69

ITEMS FOR DISCUSSION

- **Board Vacancies** - *appointed til next February then elections*
Nomination of Lisa Smith as Board Director: *to serve on Architectural Review and County Water Project.*

Statement from Lisa - *"Thank you for the opportunity to be a member of the Board of Directors as well as the specified committees. I have been coming to the community to visit friends for over 25 years and became a homeowner in the Townhomes 5 years ago. I have been a Realtor in the Lehigh Valley region of PA for over 13 years specializing in Residential Sales and Investment Rentals. Through the Real Estate Profession, I have gained a great deal of knowledge in the residential property market. I am happy to assist in any way I can to benefit our Community!"*

Motion passed to approve nomination of Lisa Smith to the Board of Directors

- **Spending Policies**
 - **Board Policy on spending**
 - Any item included in the approved budget does not need further consideration or Board action. All expenditures not included in the annual budget must be communicated to the Board. When appropriate, Board approval by vote may be required. However, in the case of emergency repairs of essential utilities, the Board will be notified of expenses in a timely manner.
 - **Unanimously approved.**
 - **Board Policy for use of resale package funds**
 - Funds acquired from property resales are separate from HOA dues, and may be used at the discretion of the Board. The source of these funds are dependent on home sales and so may fluctuate from year to year. Discretionary funds may include but are not limited to expenses of the social committee, gardens, upgrades to facilities, etc.
 - **Unanimously approved.**

Discussion Question:

- Should we publish an HOA resident directory? Give residents the option to opt out?
- Discussion, but no decision. The directory question will be asked to the residents in the next community newsletter.

COMMITTEE REPORTS

EXECUTIVE (Lynne Partridge, Keith Miller, Janie Stopford)

- Welcome Lisa Smith new Director until election in 2023,
- Still have another vacancy. Looking for a full-time single family home owner if possible to balance Board makeup.

COUNTY WATER PROJECT (Bill Custead)

4/22/22 meeting with Bob Mitchell - (document to be uploaded to website along with minutes)

- 5/17/22 Public Hearing to approve application for County water - Attended by Bill and Jolene Killinger, Pat Morrison, Keith Mitchell, Lynne Partridge. Commissioners voted unanimously to approve the application for water.

ARCHITECTURAL REVIEW COMMITTEE (Lynne Partridge)

Townhouse Signage Old sign outside of Lot A was confusing and has been removed.. Need to identify addresses for each unit and post new signs for emergency vehicles. Work is in progress by Lynne and Craig.

- **Fence in Parking Lot A** Because additional parking was needed, the old fence was removed and will be reinstalled at the entrance to the pool in order to regulate parking. Board members Andrew Davis and Bill Custead will install.
- Craig Costantino has acquired several pavers to install at the pool entrance to help reduce flooding. Volunteers needed for both projects.
- **Painting of Townhouses;**
 - Color: Original Sherwin Williams Doric White /Brown Trim: Motion that **brown trim color be selected to match new fascia boards approved.**
 - Update on approved townhouse colors will be posted to website
 - Letters to be sent to critical need townhomes,
 - Board discussion:
 - For now, only those residents whose homes are in need of paint will receive a letter.
 - Other discussion... developing a painting reserve fund, developing a timeline plan for the painting, painting the pump house or warehouse a coastal color for visual effect... all unresolved.

- **Phragmites:**

- Past herbicide use did not permanently remove species.
- Much discussion concerning removal of phragmites and the reasons to do so..view versus invasive species elimination, the cost and whether individual owners or the entire HOA will pay.. Several owners remove their own phragmites, enhancing their view and preserving the wetlands. It was decided for now, owners will continue to do this. Those with questions about how to do it, should contact Craig Constantino, Bill Custead, or Jeff Stopford

- Suggestion by Lisa Smith that HOA establish a Capital contribution for new owners to increase funds for special projects. Keith will investigate this idea.

- **Wetlands-** Our waterfronts are environmentally protected wetlands that are regulated by state and federal laws. Waterfront properties and the HOA are responsible for maintaining these zones by not allowing the dumping of brush, mulch, and plants in protected areas. HOA wetlands and buffer zones may not be used for gardens; no fences, plantings, mulch, etc. Only the invasive species of Phragmite may be removed from these areas.. All other trees, shrubs and growth are legally protected and may require a permit or letter of permission in order to be trimmed, cut down, or altered in any way. Fines are steep for owners who do not comply with these ordinances. Please see a Board member if you have any questions about these protected areas.

BOAT DOCK/BOATYARD (Craig Costantino)

Dock spaces fully rented. Some minor repairs needed.

COMMUNICATION

- Community Updates as needed...will include guidelines concerning the maintenance/use of our wetlands.
- Welcome letter to new residents sent.
- See website for updates, notice for committee meetings and links

LAWNCARE/LANDSCAPE

- Lawns will be cut weekly or as needed. We have saved \$\$ and the lawns are in good shape.
- Townhouse parking lot gardens - weeds and unsightly bushes have been removed, perennial plantings designed for low maintenance

BURN PILE no report

SEPTIC FIELDS

- Still looking for someone to manage...
- A full septic tank was the reason for the toilets malfunctioning over Memorial Day weekend. That tank, will be emptied on a regular schedule.
- **Motion to approve payment to Atlantic Pumping** to empty tank approved..

POOL

- Great opening: volunteers, new umbrellas,
- Plans to upgrade entrance: pavers to reduce flooding, repurposed fence from parking lot A to create an entrance, allow for bike parking and redirect cars.
- Need to budget for next year: painting of the warehouse, power washing and painting bathrooms, new chaise lounges.

TENNIS COURT no report

DRIVEWAY, DUMPSTERS (Bill Custead, chair)

- outside/extra trash has caused \$232 additional in costs
- Remind all to break down large boxes and consider recycling
- Trash is a benefit that comes with a responsibility.
- Bill has scheduled a load of stone for the driveway and will manage its placement.

WATER

- Thanks to Brandon Ridout for agreeing to manage our well.

SUNSHINE/SOCIAL COMMITTEE - Robin Custead, (looking for more...)

- Many thanks to Robin Custead for providing refreshments at the pool opening
- Call Robin if you have other social ideas.

SECURITY CAMERAS

- Cameras will be set up at Lynne's house, Keith will monitor

NEW BUSINESS

None.

Meeting Adjourned: 9:35 pm

NEXT MEETING: August 11 via google at 7 pm