



Board Meeting Minutes

January 20, 2024

Via Zoom

Welcome: President Dave Wiecking called the meeting to order at 9:30 a.m.

Present: Dave Wiecking, Margie Cyr, Bob Wood, Kate Munteer, Paul Bradley, Don Deraska, Holly Fluty Dempsey, Kerry Hall, George Rayburn, and Donna Hugues, Solutions Property Management (SPM).

No Recording of Meeting: Bob Wood moved, Margie Cyr seconded that recording of any type of the meeting except for the Zoom recording initiated by the Board or its property manager is not allowed. All were in favor.

Approval of Minutes: Margie Cyr suggested some changes to the draft minutes, which were accepted. Dave Wiecking moved, George Rayburn seconded approval of the December 16, 2023 Board Meeting minutes as amended. All were in favor.

Property Manager's Report: Donna Hugues (Solutions Property Management) reported that SPM is working with the Board on

- Fence project
- Finalizing the Republic 2024 trash calendar
- New website
- Recruitment Ads in Coastal Point for Community Patrol staff
- Building Committee applications
- Directory changes and email addresses
- Location for spring meeting, with sufficient parking

Dave Wiecking added that SPM may be helping us resolve issues related to verification of the votes on the proposed Covenant change, which would prohibit marijuana-related businesses. Our attorney asked for proof of signature authority for properties owned by LLCs and some trusts. Also, for a Covenants change, all titled property owners must sign, but some deeds still list owners who are deceased. There are 43 properties in question.

President's Report: Dave Wiecking

- We have a signed snow plowing contract with David Elechko, Shore Home Improvements.
- DNREC has been holding hearings with local governments about how to pay for future beach replenishment projects.

- US Wind is holding meetings with local towns, and is offering payments to towns in exchange for no future objections to their wind power project.
- Bob Wood and Dave Wiecking met with MillerDodson, the firm doing our Reserve Study. The study will probably not be completed before this year's budget vote, but Wiecking feels more confident about our status as a result of the meeting and subsequent conversations. There will be a further look at the roads – the west ends exhibit more “alligatoring of the asphalt”, which may require repaving, rather than seal coating.
- Eleven tires have washed up on the beach. DNREC has dumpsters available for these.

Treasurer's Report: Bob Wood referred us to his written report that is posted on the website for the period ended 12/31/23. We are comfortable from a financial perspective; we have a little over \$400,000 to finish out the year. Our first estimated tax payment for 2024 has been made. We must pay taxes on investment income.

Committee Reports:

Community Facilities: Don Deraska referred to his written report that is posted online.

- We have 5 bids for fencing. The fencing to be replaced is along Rt. 1, starting at E. Short Rd and extending to the 1st lot past E. Errett. Another section is at the west end of Bridge Rd, where there is a gate.
- We are reviewing two bids to plant dune grass.
- Harry Caswell, Inc. has turned in a proposal for jetting culverts and pipes, which is much higher than we had guessed it might be. It will be \$35,000 to take care of pipes and culverts on all streets, as well as the underground pipes draining out at the west end. This is new ground for us, as none of the CFC has seen the jetting done before, although it has been done in bits and pieces in the past. We will need to determine how often this needs to be done, and at what cost. DNREC recommends we jet the buried pipes at the west end of the community every year. We will still need to clean the swales, and we will be looking at this in connection with landscaping services. The proposal is well within the \$50,000 budgeted for drainage.

Motion and Vote: Don Deraska moved, Paul Bradley seconded that we accept the Caswell proposal for \$35,000 to jet clean all culverts and underground pipes by the end of March. All in favor, except Kate Mounteer who abstained.

Wiecking will sign the contract, and Deraska and SPM will follow up with Caswell.

Landscaping: Holly Fluty Dempsey reported.

- We are working on getting bids for turf maintenance. SPM is working on this.
- Margie Cyr and Dave Wiecking met with Delmarva Power regarding the landscaping adjacent to the power substation, particularly along Bridge Road. The Delmarva representative was open to improving the landscaping, subject to budget approval, and will meet with us again prior to the February Board meeting.

Building: Margie Cyr reported that we have many large projects that are holdovers from last year and even before. She is eager that these be finished so that people can get their deposits back, and so that they are removed from the building committee's workload. There have been many contractor vehicles parked along Dune Rd., and trash pick-up has been disrupted. Margie has asked contractors and property owners to park on side roads.

Community Patrol (CP) / Security: Dave Wiecking mentioned that he would like to change the name of the Security committee, as specified in our bylaws, to the Community Patrol Committee. Kerry Hall referred to his written report that is posted on the website and commented that this is a quiet time of year for the Community Patrol, but work is underway related to budgeting, staffing, and refining and documenting standard operating procedures. The security camera is scheduled to be installed at the guard shack by early March.

Beach Patrol: Mark McCulloh reports that we are in good shape on Beach Patrol staffing for the coming season, thanks to connections with the local swimming community.

Sand: Steve Larsen, Paul Bradley and Margie Cyr will meet regarding sand.

Budget/Finance Committee: Bob Wood introduced the first draft of the budget for next year, which he has crafted with input from each of the committee chairs. This will be posted to the website, and Community input will be welcome at the February meeting. Future budgets will look different from recent ones because capital projects will be funded from reserves, rather than from operating funds.

Margie Cyr and Bob Wood noted that our budget would look much different without the hard work of many volunteers.

Wood suggests that the proposed assessment could be \$2,250 (Operating Account) + \$550 (Capital Reserves) + \$400 (Beach Reserves) = \$3,200.

- Dave Wiecking presented a draft Security Camera Policy, and mentioned that we will need to get signs posted in the area being subject to security camera. No action was taken.

NEW BUSINESS None

COMMUNITY COMMENTS

- Scott Van Ness recommended that we pay close attention to the wind turbine situation, and have a voice as a community. He also asked if lot grading is part of building permitting. This is done by Sussex Conservation District. The lot behind his house has been built up considerably, and that may move water to his or other adjacent properties.
- Joe Woolman mentioned that the construction vehicles parked on Dune Rd also impact access by emergency vehicles.
- Scott Van Ness asked if we participate with the Bethany Beach Volunteer Fire Department for emergency services. In fact, MBA does budget \$15,000 per year so that all properties are covered, including for ambulance service. The Annual Directory includes a bit more details about this service.

Board moved to Executive Session: 11:31 a.m.

Executive Session Actions Taken

- Acceptance of Eastern Shore Porch and Patio's bid to replace 775' of fencing along Coastal highway, and about 100' at the west end of Bridge Road for \$33,025.
- Acceptance of Aquatic Marine LLC's bid to plant Dune grass for \$6,700.

Board Reconvened in open session: 12:40 p.m.

Adjournment Rayburn moved, Bradley seconded, all in favor, meeting adjourned at 12:41 p.m.

Respectfully submitted,

Kate Mounteer, Board Secretary

Upcoming Meetings: February 17, March 16, April 20, May 4 – Community Spring Meeting,

May 18 (Zoom), June 15, July 20, August 17, August 31 – Community Fall Meeting

Committee Reports – January 2024

Building Committee, Margie Cyr

The Building Committee has one large project which is on hold pending DNREC approvals. Another has just been received and is waiting for committee review. A third is a modification to an existing permit which is waiting for site plan receipt so review can commence.

There are many small projects in progress throughout the community. January and February are months which contain holidays on which work is not allowed.

Community Facilities, Don Deraska

I've successfully contacted Doug Bowden (Sea Colony Public Works/Community Facilities). He is interested in collaborating on drainage issues with us - particularly water from MBA that runs into the swale maintained by them between Middlesex & Sea Colony and water from them that runs into a swale that cuts through MBA property on the northwest side of Short Rd [I believe Kerry is familiar with this & has met Doug in the past]. He has a folder of information (including a survey of the area in question) that he'll share with me. Jon Stiffler (S. Bethany Public

Works/Community Facilities) acknowledged receiving my emails & forwarded it to Maureen Hartman, the town manager. Maureen & Margie Cyr have been in contact (they've known each other for years & have a nice rapport) and are arranging a meeting to coordinate our efforts in drainage issues.

Roads/General: The sinkhole @ 32 E. Addy Rd seems to have enlarged a bit (more pavers are sagging around it), but Dave backfilled with some stone, and it appears to have stabilized. We will see how this works before we hire someone to address this.

We have a plan for restriping the parking spaces on East Errett Road this Spring (thank you Joedy Smith). We have to review this & still decide on whether to just black out/repaint lines, re-seal coat or whether this road needs repaving before moving ahead on it.

Drainage: We have a revised quote from Harry Caswell about jetting out the pipes on the west end of all pine side roads & all culverts under the driveways of ALL PINE SIDE STREETS (after he came out to see the project in person). He recommends that we clean out debris from all of the North Addy culverts and SOME of the culverts on Errett, which together with the cost per street to jet all culverts and to jet the pipes “at the end of the street” comes out to a total of \$35K. This is still within the \$50K budgeted for swales - even with the \$2900 already spent & planned \$1535 for our share of the culvert work to be done @ 20 Errett Rd.

Bill Graves has contacted the county & confirmed that our drainage system is grandfathered in since it was established back in 1959 and thus we are free to maintain & work on this as we see fit without having to follow any rules or restrictions. Having said that, he is trying to find any original plans that may have been filed so that we can at least compare what is present now to what was initially created (this could give us an idea of the rate of silting, provide a plan to work off of for future work, see if the original system conforms to county standards, etc.). He has observational data about the water on the road & in the swales from his sister’s scouting after a heavy rain around Thanksgiving & Dave Wiecking has similar data from the storm that caused flooding just prior to Christmas. We’ll be reviewing these as well as installing piezometers (tubes for measuring water level - NOT “positometers” as mentioned in my last report) to help us assess the effectiveness of the work we’ve done on Bridge & Bayberry Roads compared to the swales that have yet to be re-excavated. Basically, these are a way to measure ground water level. The one installed over the summer (with property owner’s permission) at 3 Bridge isn’t deep enough, and has only proved that within 24 hours of a heavy rainfall, the ground water at this location (about 25’ back from the ditch) matches the water level in the ditches.

Guard Shack area: For the security camera system at the Guard Shack that Kerry included in his December report, we need to do some prep work before that can be done (removing ceiling drywall). While doing this we plan to figure out how to vent & drain a portable air conditioner graciously provided by a community member near the end of last summer and install/mount outlet strips so that guards & patrol can charge their phones, etc. more easily.

Beach Walkways/Dunes: Coastal Transplants, LLC has provided us with a formal quote to plant American Dune Grass (20,000 plants) for the exact square footage (14,695 sf) recommended by Mike Jandzen of Aquatic-Marine, LLC (who also provided a quote.) Coastal Transplants provides a fertilization in the Spring and a survival guarantee (survival of plants over 90%). The Board will discuss.

Fencing: We’ve gotten one bid from Fencing Authority (via Home Depot) to replace 563’ of shadowbox fencing along Rt 1 & the west end of Bridge Rd that we feel must be done (which includes removal & disposal of existing fencing). They quoted an additional amount for an additional 150’ of fencing along Rt 1 that we feel is optional - the price includes removal & disposal as well and is only valid if done at the same time as the 563’ of fencing mentioned above. This is coming out as \$50-51/foot - quite reasonable considering that we spent \$43/ft for this type of work back in 2016. Dave Wiecking has met with McGee fencing on 1/8, and received additional quotes. He will be meeting with Backyard Works, Forrest Fence and

Eastern Shore Patio and Fence on 1/10. We hope to have 5 proposals to compare/decide on this @ the 1/20/24 meeting.

Community Patrol, Kerry Hall

No calls to CP Cell.

Currently working on budgeting, staffing, and further refinement of SOP's and performance evaluation processes for 2024. Master Schedule and revised SOP's and performance evaluations should be completed by February or March meeting.

Security Camera: Completed contract with CTG, expect installation by March 2024.

Coordinate timing with Facilities as prep work in Guard Shack is necessary.

Golf Cart: Battery charger has been repaired (under warranty) and the cart is in winter storage at Indian River Golf Carts in Millsboro. Will be delivered back any time after April 1 with 5 days' notice. We are planning to have it returned by May 1 and Facilities (George) will inspect and establish a maintenance program/log.

2024 Staffing: 2 supervisors, 6 staff returning. Running ad in Coastal Point 1/19 and 1/26. Night shift and Swing shift is the current focus.

Minimum Wage in Delaware increased effective 1/1/24 from 11.75 to 13.25 per hour. I have raised our budgeted hourly rates slightly and shared our pay scale with the head of security at Sea Colony. His feedback is that we are comparable at the Supervisor level and slightly higher than they are at the staff level. They offer fringe benefits that we do not, so I am comfortable with our budgeted rates.

Landscaping Committee, Holly Fluty Dempsey

- Scope of work for the grass cutting and mowing scope of work is well underway.
- Met with DELMARVA Power on landscaping around their substation on both Bridge and Errett Roads. A multi-year plan for new plantings was discussed; once their fiscal year budgeting figures are established a follow up meeting is expected to take place in February.
- Community e-mail of 23 December 2024 mentioned the visual inspection from the roads of vines choking trees on Pine Side properties. A total of 53 properties are on the list to be contacted.
- Coastal Plant Care expects to finish the winter pruning in February.
- Handouts for the Spring Packet are under consideration.