



BOARD MEETING MINUTES

April 20, 2024

Bethany West Meeting Room
and Via Zoom

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

Present: Dave Wiecking, Bob Wood, Kate Munteer, Paul Bradley, Don Deraska (via Zoom), Holly Fluty Dempsey, Kerry Hall, George Rayburn, and Donna Hugues, Solutions Property Management (SPM). **Not Present:** Margie Cyr

Motion re: Recording Meeting Bob Wood moved, Paul Bradley 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.

Meeting Minutes: Paul Bradley moved, Bob Wood seconded approval of the March 16, 2024 Board Meeting minutes. All were in favor.

Community Comments: No general comments.

Property Manager's Report: Donna Hugues (Solutions Property Management) reported.

- Spring Community Meeting mailing went out on April 15.
- Landscaping contract with Chester River Landscaping was signed on April 5, and will be for a period of nine months for billing purposes. They will offer a cost proposal for additional services that have been requested.
- Dave Wiecking asked about the list of owners who submitted ballots on the Covenants vote on no marijuana-related business. Donna will check on this. We are still verifying votes.

President's Report: Dave Wiecking:

- Spring Community Meeting with vote on the assessment is scheduled for May 4.
- There has been another (2nd) Comcast-caused sinkhole, this time on Beach Plum Road between Errett and Bayberry, where a cable was buried perhaps 7 years ago to supply Sea Colony. Miss Utility has none of these cables on its maps.
- Dave Wiecking mentioned that our insurance policies have been signed.

Treasurer's Report: Bob Wood referred us to his written report for the period ended March 31, 2024. The Fiscal Year ended March 31. We expect to have about \$100,000 excess which by DE law may not be kept in our Operating Account. He recommends putting it in Beach Reserves (other option would be Capital Reserves, or returning to the Membership). Bob will work with our accountants to finalize the compilation of financial records for the year just ended. We have ample funds on account to cover our expenses until assessments come in.

Committee Reports:

Budget/Finance Committee: Bob Wood reported on the Reserve Replacement Study by MillerDodson. We asked them to add the replacement of the physical driveway culverts to their initial draft, based on the assumption that we still have some misaligned and collapsed culverts every year. The Reserve Study will be posted on the website for the community. The Reserve Study is for informational purposes as a management tool to understand our reserves and projected spending, but it is not a “policy” we must adhere to.

Don Deraska recommended adding the drainage swales to our Reserve Study for planning purposes.

Community Facilities: Don Deraska referred to his written report.

- Restriping of parking spaces on East Errett is being worked on.
- Caswell will finish up jetting underground pipes at west ends of roads when water levels permit.
- George Rayburn installed access to “attic” in guard shack.
- Dunes and Walkways (dune crossings) – May 11 work party planned. Volunteers welcome.
- New fencing is complete except for facing of the three gates to be done in-house. The metal frame from the Bridge west end gate is in the hands of Marvel’s Welding in Dagsboro so they can make new ones. A temporary gate will be installed in the meantime.
- Addy Rd – West end gate to Pine Trail. Looking into a more formal gate to replace the existing chain.
- Discussion of the locations of Mobi-Mats, and an observation that the Mats seem to reduce the erosion of the clay/sand surface-as noted at the western sloped portion of the Bayberry crossing.

Landscaping: Holly Fluty Dempsey referred us to her written report. She added:

- Watering – We are looking to hire someone to water plantings.
- Arbor Day – Holly will compose a message for the community.
- Survey Results – We have received 99 responses to the landscaping survey. Members indicated the following top priorities: Beach entrance on Rt. 1; median signs; appearance along Beach Plum; 6 pineside road entrances.
- Concerns not considered priorities by the community, but which are important: Trees at the north end of Dune Rd adjacent to Sea Colony. These need replacing. The median rain gardens need new plantings. A discussion ensued about Delmarva’s refusal to place new plants by the power substation on Bridge Rd., despite Margie’s, Holly’s and Dave’s best efforts.
- Holly noted with sorrow the passing of Cheryl DeBois, who did a great deal of beautification work, and was beloved by the community.

Social: Kate Mounteer referred to her written report. The hosts for the May 4 Happy Hour have had to cancel, so we will come up with a new plan.

Building: On behalf of Margie Cyr, Dave Wiecking moved that, work being complete, we return the entire building deposit to 13 Errett; George seconded; all were in favor.

Community Patrol (CP) / Security: Kerry Hall reported that we are in good shape for staffing. There will be an orientation and welcoming lunch for the new employees the weekend before Memorial Day, and a “dry run” with staff prior to opening day on May 24. Golf cart delivery is scheduled for May 15 to George Rayburn’s house. George will maintain the vehicle maintenance log, which should also include the beach wheelchair (tire pressure). New uniforms have been ordered – shirts will include names. A supervisor will be on duty every day, which wasn’t always the case in the past.

AED – Gary Graff, Community Patrol Supervisor, had previously suggested that we might want an AED (Automated External Defibrillator) at the Guard Shack, in addition to the one maintained by the Beach Patrol and kept on the beach. The Board approved this purchase at our February meeting, but concerns were subsequently raised about liability. Our attorney, Mary Schrider-Fox, advises that we would have to provide training to anyone who might use the AED, and recommends against making an AED publicly available. Questions were raised about how these devices are available in many public places where there is no guarantee that users are trained, and Don Deraska pointed out that these devices are made to be used by people with no training. Discussion ensued, but we will hold off on getting an AED for the guard shack this season. Bob Wood will check with Mark McCulloch to verify that guards are trained in use of AED.

Beach Patrol: Bob Wood reported for Mark McCulloch. We are in good shape with 16 full-time guards, and 5 or 6 part-time. Standard starting pay is \$20/hour in this area. Some of the money we thought would be used for bonuses will likely be used for wages, which is more appealing to prospective guards.

Sand: Steve Larsen reported that the Sand Committee members will meet to discuss a proposal from GBA (Gahagan & Bryant Associates) about help with the permitting process for beach replenishment. Steve cautions that we need to be very careful about what is and is not included in their proposed contract. As to the cost of state-owned sand to private communities, DNREC has indicated that the cost will not be significant (compared to the anticipated dredging/placement costs).

Nominating Committee: Board Members whose terms will be expiring should consider if they will run for re-election.

UNFINISHED BUSINESS

Umbrella Insurance: Our current umbrella policy is for \$5 million; Paul Bradley recommends we look for an additional \$3 million to bring it to \$8 million if the cost is minimal. It was proposed that we do some more research to determine what our coverage should really be – as none of the current Board members know how these amounts of coverage were determined. George Rayburn has begun collecting information with the help of SPM. This conversation will continue.

NEW BUSINESS

Bylaws: Paul Bradley asked all Board members to review the Bylaws and see if they want to suggest any changes. The Bylaws were last revised in 2008/2009. Delaware corporate and HOA Law (DUCIOA) has changed since then, and we want to modernize our bylaws.

Adjournment: George Rayburn moved, Bob Wood seconded that the meeting be adjourned. All approved. The meeting adjourned at 11:05 a.m.

Kate Munteer, Board Secretary

Upcoming Meetings: May 4 –Spring Community Meeting, May 18 (remote), June 15, July 20, August 17, August 31 –Fall Community Meeting

MIDDLESEX BEACH ASSOCIATION

COMMITTEE REPORTS – April 2024

Building Committee, Margie Cyr

The recent weather has brought the need for tree work and roof repairs and replacements. Almost all the Small Project permits have been for such work lately. We are almost within the last two months of the construction season in MBA. Contractors are working hard at finishing up projects before the June 30 deadline. Please remind your contractor(s) about this deadline if you are not already in conversation with him about it.

This is a friendly reminder that tree work requires an approved MBA permit before the work begins. The Building Committee works hard to make sure there is a quick turn-around on the approvals. With every approved permit that is issued (Large and Small), we include the Days and Times chart. We are hearing feedback from a couple of contractors that they are not being provided with these. Please make sure the contractor(s) receive these so they are aware of when work can begin and needs to end and the days on which they are allowed to work.

Community Facilities, Don Deraska

Roads: We have Joedy Smith's plans for re-stripping East Errett Rd. & will try to get that done before the summer season starts.

Drainage: Harry Caswell jetted out all the pine side driveway culverts but was unable to jet out the underground pipes at the west end of each street due to standing water. We plan to have him come back and get this done when the water table is lower (maybe late summer or early fall).

Guard Shack area: George Rayburn has repaired the ceiling and installed a hatch for attic access. We'll be installing shelving and prime/paint the floor.

Beach Walkways/Dunes: We're planning our spring preparation on 5/11/24 (weather permitting) to install the Mobi mats, clean out trash enclosures/put out trash barrels, bring out bike racks, etc. I've texted our core group of volunteers about this but anyone from the community is welcome. We'll be posting a spreadsheet with the specific chores and estimated time commitment on the website. Anyone interested can contact me via email (communityfacilities@ middlesexbeach.org) or call/text me @ 781-367-1271.

Fencing: We're still working on getting the gates reinstalled (have to find someplace to make us new metal frames). One way or the other, they'll be back up before the summer season (resurfacing existing frames could buy us a little time). See Dave Wiecking's president's report for the Community Meeting about the issue of changing the combination locks at the west end of the pine side roads (except Bridge) to punch locks or switching the west end of Bridge Rd lock from punch to combination lock. We'll have to decide about that & move forward.

Landscaping, Holly Fluty Dempsey

- Grass cutting and mowing contract signed with Chester River Landscaping. Discussion underway for additional work.
- Landscaping questionnaire sent to all property owners. Results are expected to be presented at the April 20th Board of Directors meeting and the Spring Community Meeting on the 4th of May.
- Landscaping Update sent to all property owners on April 7th .
- Opened discussion with Coastal Plant Care for new fiscal year contract.
- Spring clean-up and planting expected to start the week of April 14th. Cardboard and pavers have been removed from the Pollinator's Garden area and short (12-15: high) fencing will be installed around the perimeter with explanatory signage, with seeding dependent on rain and temperatures.
- Exploration of feasibility to transplant beach dune grass growing in walkways.

Social Committee - Kate Mounter

The Social Committee is working on a number of events, in addition to our traditional monthly Happy Hours. First up is the Lifeguard Meet & Greet BBQ on Saturday, May 25, which is being organized by Nancy Glasgow and Toni Wood. Linda Uhas and Mary Beth Hendrick are taking the lead on the Family Block Party, scheduled for Monday, July 1. A host of activities are planned for Labor Day Weekend, when we'll conclude the celebration of "65 Summers of Middlesex." Please keep your eyes open, and check the Middlesex Beach website for updates. We hope you will choose to be involved because we'd love to see you!

Community Patrol – Kerry Hall

No calls received on CP phone. Updates to SOP's and related performance evaluations are ongoing. Master Schedule is complete with one shift currently unscheduled. Will be filled on a rotational basis.

Uniforms: Newly designed uniforms have been ordered from a new vendor. Uniforms will have logos consistent with our standard logo and the shirts will now include the first name of the individual, and in the case of Gary and Darren, identify them as Supervisors.

Golf Cart: Battery charger has been repaired (under warranty) and the cart is in winter storage at Indian River Golf Carts in Millsboro. Delivery has been tentatively scheduled for May 15 and George Rayburn will then establish a maintenance log for both the cart and Polaris.

Training/Orientation: Lunch scheduled for Saturday May 18th. On-site training is scheduled on Thursday May 23rd, with normal staffing starting Friday May 24th of Memorial Weekend.

AED: Acquisition of a new unit to be mounted on Guard Shack for 24/7 access was approved during the February meeting, related potential issues as well as coordination with Beach Patrol (Training, etc.) remains under discussion.