



## Board Meeting Minutes

Saturday, February 10, 2018

The meeting was called to order at 9:30am by the President, Jeff Sella, at the Bethany-Fenwick Area Chamber of Commerce.

### **Board Members Present:**

Jeff Sella, Ellen Throop, Tris Kruger, Dave Burgess, Steve Larsen, and Margie Cyr.

### **Others Present:**

RuthAnn Barnes and Mary Graham (CAS Property Management), David Taylor (Beach Committee), Alex Sella (Building Committee), Greg Pichler, and Peggy and Chuck Taylor (21 Short).

### **Review of January Board Meeting Minutes:**

Dave Burgess motioned to approve the January Board Meeting Minutes. Tris Kruger seconded. The January Board Meeting Minutes were approved without objection.

### **Property Manager's Report:** RuthAnn Barnes (CAS Property Management)

No additional information or new contacts regarding any plans by Verizon to expand their FIOS services to Middlesex. RuthAnn will check with them again before the May membership meeting.

The issue of the blocked ditches on Kent Ave. continues. Getting them cleaned and properly flowing will probably require follow-up with state legislators, Rep. Gray and Sen. Hocker.

### **Security:** Steve Larsen

The staffing levels for the Community Patrol this summer will be 7.5 Full Time Equivalents (FTEs), 5.5 during the day and 2 at night.

Cost quotes are being obtained for 4 handheld radios, and for a community patrol vehicle that will not be a golf-cart or an SUV. These estimates should be in hand by March 31.

The Security Committee will be recruiting staff through a variety of means: law enforcement job fairs, newspaper ads, university job boards and career centers, etc. Written Job Descriptions will specify abilities and duties, including physically walking the beach. RuthAnn will be doing the preliminary review of applications. In light of the new property management contract with CAS, Community Patrol members from prior years will have to

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reapply. Criminal Background Checks will be done annually on all employees.

Jeff has given the Guard House cell phone to Dave Greer during the off-season.

### **Parking Committee:** Tris Kruger and Chuck Taylor

The parking Committee presented a series of 7 proposals, which the Board discussed in detail. The Board decided on the following actions:

- The Board will send all Ocean-side Owners a letter asking them and their tenants, as a courtesy to other MBA Owners, to please park *on their properties* (and not on the street) Fri. – Sun. during July and August.
- Each Owner will be issued 3 Parking Passes per property (motion by Burgess, second by Kruger). Owners will be asked to indicate if they wish to receive 2 hanging tags and 1 decal, or vice versa. To facilitate enforcement of MBA parking regulations, the Parking Committee is asked to submit language at the next Board meeting specifying permissible locations for Parking Decals on vehicles. The Board will revisit the appropriate number of Parking Passes per property after the 2018 summer season.
- Some recent Owners' construction and reconstruction on the Ocean side have expanded individual driveways across the entire property road frontage, thereby eliminating parking spots on the street. The Building Committee will explore revisions to the MBA Building and Construction Regulations to address this problem. An implementing motion by Cyr, second by Kruger, was tabled until MBA completes the survey of Dune Rd., which is being done this Spring for the repaving project.
- In connection with the repaving of Dune Rd., MBA will be relining the pavement and parking spots. MBA will also designate and mark certain smaller spaces as "Golf Carts Only," and will endeavor to maximize the number of MBA-permitted vehicles of all types which can be parked on the Ocean side. The Board also noted that parking is one of the topics included in the Board's Community Survey.

### **MBA Community Survey:** Steve Larsen

The Board discussed the planned Community Survey and finalized the questions in it. The survey will be launched online in February through SurveyMonkey. The survey will also be available on paper for Owners who request. Survey announcements will be e-mailed to Owners and posted on the MBA Website. Because the Board has already decided to reduce the number of Parking and Beach Passes per property for this Summer, the survey will defer asking about the impact of those decisions until after the 2018 season.

### **Building Committee:** Margie Cyr

Margie discussed the ongoing building projects:

- 115 Evergreen: Driveway reconstruction, also involving Owner's request to replace the MBA culvert at Owner's expense. The Board approved the work on the property,

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but if the Owner wants to replace the MBA culvert, it must meet MBA construction, ditch and drainage requirements. Ellen Throop will draft a reply to the Owner.

- 5 Short Rd.: A porch is being enclosed. No issues.
- 46 Dune Rd.: The Building and Legal Committees will meet on Sunday Feb. 11 to review legal communications and to reconcile demolition and building plans, setback encroachments, and permit requests for the property.
- 9 Dune: The Northeast property marker was replaced, based on MBA locating the buried iron marker. On-site inspection did not show a setback encroachment. Owner has raised questions about relocating the placement of a planned pool, but has not presented any new plans.
- 17 Dune: On-site inspection did not show any setback encroachments.
- 14 Addy: Owner was notified that the previously issued MBA Building Permit expired in January and must now be renewed.
- Dune Rd. Paving: The Board considered a proposed contract to survey Dune Rd. prior to the repaving and agreed to survey both the east and west sides, obtaining a formally signed and sealed Delaware Property Survey (Tier 2 project proposal).

### **Board Listening Sessions and Special Meeting of Members:** Margie Cyr

The Board held a Special Meeting of Members for its first Listening Session on Jan. 20. It was well-attended and included vigorous discussion of all of the community topics in the meeting notice. The next Special Meetings/Listening Sessions will be held from 1:00–3:00 pm on February 10, and on March 10, at Ocean View Presbyterian Church Hall.

### **MBA Directory:** Jeff Sella

Jeff will write a President's letter to be included with the distribution of the annual directory. The Directory will be handed out at the Members Meeting in May, as usual. Member addresses and contact info, building and construction rules, and beach and parking rules all need to be updated. It may be necessary or useful to have some of those items included in the Members' packets as separate documents, rather than being printed in the Directory of Members. RuthAnn and CAS will publish the annual Privacy Notice.

### **Treasurer's Report:** Jeff Sella presented for Jim Dempsey.

The Budget Committee has met twice and reviewed the current and proposed budgets for 2017–2018 and 2018–2019.

Planning figures are generally agreed, but the committee is still awaiting proposed budgets from the Beach and Security Committees.

Overall, the Budget Committee is reducing the number of individual line items to make the budget easier to track, manage and understand.

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Jim is working to establish a date for the transfer of financial records and information from Right Property Management (RPM) to Community Association Services (CAS) property management.

**Commercial Committee:** Jeff Sella presented for Judy Bennett

- 16–18 Beach Plum: The seafood market is replacing the truck it had parked behind the building with a permanent structure. The new structure will be within the same footprint as the previous truck.
- 2 Beach Plum: The lawsuit regarding a proposed sign at 2 Beach Plum continues. Mr. Norman has filed a Motion for Summary Judgment; the Association's attorney will respond to that motion for MBA.
- 30 Beach Plum: A Violation Notice was sent to the Owner via Certified Mail regarding paving without a permit and other violations.
- 20–22 Beach Plum: The Owner removed a vehicle with a "For Sale" sign from the property. RuthAnn will send a thank you note from the association.

**Legal Committee:** Ellen Throop

The Board discussed a proposed policy on fines and enforcement of Covenants, rules and regulations, hoping to finalize these before the May meeting.

The Board received a response from the Owners of 3 Addy regarding the Board's Notice of Violation for a blocked culvert and runoff of soil and debris from the property. The Owner's letter denies responsibility and contests the Violation Notice. The Board reviewed photos of the situation and determined that there was no need to revise the Board's position on the violation. The Board decided to invite the Owner to walk the property with appropriate Board members on Sat. February 17 to examine the problem, or MBA would do the remedial work and charge the expense to the Owner.

**Beach Committee:** David Taylor

David had questions for Jim about the January financials, and whether the recorded expenses for calendar year 2017 are complete. He assessed that most lifeguards would be returning, and that the Beach Patrol would be able to hire sufficient additional lifeguards locally for 2018, without a significant budget change.

David also noted that the Indian Beaches do not appear to be hiring lifeguards on their own this year. Those two associations are expected to continue the same cooperative lifeguard hiring and assignment relationships with MBA for the 2018 season.

David will work with Jeff this week on the renewal of the MBA lease to for the Guard House.

**Adjournment:** Tris Kruger moved to adjourn; Ellen Throop seconded, and the motion was

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approved. The meeting was adjourned at 12:27 pm.

**Next Board Meeting:** 9:30 am Saturday, March 10, 2018 at the Bethany-Fenwick Area Chamber of Commerce.

**Respectfully Submitted,**

Tris Kruger, Secretary