



## Board Meeting Minutes

Saturday, January 11, 2020

President Margie Cyr, at the Bethany-Fenwick Area Chamber of Commerce, called the meeting to order at 9:30 am.

### **Board Members Present:**

Margie Cyr, Nancy Glasgow, Steve Larsen, Jeff Sella, Alex Sella, Marty Shecter, Ellen Throop, and Tris Kruger.

### **Others Present:**

Ruby Halligan (CAS), Janie & Tim Switzer (1 Dune), Paul Bradley (13 Short), and Greg Pichler (20 Dune).

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

Ellen moved and Jeff seconded to approve the December 14 Board Meeting Minutes. All in favor. Tim Switzer commented that November minutes have yet to be posted to the website and asked that minutes be posted in a timelier manner.

### **Property Manager's Report:** Ruby Halligan (CAS)

- A Balance Sheet was included in the packet but is unaudited. The financial statements are not yet available.
- Property owner accounts of past due assessments have have been turned over to the attorney for collection.
- An appointment will be scheduled with Ruppert and Brightview Landscaping to walk the property to give a bid for landscaping. We will also get bids from McCabe & Sons and Mac Outdoor Landscaping.
- Republic is working on the bid for trash services contract as well as a separate bid for a one-time curbside bulk pick-up.
- There has been no response from Artesian in reference to its notice regarding water/septic back flow requirements. A letter was sent to Artesian indicating that MBA does not put any chemicals in the water/septic system and the requirement does not apply to MBA.
- The invoice for the Training Tax to the State of Delaware has been paid in the amount of \$168.49. Jeff states that the amount should be \$314. There were no fees or interest associated with the payment. Ruby will check on the amount of the invoice.

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The Delaware Department of Unemployment has been notified of the change of management and mailing address for CAS.

- Delmarva Power has been contacted regarding streetlights on Dune Road. Pole numbers were given as a reference, but Management has not heard back from Delmarva.
- Bonus checks were mailed to Community Patrol employees.
- The years of service bonus recognition bonus paid to Colin Crandell was reclassified to 5809-000 Miscellaneous.
- Margie, as President, is the only person who can authorize snow removal.
- Some expenses were coded to the wrong GL account and CAS will work with its accounting office to get them reclassified. Alex is working on a system to avoid expenses from maintenance to be coded to the proper GL account.

### **President's Report:** Margie Cyr

- After the email request for community help, one reply was received to help with projects.
- Sea Scape Management has been sent MBA documents to consider assisting with large project review. Several firms have declined to do this type of review.
- CAS contract has been signed. Ruby will document drive throughs twice a month and will be provided with a template for community observations.
- The board voted on the cover for the directory from three pieces of artwork submitted by Mary Byrd.

### **Treasurer's Report:** Steve Larsen

Steve recognized Alex for his fantastic job of correcting past incorrect financial postings. Several ledger descriptions are poor. Operation and Reserve budget need to be separate accounts.

Meetings early in the month preclude Board's review of up to date financial reports. CAS will put in a high request for financials to be available for the March 14 meeting.

Beach Patrol and Community Patrol payroll and bonus structure is needed for budgeting. A separate line item for bonuses would be helpful, fixed versus variable.

Beautification and Community Facilities are two different budgets in coordination of each other.

Committee chairs must review their ledger items before the meeting to make sure line are accurate and funds are in fact available.

McCabe & Sons Landscaping will be doing another ditch cleanup in the Spring (one was done in the Fall) at a combined cost of \$7,000.

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It was suggested that we get an estimate for cleaning out the culverts to be put in the budget.

### **Committee Reports:**

Tris moved and Alex seconded to accept Committee reports with changes. All in favor.

### **Legal Committee:**

- No update on Bennett lawsuit.
- Review of Final Notice Letter of late assessments to be sent by CAS- Tris moved and Jeff seconded to accept letter. All approved. CAS needs to keep track of letters sent.

### **Old Business:**

- Streetrights out on Dune Road – Ruby will follow up with Delmarva.
- Committee Organization Resolutions – changes need to be made to Beautification and Community Facilities. We need to coordinate (in writing and in action) duties of the two committees. For example, plantings come under Beautification and watering under Community Facilities.

### **New Business:**

- Polaris repair – Ellen made a motion and Marty seconded to repair the Polaris at a cost of approximately \$3,500. All in favor except for Steve who abstained.
- Ruby will advertise in local papers for Community Patrol positions. Dave Greer and Michael O'Mara will oversee the hiring. Nancy will contact David Taylor to inquire about the status of the Beach Patrol hiring.
- July 4th traffic control and safety – Jeff made a motion and Marty seconded that special lighting be placed at the 4 crosswalks (Bayberry, Errett, Bridge and Addy) to aid with crosswalk safety after the fireworks. These crosswalk warning lights are available for rent through DelDOT at a cost of \$160.00 each. All in favor. In addition, Steve made a motion and Jeff seconded that a State Police Officer be present on the beach the evening of July 4<sup>th</sup> to assist with the control of illegal fireworks. The State Police would be present for 4 hours at a cost of \$600. All in favor except for Marty who abstained.
- Social Committee – Mary Byrd resigned as Chair of the Social Committee. Nancy Glasgow will take over the position.

### **Executive Session:**

Marty moved and Alex seconded to go into Executive Session at 12:35 pm to discuss:

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- 41 Dune
- Produce Stand
- Delinquent Assessments

The Board came out of Executive Session at 12:50 pm with the following results:

- The issue at 41 Dune has been resolved and closed.
- The application for the Produce Stand was denied and a revised application will be submitted.
- Delinquent assessments have been turned over to the attorney for collection.

### **Adjournment:**

Jeff motioned to adjourn. Alex seconded.

The meeting adjourned at 1:20 PM.

### **Next Board Meeting:**

February 22, 2020 at 9:30 am at the Bethany-Fenwick Area Chamber of Commerce.

**Respectfully Submitted,**

Tris Kruger

Nancy Glasgow