

## Clearbrooke HOA Board Meeting

October 19, 2023 at 2p

Location: Community Building

Attendees: Jim Warner - President, Rick Martens - Vice President, -Russ Batson – Treasurer. Hilary Sporney – Secretary and Dean Anderson - Architectural Committee.

### Business

- Secretary – Minutes previously sent to Board members. Extra copies to be made for the office. No changes required.
- Treasurers Report – Receivables for 9/30/23 reported by Treasurer. Outstanding receivables are \$36,326.07. Update on delinquent members – continuing to pursue options to obtain delinquent dues. A few homeowners are in arrears for several years. Delinquent notices continue to be sent out as normal. We are over budget in legal fees partially due to delinquency issues. Liens have been placed on 3 properties and in the court process and discussion continues to find possible solutions.
- Update on permit paperwork – Dean is following up as needed. Some submitted projects approved. Several violations discussed and handled.
- Letters for violations – letters sent out as needed.
- Election results were completed for 3 positions. The 4<sup>th</sup> position will be decided at the next Board meeting as per HOA requirements.
- Discussion continues on culvert maintenance. Some properties regularly overflow into the road which is causing degradation of the tarmac and will require replacement sooner than areas without the problem. Discussion continues
- Follow up on pond maintenance – Tributaries to follow up with appropriate maintenance. The drain broken near Valley Run pond is being addressed.
- Board members have completed a ride around to assess priorities for road repairs. It was decided that Wheatley Ct, Overbrooke Ct and Little Brooke have the highest priority for road repairs. Costs have risen significantly due to oil costs rising nationally.
- New signage will be placed where needed in the development.
- Arrangements for the new Board to go to the bank to approve access in process for December.
- R & L approved for snow removal services.
- Checks for
  - Delmarva Power \$1670.23
  - Sherman \$95.87
  - Comcast \$233.34
  - Tributaries \$288.78

Meeting adjourned at 3.00p

Respectfully submitted, Hilary Sporney - Secretary