

Clearbrooke HOA Board Meeting

September 14, 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.
- Treasurers Report – Receivables for 8/31/23 reported by Treasurer. Outstanding receivables are \$36,394.50. 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 5 properties 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 letter – 4 positions will be available. 5 applications have been received to date and information sent to homeowners. Homeowners in arrears will not be allowed to vote as per Covenant requirements. Candidates will have 2 minutes each at the meeting to state why they wish to be on the Board and what is important to them for the development.
- The 2024 budget was presented and approved.
- 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.
- Follow up on pond maintenance – Tributaries to follow up with appropriate maintenance. The drain broken near Valley Run pond is being addressed.
- Board members will be doing a ride around to assess priorities for road repairs. Costs have risen significantly due to oil costs rising nationally.
- New signage will be placed where needed in the development.
- The General meeting for homeowners will be held at the Elks Lodge on 10/2/23.

• Checks for	
Delmarva Power	\$1675.59
Traceys Lawn Service	\$1295
Hopkins Tax accounting	\$635
Sherman	\$95.87
Comcast	\$181.75
Tributaries	\$288.76

Meeting adjourned at 3.00p

Respectfully submitted, Hilary Sporney - Secretary