

Wicksfield Homeowners Association, Inc.
Executive Board Meeting Minutes
March 11,2017
Best Western Conference Room-Gateway North Plaza
10:16 a.m.

Attendees:

Karen Burton-Homeowner/ Board President
Charlotte Allman-Homeowner/Board Secretary
Mark Whitsett-Homeowner/Treasurer
Tim Crowley- Homeowner/ Member- at – Large
Tammy L. Watts-/Legum & Norman Community Manager
Wicksfield Homeowners

1. Called to Order- Meeting called to order at 10:16 a.m.
2. Roll Call- Board- Terence Davis- Homeowner / Board Vice-President was absent.
3. Notice of Meeting- All meetings for the calendar year were sent on a postcard mailed 2/26/16. Recent notice was mailed on a February 28,2017 dated postcard and notice was emailed to the community and on Next Door.com
4. Proof of Minutes- Motion from Mark Whitsett to approve meeting minutes dated October 15, 2016. Seconded by Tim Crowley . All in favor. Motion carried.
5. Legum and Norman Community Management Update: Tammy L. Watts, community manager, gave a brief overview of management report for the March 11, 2017 Operating Period which was distributed to the homeowners at the meeting. Ms. Watts highlighted the Delinquent Activity Summary Report which details that there are 110 accounts in delinquency totaling \$110,217. The delinquency amount changes per day as accounts are settled.

According to our attorneys, Whiteford and Taylor, LLP. we are limited to assessing liens and judgments for those accounts which are less than three (3) years in arrears. Those accounts which are greater than three years are considered non-collectable and cannot be subject to liens and judgments. There has been \$12,000 collected to date.

6. There were many questions from the homeowners regarding Home Owner Association fees. I will enter them into the minutes in a question and answer format.
 - Homeowner Bruce Allman: Is there a procedure in place for new homeowners to pay homeowner fees when they purchase a home?
 - Board President Karen Burton: Kent County does not have a procedure, but New Castle County has a procedure. Kent County established a government committee to look into establishing procedures, but as administration changes, there was no action to move forward.
 - Homeowner Bruce Allman: What is the status of the coupon booklet that goes out to the homeowners?

- Legum and Norman Community Manager Tammy I. Watts: The fiscal year ends on March 31st. Once the homeowner receives paperwork and title work, they must sign off at settlement.
- Homeowner Bruce Allman: Is it possible to hold back escrow in reserve for the H.O.A?
- Legum and Norman Community Manager Tammy I. Watts: The potential homeowner is not a client of Legum and Norman until settlement. Attorneys have control.
- Homeowner Bruce Allman: When a home was purchased there was a \$500 capital contribution. What happened to that?
- Homeowner Treasurer Mark Whisett: My HOA fees were paid for six months. Then some homeowners fall behind.
- Board President Karen Burton: The money that you paid provides a foundation or threshold for the H.O.A. You don't receive your money back. The money is considered a capital contribution which is put into the community.
- Homeowner Robin Parsons: We paid a one- time \$300 capital contribution and \$41 fee on closing sheet.
- Homeowner Norwood Harris: How can \$41 cover our landscaping contracts, etc?
- Homeowner/Member –At-Large Tim Crowley: We have enough money to pay for our current expenses. We have planned for bad debt and we have a contingency plan. For example, we are not sending out delinquency notices at a cost of \$9.50 per homeowner in arrears each month . We are revising our reporting for delinquencies to reflect a period such as quarterly.
- Homeowner Bruce Allman: Have we considered amnesty?
- Board President Karen Burton: We have made some arrangement with some homeowners to collect bad debt.

7. Legal Updates:

We have made steps to become incorporated with the assistance of Whiteford and Taylor, LLP. Until recently we were not incorporated due to the fact that the builder did not file for tax-exempt status. The benefits of being incorporated are a reduction in real estate taxes being assessed to the H.O.A. Since we are under a \$500 threshold, we will now have the exemption of paying real estate taxes of about \$3000. A copy of the incorporation papers will be mailed to the homeowners in June 2017.

8. Old Business:

- The monuments at the entrance of the neighborhood need to be re-lit. There was a proposal to add solar lights.
- The irrigation system needs maintenance. The irrigation system is located at the front of the monuments only. The sprinkler heads were cut off and need to be either replaced (\$1200) or repaired or left "as-is". The current contractor is watering the flowers and shrubbery. There was discussion to leave the irrigation system "as-is" because it is cost effective and has not been a major problem.
- Motion was made by Homeowner Norwood Harris to approve the 2018 Budget. The \$41 H.O.A. fee will remain the same.
- Homeowner Bruce Allman seconded it.

9. Status of New Business and Existing Projects:

- We are in our three year contract with Legum and Norman,LLP. The contract renews once a year. The management rates are \$1,339 per month.
- We received four (4)landscaping bids for our community. The bids are from the following contractors:
 1. Shortcuts \$33,700
 2. U-S \$33,856
 3. Chester River \$23,850
 4. Lucas Lawn care \$21,000

There was discussion about changing the landscaping service contract to a local vendor, Lucas Lawn care. We decided to maintain our contract with Chester River due their proven ability to provide manpower, heavy lawn cutting machinery and snow removal equipment. We have not bid for snow removal yet. We will ask Chester River for a lower quote of \$22,000 for their services and consider Lucas Landscaping for snow removal or other types of small landscaping needs.

Motion to continue landscaping services was made by Homeowner Bruce Allman and seconded by Homeowner Norwood Harris. The motion was made by Tim Crowley to approve and seconded by Mark Whitsett to maintain the services of Chester River Landscaping.

- We received three (3) proposals from auditors for our financial records. The bids are from the following firms:
 1. Frank Hajak \$3200 per year
 2. PKS of Maryland \$3000 per year
 3. Viscara and Associates of D.C. \$1670 (2017) and \$1700 (2018)

Motion was made by the Board to retain the services of Viscara Auditors and seconded by Secretary Charlotte Allman.

- The State Farm Insurance Policy will be up for renewal for 2017-2018. This policy covers liability, common area and Board of Directors Insurance. This is an obligation that will be paid promptly.
- Update on Storm Water Hydrology: Todd Frithman of Environtech is researching wells for the maintenance of our community ponds. The purpose of the wells is to keep water in ponds and maintain water movement throughout the year. We have a quote from John Wells at \$3,000 per pond. Where will the funds to pay for the wells come from?
- If the ponds flow into one another, we may only need two pumps instead of four pumps.
- Pond 4 collects the overflow from other ponds. Pound 1 is always dry and Ponds 2/3 are always full. A well is need to keep the water flowing and it serves as an aesthetically beautiful feature of the community.
- Homeowner Bruce Allman: I was advised to contact the H.O.A. regarding an elaborate tree house being built behind his home in the common area

by minors from the community. Allman contacted the Kent County Department of National Resources.

- Homeowner Aimee DeBenedictis : Contact the U.S. Core of Army Engineers, Dover DE for inspection and removal of the tree house.
- Homeowner Robin Parsons: Wants assistance in determining the property line in her back yard for either tree cutting or removal so that she can install a fence. (86 Eastmoor Circle residence)

10. Motion to Adjourn:

- Board President Karen Burton: Made a motion to adjourn the meeting at 11: 25 a.m. It was seconded by Tim Crowley.

Respectfully Submitted,

Charlotte Allman

Secretary, Wicksfield Homeowner's Association