

APPROVED
Wicksfield Homeowner Association, Inc.
Meeting Minutes
October 18, 2018
Best Western Conference Room-Gateway North Plaza
6:00pm

Attendees:

John Oliver –BOD President
Tim Crowley- BOD Treasurer
Jessica Inhof-BOD Secretary
Tammy Watts-Property Mgr. Legum and Norman
Wicksfield Homeowners

- I. Meeting called to order at 6:00pm by John Oliver**
- II. Proof of Board Quorum:** All BOD present
- III. Notice of meeting sent out July 20, 2018. This meeting was properly notified and posted as required.**
- IV. Approval of Minutes:** A motion was heard to approve the minutes of the Wicksfield HOA meeting of August 7, 2018. The minutes were moved for approval by Tim Crowley and seconded by John Oliver, resulting in a final vote with unanimous approval.
- V. Old Business:**
 - a) Storm Water Retention Basin management- A motion was made by Jessica Inhof to accept the bid by Tributaries Ecological Restoration for a three year contract at a savings of near \$15000 annually. After discussion among BOD, Tim Crowley seconded the motion resulting in a final vote with unanimous approval.
 - b) Snow Removal-A motion was made by John Oliver to accept the bid by Chester River Landscaping for snow removal with the amendment to begin plowing at 4 inches instead of 3 inches (4 inches is the point at which reimbursement from DelDot begins) and addition of language indicating Chester River is responsible for any plow damage to mailboxes or other property. After discussion among BOD, Jessica Inhof seconded the motion resulting in a final vote with unanimous approval.
 - c) Landscape- A motion was made by Jessica Inhof to accept the bid by Chester River Landscaping for mowing and landscape maintenance of common areas at flat rate for three years. After discussion among BOD, John Oliver seconded the motion resulting in a final vote with unanimous approval.
 - d) Stop Signs- Initial request was to add stop signs along the outer loop of Wicksfield to create 4-way stop intersections. Most feasible to add 3 stop signs. Have been working with Trey Paradee and DelDot. Very tedious process. Tammy also has contacts trying to move this forward.
 - e) Fall landscaping progress- Empty lot on E. Pembroke has been leveled and graded and seeded. Fall ornamentals placed at entrances.
- VI. New Business:**
 - a) Sink Holes- Storm water flow near 2 drainage grates has created holes in the ground. Buckson General Contraction and Lawn Care has visited the 2 known problem areas and proposed steps to do repair based on much experience with this type of situation. A motion was made by John Oliver to accept the bid by Buckson. Tim Crowley seconded the motion resulting in a final vote

with unanimous approval. Request was made to have Tributaries look at these areas as part of their regular inspections.

- b) Common Area ground tracked up- Home owner was in attendance and noted that in the contract she has with the pool company, all areas will be returned to original condition. Request homeowner to have work trucks park on road and not in common area in the future.

VII. Management Report: Tammy Watts

- a) Financials-As of September 28, 2018 operating budget is \$101000. Write offs on settled accounts totals \$13098. A motion was made by John Oliver to write off \$13098 of uncollectable bad debt. Tim Crowley seconded the motion resulting in a final vote with unanimous approval. A motion was made by Tim Crowley to send 4 additional accounts totaling \$15984 to the attorney for collection. John Oliver seconded the motion resulting in a final vote with unanimous approval. The total debt referred to the attorney is now \$60846.
- b) Inspection Report- Legum and Norman is using a new format which is much easier to read and reference. New inspection done on October 17 so not issue violation letters until BOD sees the most recent report.
- c) Missed date on the meeting notification cards- January 22, 2019, 6-7pm.

VIII. General Discussion:

Homeowner ask about radon in homes and if know of history of issues.

IX. Motion to Adjourn: John Oliver motion to adjourn at 7:45.