

LHC 2020-2021 HOA BOARD EXECUTIVE SESSION MEETING MINUTES FOR 11/05/2020

Call to Order: Meeting called to order by President Lee Himmel at 9 am; Location: Home of Vice President Frank Ford

Attendees: Lee Himmel, President; Frank Ford, Vice President; Phil Mustico, Treasurer; Nina Paterno, Secretary; Jonathan Poole, Seascope Community Manager.

I) OLD BUSINESS:

A) 2021 Budget:

Assigned Board Members: Lee and Phil

Discussion highlights:

- 1) Jonathan adds 2-3% to previous budget, drafts new budget and forwards to Board to fine tune.
- 2) Income: \$96,000 dues; \$1200 storage lot fees: \$500 last house sold.
- 3) New item: Annual Audit \$3,000
- 4) Landscape Contract Estimate: \$24,000; possible additional costs for front entrance redesign. Put storage lot spraying into landscape contract.
- 5) Envirotech Contracts: \$9800; New Item: Fountain aerator maintenance.
- 6) Pool contract and janitorial contract. \$3700 plus janitorial services.
- 7) Seascope contract.
- 8) New item: 4th pond bench, pavers, plaque for bench.
- 9) Possible new item: cost of lawyer retainer.

Action Items:

- 1) Phil will measure bench paver area for cost estimate.
- 2) Nina will work up budget for front landscape design.
- 3) Jonathan will look into attorney fees, and cost of insurance for just the storage lot.
- 4) Phil and Lee will work on 2021 budget and forward to Jonathan for his review and input.

B) Existing Service Contracts:

First goal is to review all of our existing service /management agreements (contracts) in an effort to:

- i) complete first step in the preparation for our 2021 budget; ii) discuss observations and our understanding of the current levels of performance; iii) compile key contacts and phone #s; iv) determine opportunities for adding performance clauses in our new contracts.

Second Goal: Complete Contracts by this Thanksgiving.

1) Seascope Community Management Contract

Assigned Board Member: Lee

Discussion highlights:

- a) Contract is a set fee based on the number of houses.
- b) Some companies charge per phone call.
- c) Can Board get access to some key company contacts through Seascope?

Action Items:

- a) Jonathan will send Lee proposed contract cost increase for 2021.
- b) Jonathan will determine whether attorney fees are a retainer or per specific services and will provide attorney fees.

2) Landscape Mowing and Irrigation Contracts Assigned Board Members: Nina & Frank

Discussion highlights:

- a) There are two components to this contract:

- i) Landscape Maintenance: This includes: mowing, mulched bed maintenance, fertilization and weed control for lawn areas, trees and shrubs. Current contract is with Sposato.
- ii) Irrigation System Maintenance: This includes spring start-up, spring- fall monitoring, and fall winterization for three areas: the front entrance; the "lawn" area and the pool area. Current contract is with Sposato and runs through 2022.
- b) Sposato has submitted a 2021 proposal for the Landscape Maintenance contract.
- c) A proposal has also been received from Sullivan's Landscaping.
- i) does not have spring or summer annuals included;
- ii) has a clause about single point of contact and is a multi-year contract.
- iii) has a clause about tree pruning that is not clarified in Sposato contract.
- iv) has a clause about a surcharge for gasoline costs that needs to be clarified.
- v) is a multi-year proposal that could be worked out by doing one year at a time with a clause to renew for the next year if signed off on by such and such a date.
- vi) irrigation is less expensive and indicates closer monitoring of system.
- vii) weed control does not include Bermuda grass which is the main problem in the mulched landscape beds.
- d) Spraying at storage lot needs to be added to all landscape proposals.
- e) Consider a performance clause, especially if renewing with Sposato, with last 5% or +/- \$1,000 of contract fees awarded based on performance as measured by specific number of complaints.
- f) Consider companies we can work with on front entrance design and installation and obtain plant material at a discount.
- g) Need spraying schedules included for all proposals; and option for OMRI approved products only.
- h) Need community map with access easements marked that are allowed for access and clause in contract that they agree to use only those access points.
- i) Need to establish no mow zone area around each pond in coordination with Envirotech.

Action Items:

- a) Nina will meet with Sposato representative Brandon Parker 11/6 at 11 am.
- b) Jonathan and Nina will meet with Sullivan Landscaping representative 11/12 at 11 am and with Ruppert Landscaping at 12 noon as they have also submitted a proposal to Jonathan Poole.

3) Pool Maintenance Contract Assigned Board Member: Phil

Discussion highlights:

- a) Current company, Poolside does a good job. Chemical check of pool showed correct chemicals used, water quality maintained in good range.
- b) Company claims pump replaced around 2017 for \$2,000, but no paperwork showing purchase was ever submitted so HOA has never paid. Since that time the pump was replaced again, correct paperwork was submitted and the HOA paid the invoice.
- c) Plan is to renew contract with same company for pool services.
- d) Plan is to renew contract for janitorial services and to have restrooms at pool open for next season; based on phase of covid-19 re-opening believe restrooms cleaned once a day by janitorial services will meet State requirements.

Action Items:

- a) Jonathan will send a letter to Poolside requesting paperwork for past pump purchase one last time, and will set a deadline for receipt of an appropriate purchase invoice, after which the request for payment will be considered closed if no paperwork is submitted.

4) Storage Lot Maintenance Contract

Assigned Board Member: Phil

Discussion Highlights:

- a) This is the cost of spraying the gravel for weeds four times a year.
- b) Jonathan states there are no security costs as he does not believe that the gate or lock need replacement or repair.

Action Items:

- a) Nina will check perimeter of lot for trees that could cause damage to fence or stored vehicles.
- b) Nina and Frank will have landscape companies include cost for spraying gravel for weeds 4 times a year added to the landscape proposals.
- c) Jonathan will provide process for landscape company obtaining access to the lot.

5) Envirotech Storm Water Management (SWM) Ponds, Final Outfalls and Fountain Maintenance Contract

Assigned Board Members: Phil & Nina

Discussion Highlights:

- a) No other company identified to request proposal from. Solitude company does not provide comparable services.
- b) There are three components to this contract.
- c) Comprehensive SWM and Maintenance Program
- d) Aquatic Herbicides/Algaecides: Chemical purchases for water quality and spraying for control of invasives in ponds and buffer zone no mow area around ponds.
- e) Winterization and service for fountain aerators.
- f) Didn't see anything specific for outfalls, likely just included areas – needs to be specified?
- g) Are any of the final outfalls near wetlands; certainly closer to trees and likely backyards. Outfalls may be in backyards of individual homeowners in a drainage easement. If so, how to get permission to access and maintain?
- h) Need spraying schedule.
- i) Need a meeting to review contract details?
- j) Need to get fountain survey out to Homeowners ASAP and give a deadline on return so can coordinate with Envirotech on fountain removal schedule.

Action Items:

- a) Jonathan will send out Community Fountain Aerator Survey as soon as possible with ten-day deadline for voting.

C) Proposed Service Contracts: Defer working on these until later in the year after existing contracts set up for 2021

1) Asphalt Maintenance at Pool driveway and asphalt path along Route 54.

2) Storm drain Maintenance at asphalt path along Route 54; shown in Site Plan as HOA responsibility.

Action Items:

- a) Need to meet with Town road engineer to determine if HOA responsible and if so, what the required maintenance would be. Can town provide at a fee?
- b) Nina will create list of poor drainage areas on completed roads, and incomplete road concerns in addition to item 'a' above and will then ask Selbyville to meet with us about road questions.

3) Open Space Land/Tree Management

- a) Consider arborist services tied to a landscape contract or more likely tied to a tree service company.

D) Proposed Meeting Schedule:

- 1) 2021 HOA Board Open Meetings: January, March, Annual Homeowner Meeting May, August, November

2) 2022 HOA Board Open Meetings: February, Annual Homeowner Meeting May, August, November

3) Next proposed HOA Board Meeting Open Session: January 21, 2021 6 – 8 pm at Selbyville, VFD

a) Action Item: Jonathan will contact VFD and schedule meeting hall.

4) Next Organizational Executive Meeting: Thursday, November 19, 2020, 9 to 11am.

a) Topic: Finalization of 2021 HOA Service Contracts; Agenda for January, 2021 HOA Board Meeting Open Session.

b) Action Item: Secretary will request webmaster post executive session meeting notice on HOA web page.

Meeting Adjournment: Meeting adjourned by President Lee Himmel at 11:30 am.