

# Clairborne Maintenance Association

Annual Meeting Minutes  
Tuesday, April 16<sup>th</sup>, 2024  
@ 7:00 p.m.  
St Margaret of Scotland

## Officers/Board Members

President	Rich Boyer	15 Pegasus Place	302-521-3390
Vice-President	Jim Metz	32 Eaton Place	302-275-1950
Secretary	Rich Quickle	12 Pegasus Place	302-690-3425
Treasurer	Debbie Watts	37 Pegasus Place	302-540-4196
Member, At-Large	Dom Squitti	18 Pegasus Place	302-750-9195

## Committees:

### Architectural Committee

Jeremy Keffer	484-769-3256 <a href="mailto:jeremy@yekeffer.net">jeremy@yekeffer.net</a>
Michael Stone	302-743-0897 <a href="mailto:masone88@yahoo.com">masone88@yahoo.com</a>
Ed DeLooze	<a href="mailto:m">m</a> 302-530-2950 <a href="mailto:edelaware@gmail.com">edelaware@gmail.com</a>

### Grounds & Maintenance Committee

Jim Metz	302-275-1950 <a href="mailto:jimmetz@aol.com">jimmetz@aol.com</a>
Dom Squitti	302-750-9195 <a href="mailto:domnfrans@gmail.com">domnfrans@gmail.com</a>
Alyssa Vazquez	862-336-3477 <a href="mailto:alyssa.dellureficio@gmail.com">alyssa.dellureficio@gmail.com</a>

Rich Boyer called the meeting to order, held at St. Margaret of Scotland, at 7:07 p.m.

- **Introductions**

- There were 21 attendees in attendance - 5 present board members, 2 committee members, and 14 residents.

- **Legislative Update**

- No report, there were no Legislative personnel in attendance

- **Secretary's Report**

- The minutes for the February 13th, 2024 meeting were approved and accepted and can be viewed online.

- **Treasurer's Report**

- Accounts – **Savings:** \$73,470.69    **Checking:** \$6822.98
- One outstanding bill, not cleared from checking, total amount = \$2200.00

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- **Grounds and Maintenance Committee**

- Coordination with Deldot was negotiated by Rich Boyer to repair the swale routing from Airdrie Dr. along Denny Rd., down into the wetlands near Rte. 896, which was not a part of the overall project. Deldot was installing a new drainage pipe into the swale as part of the project, and agreed to this suggestion. The swale work has been completed at no-cost to CLFMA.
- The Grounds Committee had a contractor remove stumps and brush around the entire area near the pump station along Denny Road.
- Deldot contractor will dump a few loads of topsoil down near the woods closer to Rose Hill where the trees were opened up, and CLFMA would bear the responsibility of spreading the topsoil out.
- Dom Squittiare is working with Master Gardeners at UD for planting designs for this area.

- **Architectural Committee**

- A few applications were received and are currently being reviewed.
- Still in motion with getting home addition sizes registered with NCC.
- Efforts are in motion to have all submittals to ACC, etc. digitized for future reference.

- **Old Business**

- The Board is still working on identification of sheds across the community that violate the deed restrictions. Non-monetary liens that were approved by the Board at the last meeting will be placed only on homes/homeowners whose sheds were in violation before the purchase of their homes.
- Traffic circle has begun. Duration of construction was scheduled at 35 total days. May 19<sup>th</sup> would be the approximate completion, unless weather delays completion.
- To clarify to the community, this traffic circle was part of the Howell School realignment project, which began years ago, and is now taking place. The effort was spearheaded by Deldot for improved traffic flow from Howell School Road, and ultimate flow into Clairborne and diverting around to flow along Denny Road. CLFMA had nothing to do with the installation or approval.

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- **New Business**

- Submittal of installation of a black metal fence was received by the ACC. The request referred to another similar installation across the neighborhood, inadvertently identifying a deed restriction violation. The new request was denied, and the existing violation has been negotiated with the homeowner to remedy.
- A courtesy call was made to a homeowner regarding violation of a vinyl privacy fence installed on the property. The homeowner agreed to remove the fence and submit an ACC application for a new privacy fence that satisfies the restrictions as written.
- An additional metal fence in the community was identified by a board member. A courtesy call was made to the homeowners listed on the deed, notifying them of the deed restriction violation. Certified letters were mailed out to both parties. The Rules Enforcement and Fine Policy was addressed in the letter.
- A courtesy call was made to a homeowner notifying them that they were in violation of the deed restrictions by installing a vinyl fence to block their trash cans. There was no ACC application on record. The homeowner stated verbally that an ACC application would be submitted to arrive at an acceptable solution. As a reminder to all residents, any adjustments adding to the footprint of the original house as built should be submitted to the ACC for approval.
- **A letter is being drafted and will be mailed to all CLFMA members/residents, regarding approach and details moving forward as to remedying deed restrictions and general approach to process.**
- Issues of having RV's parked in driveways have been addressed. Please keep in mind that there is leeway with this situation. The Board realizes that homeowners do need preparation time for RV's before travel, and cleanup time when returning from travel. The goal is not park RV's on driveways beyond a reasonable amount of time, beyond a week's time, for example.
- **RESOLUTION:** Jim Metz is stepping down from the Board as of today effective at the conclusion of this meeting. Jeremy Keefer has agreed to join the Board, and will appoint him as Member-at-Large.

- **Open Floor**

- Discussion took place surrounding issues of deed restrictions and overall support of all rules in place.
- A neighbor came with questions about a New Castle County complaint that was filed about fence issues on their property. The root question was whether

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the CLFMA notified NCC instead of reaching out to them directly. The Board assured the neighbor and everyone in the audience that nobody on the Board filed this complaint without internal resolution attempts. If there are any issues surrounding possibly deed restriction violations or similar, a courtesy call to the residence is usually first attempt at resolution. Second attempt is a letter to the residence to address the issue.

- Discussion was brought up about a large gazebo that was installed on a property. The homeowner asked if the ACC approved it. the discussion was tabled to gather more information on the subject.
- Of note and to clarify - As it pertains to NCC code and complaints, all residents do have the authority to file complaints on their own if they decide that is best route to address issues on properties and it is out of the control of the CLFMA Board to prevent it.

Meeting adjourned at 8:19pm

**Next Meeting: Annual Meeting**, Tuesday, July 9th, 2024 @ 7:00 pm, St. Margaret of Scotland Parish

**Website:** [Clairborneatlexingtonfarms.org](http://Clairborneatlexingtonfarms.org)

**For General Inquiries and questions:** [contact@clairborneatlexingtonfarms.org](mailto:contact@clairborneatlexingtonfarms.org)