

Tavistock Civic Association  
Board Meeting Minutes  
January 24, 2023  
735 Burnley Road

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**In attendance:** Stephen Bozzo, Meg Campbell, Andrew Conine, Maria de la Calle, Brad Haines, Frank Maderich, Eileen Measley, Rose Passarella, Carol Roth, Charlotte Rouviere

The President led the meeting, and called it to order at 7:04 PM.

### **Treasurer's report**

The Treasurer presented the most recent report and highlighted the following items:

- The 990N IRS tax filing was completed on 10/25/2022.
- An annual audit of the community's finances is pending. The Treasurer and President will coordinate to have the books reviewed.
- The treasurer's report is attached.

Steve Bozzo motioned to approve the treasurer's report, and Carol Roth seconded the motion. The treasurer's report was approved by unanimous vote.

- 2022 Dues collection
  - Two homeowners have not yet paid dues. A reminder letter was sent via USPS.
- 2023 Dues collection
  - Dues collection will commence immediately after the annual meeting in March.
  - The dues deadline will be May 31
  - Area reps and community members will be urged to make timely payments so that tree work can be properly planned.

### **Committee reports**

#### **Tree care**

- The committee is moving ahead with plans to plant new trees in April. If the community is awarded a full grant from the state, 23 trees will be planted. If not, 11-12 trees will be planted.
- The grant application to the State has been submitted. A decision is expected in March.
- The committee will be preparing the project for tree maintenance and removal for next fall.

#### **Columbia Place**

- Work continues by the developer (Reybold Corp.)
- The committee chair has requested a meeting with Reybold owner Jerry Heisler, to review the project status and plans for the next few years.
- New Castle County police have been called multiple time regarding construction starting times earlier than allowed by the State Code. The committee chair will address the issue with the

developer. Residents are asked to inform their Area Rep or a committee member if they hear construction starting earlier than 7 AM on weekdays or 9 AM on weekends.

#### **Deed restrictions**

- There was no new activity to report.

#### **Swales and stormwater drains**

- There have been no reports regarding property drainage, street swales, or storm drains.
- Homeowners are asked to keep backyard and street swales clear of debris. Branches, leaves, monkey balls etc. can cause swales to back up, impeding property and/or street drainage.
- Homeowners with storm drain on or near their property are asked to keep it clear of debris before rain is forecasted. Backed up water freezes and can cause hazards for pedestrians and cars.
- The board agreed to send email alerts to the community ahead of big weather events to remind them to clear swales and storm drains.
- Homeowners can call Eileen Measley at 215.380.4503 with storm drain or swale related concerns.

#### **Community safety**

- In late November, an unlocked car on Taunton Road was burgled. Homeowners are reminded to keep vehicles locked.
- Earlier this month, a student who lives in Tavistock was followed by a group of youths when he got off the school bus. The student ran to a neighbor's home, and police were called. The group was gone by the time police came to investigate.

#### **Website/communications**

- New directories and updated bylaws reflecting the changed dues cap were distributed in November to all Tavistock residents.
- The webmaster reported that Tavistock emails have a 100% open rate, indicating that email is an effective means of communication for the community. The webmaster will continue to share community news, as well as other news from elected officials and community organizations deemed useful to share.

#### **501 Mt. Lebanon**

- Renovation and cleanup of the 501 Mt. Lebanon Rd. historic property is progressing rapidly. The frame of the new house and porch appears complete, and stones on the main house have been cleaned.
- Next step is completing the inside.
- The builder appears to be taking extraordinary care with the renovations and preserving the home's historic elements.

#### **Old business**

### **Traffic calming plan for Mt. Lebanon Road**

- Rep. Griffith and Sen. Sturgeon are working to schedule a meeting between DelDOT and the community relative to traffic calming ideas previously discussed on Mt. Lebanon Road in February or March.
- Once date is set, homeowners will be notified via email and encouraged to attend to explore options and share thoughts.

### **Communication re non-prorating membership dues**

- Language regarding non-prorating membership dues has been added to the website and was included in the 2022-2024 directory.
- Language will be added to the 2023 dues collection forms.

### **Repaving Kilburn Road**

- No information was available at the meeting.

### **Truck restrictions in Tavistock**

- DelDOT shared that although it's possible to restrict commercial truck traffic, it's onerous in practice.
- The board agreed to retire the effort for the moment, and asks residents to report issues with truck traffic to see whether the issue should be readdressed in the future.

### **Block party Spring 2023**

- Area Rep Lottie Zapisek has volunteered to chair the committee, and hopes community members will join her in planning the spring event. Residents interested in helping out can reach out directly to Lottie at [lovezap2018@gmail.com](mailto:lovezap2018@gmail.com).
- The community will be asked to help select a date at the annual meeting, and will be asked whether Tavistock should hold both a spring and fall event this year.

### **New business**

#### **Traffic circle**

- The traffic circle has potholes and other signs of wear and tear.

#### **Annual Tavistock Meeting**

- The board began planning for the annual meeting in March. March 7 and March 9 are the first dates the board will explore, checking venue availability and availability of elected officials.
- Homeowners will receive email reminders when the date/time/place have been set. All homeowners are encouraged to attend.

### **New board officers**

- The TCA board President and Secretary will step down after the March Annual Meeting.
- Area Reps were asked to consider taking the roles, and reaching out to area homeowners to ask them to join the board.

### **Next Tavistock Board meeting**

- The annual meeting will be held in March. Details will be shared with residents as they become available.
- There being no further business to discuss, the motion was duly made and seconded to adjourn the meeting. The President adjourned the meeting at 7:57 PM.

Minutes respectfully submitted by Meg Campbell.