

MINUTES

Silver Woods CA Board Meeting

August 1, 2023

6:30pm

In Attendance

Margie Beatty, Marc Bognar, Laura Giorgianni, Diane Seeger, Trish Scott, Tabitha Hammerstone

Homeowner attendance: Approximately 11

Housekeeping

- Call to order.
- Approval of May minutes: Marc made a motion to approve, Trish second, and the remainder of BOD members approved.

Committee and Property Management Reports

1. Board Committee and Property Management Reports:
 - a. Margie: Inspections:
 - i. No pending inspection notices.
 - b. Trish: Pool/Clubhouse:
 - i. There are two cracks in the deck that will need to be repaired. The maintenance committee (with the help of a homeowner who specialized in this type of work) suggested we wait until the deck expansion is complete before we repair them to minimize further damage. The Board asked Joe to speak with the pool company/Carmen to check his schedule and either caulk or come back with a recommendation. **Action item.**
 - ii. Salt cell replacement is on order. **In Process.**
 - iii. Discussion to order additional pool furniture was tabled until the Board could meet with the developer's engineers to get clarity around the size of the pool deck and pavilion. Marc's motion accepted. **Action item.**
 - iv. Homeowner mentioned that Coastline pools is doing a great job on pool management.
 - c. Laura: Ponds:
 - i. Wildflowers that were recently planted are growing.
 - d. Laura: Finance:
 - i. Finance: Slight increase in income due to home resales, expenses in line with budget.
 - ii. Discussion on engaging PKS to conduct an audit. Cost ranges up to \$6500.00 depending on what is needed. Last audit conducted in mid-2021 at developer turnover. More discussion to follow Laura will arrange a call with the auditor to get a clarification on the auditor's suggestion that we wait until after the end of the year to audit. Topic tabled until September/October meeting. **Action item.**
 - e. Marc: Contracts/Premier:
 - i. The Silver Woods calendar was moved to Vantaca.

- ii. Brightview: Communication and service levels continue to be inconsistent. Next month, the board will discuss putting them on notice. A communication was sent to the community concerning the brown fungus many homeowners are experiencing due to the hot weather and frequent rain. As the temperature cools down, the fungus should minimize/ go away.
- f. Margie/Trish: Welcoming:
 - i. Ann Wroth & Ann Pauley were welcomed by Trish & Margie
- g. Tabitha: Property Management Report: May community metrics and Ombudsman Update:
 - i. Property Management Metrics: No report.
 - ii. Ombudsman Update: The developer's attorney responded to the Ombudsman's letter and rejected mediation/arbitration. The letter was turned over to the Board attorney by Laura. He will discuss with developer's attorney and get back to the Board. Laura will circulate copies of the developer's response letter to the Board. At this point there is no further action to be taken.

Prior Action Items

1. Premier sign: The placement of the Premier sign will be completed shortly on Thornton Road. **Complete.**
2. Permit-by-rule for exterior door paint: Diane Seeger is collecting established door colors to add to list of acceptable colors. If you have a chance, please send the color and code of your door to the SW email. *In process.*

Old Business

1. Eel trappings: Colin continues to monitor the ponds and remove eels. He will continue to do so and report back to the Board during this six-month trial. *In process.*
2. Long term reserve investing: Laura drafted a proposed Investment policy resolution. Diane motioned and Marc seconded to accept the resolution as written. After discussion, the Board voted unanimously to accept the resolution as written. **Complete.**
3. Laura drafted a charter for a Finance Committee. Marc made recommendations to include changing the name of the committee/charter to, "Investment Committee" and to limit their responsibilities on advising the Board on investment decisions. Laura will update and present at the September meeting. **Action item.**
4. Pop-up drains: Water drainage from homes needs to be contained within the homeowner's property or run to ponds in a manner not to erode or damage common areas. Eighteen properties have pop-up drains emptying in common areas. Marc and Laura will collaborate with these homeowners to remedy the situation. **Action item.**
5. Exterior shutters/permit-by-rule: Joe Giorgianni found there are eight different colors of shutters throughout the community. Laura Obie sent a list of Ryan Builders established colors on file at Sherwin Williams to the Board. The question of limiting the original list to a core group of colors will be discussed prior to drafting the PBR. The topic is tabled until more research is done. **Action item.**
6. Tree removal: The recent survey showed that one tree on Favata needs to be removed. The developer has been notified but the Board is waiting for a response from him. Will table topic until September. **Action item.**

7. Fine schedule vs. Complaint and Enforcement policies: Marc consolidated fine and complaint process. A few Board members did not have time to review, so this topic will be tabled until September. **Action item.**
8. Meeting Schedule: Quarterly meeting will be held September 5th and December 5th. During these months, there will not be a monthly Board meeting. **Complete.**

New Business

1. Homeowner communication with Premier/Tabitha: Margie reiterated that no one should contact Tabitha/Premier with Board issues, except Board members. This process ensures Tabitha does not receive different directives. In the future Tabitha will refer Board concerns to Marc and no action will be taken at that time until the concern is referred to the Board to discuss if needed. Homeowners may contact the applicable Board member if you have questions/issues.
 - a. Marc: Premier/ Contracts
 - b. Margie: Inspections/Meetings/ Newsletter/ Homeowner complaints
 - c. Trish: Pool/Clubhouse
 - d. Laura: Pond / Ombudsman/ Finance
 - e. Brightview: questions specific to your own situation.
2. Signs for ponds and walking trails: The Board has received complaints concerning outside people fishing in our ponds and when asked to leave, has refused. The Ocean View Police suggested that we place “no trespassing” signs throughout our community as a deterrent. The Board also discussed the need to clarify fishing regulations. Margie agreed to collect feedback and draft a sign which will be presented and discussed at the next meeting. **Action item.**
3. Key fob audit: The prior audit resulted in a 75% response rate. **A decision was made to deactivate fobs that have not been used in the past 30 days AND that have not been inventoried as part of the 75%.** We will first send a second request to homeowners to register their key fobs. It is important that the remaining 25% of homeowners respond to this request for information so that we have accurate records. **Action item.**
4. SW website/email options: As discussed previously our current platform is limited in its’ functionality. Marc researched and is recommending a Google product that is more robust and includes, video meeting capability, shared calendars, room reservation functionality, increased document storage, etc. The cost is \$144 annually. Margie motioned and Diane seconded the purchase of this product. Board voted to approve. **Complete.**
5. Post-incident video review: Premier will be given access to video recordings in and outside of the clubhouse to review incidents. **Complete.**
6. Secretary position: A reminder to the homeowners that the Secretary position will be open effective, January 1, 2024. Participating on the Board is a great opportunity to get involved and meet new people. Interested parties should contact Margie. **Action item.**

Budget/ Financial Information

See Board report above.

New Action Items: In Process

Committee Reports: committee chairs will address action items for their respective committees.

1. OB 3: Finance charter.
2. OB 4: Pop-up drain resolution.
3. OB 5: Exterior shutter permit by rule.
4. OB 6: Tree removal developer communication.
5. OB 7: Fine schedule/ complaint policy consolidation.
6. NB 2: No trespassing sign feedback to Margie.
7. NB 3: Key fob audit response to Premier.
8. NB 4: Open Secretary position interest to Margie.
9. OF 1: Clubhouse rental lease review.
10. OF 4: Lease agreement feedback to the Board prior to September 5 meeting.
11. OF 5: 90-foot bridge communication to developer.
12. OF 6: Solar panel rule.

Open Forum/Other Business

1. Clubhouse rental lease can now be done on Vantaca. Tabitha will review and present at the September meeting. **Action item.**
2. Homeowner emailed the Board asking if she could put a “Beware of Dog” sign on the walking trails near her home. The Board thinks beware of dog signs on the trail do not fit the feel of the neighborhood and may make other people uncomfortable. The Board advised that the sign read, “Dog on Premises” or “Invisible Fence” and be posted on the homeowner’s property. **Complete.**
3. Planning & Zoning meeting summary: Summary is that the townhomes will be part of SWCA covenants, but their financials for townhome specific items will be separate. Homeowner reminded attendees that the meeting can be viewed on U Tube.
4. The Board is requesting feedback from the community to change the rental agreement lease from three months to six or twelve months. Feedback should be sent to the Board before the September 5th meeting. **Action item.**
5. There has been no response from the developer on reimbursement to the community for eliminating the need to build the 90-foot bridge on the walking trails. The Board agreed that \$4,000 was not enough to warrant not building the bridge. The Board will wait until after the upcoming amenity meeting with the developer before communicating again with the developer at which point the communication will be to build the bridge or reimburse for closer to \$10,000. **Action item.**
6. Solar panels: The Board will work to draft rules for installation of solar panels that are compliant with Delaware law and community covenants. **Action item.**

Next Meeting

Quarterly meeting: September 5 by Zoom. Agenda to follow.

Meeting Documents

Agenda