

BROOKSIDE COMMUNITY, INC.  
Minutes – December 5, 2011

Present: John Dash, Susan Deckert, Richard Glines, Susan Meany, Beverly Schofield, Jean Skibinski, Barbara Smith, Bill Wheatley  
A quorum was present.

The special meeting was called to order at 6:37 pm by President Schofield to review the DELDOT proposals related to the bridge replacement over Cool Run on Marrows Road. DELDOT representatives will be present at the Dec. 6 Civic Meeting and members of the BCI Board should be familiar with the agreements presented and conditions relating to the parcels involved.

Parcel #1 – approx. 1,430 SF west of Marrows Road, purchase for \$1,800  
Parcel #2 – approx. 1,430 SF east of Marrows Road, purchase for \$1,800  
Parcel #3 – approx. 96 SF east of Marrows Road – Permanent Easement - \$125  
Parcel #4 – approx. 6,914 SF east of Marrows Road – Temporary Easement - \$225  
Parcel #5 – approx. 2,140 SF west of Marrows Road – Temporary Easement - \$100  
Parcel #6 – approx. 743 SF east of Marrows Road – Temporary Easement - \$100

DELDOT'S prices are based on valuations of \$1.24/SF in 2007 prior to the real estate drop in market prices.

A temporary walkway will be included around the east side of the construction area to accommodate pedestrian traffic.

It was moved (Wheatley/Glines) to authorize the BCI President to sign all necessary DELDOT documents to cover the bridge replacement over Cool Run on Marrows Road and unanimously approved.

It was moved (Skibinski/Smith) to provide a \$50 bonus to each of the three BCI employees, to be presented at the holiday luncheon on December 7, and unanimously approved.

The meeting adjourned at 7:23 pm.

Jean P. Skibinski  
Acting Secretary

BROOKSIDE COMMUNITY, INC.  
MINUTES – DECEMBER 20, 2011

PRESENT: John Dash, Susan Deckert, Susan Meany, Jean P. Skibinski, Barbara Smith,  
Bill Wheatley  
A quorum was present

The meeting was called to order at 7:35 pm with Bill Wheatley presiding in the absence of the President.

Dave Allen, representing the Greater Newark Baseball League, presented proposed plans for the field on the west side of Marrows Road known as Hoeflinger Field. Discussion included hooking into the BCI security network, which will cost about \$100. He was seeking approval for various improvements prior to the 2012 playing season in mid-April.

To comply with regulation fields, he requested approval to lay sod on the major field. Sod will stabilize the field and prevent loss of soil, a current problem. They also propose to install a 4-foot fence at the T-ball field to prevent youngsters from dashing out into the field, primarily as a safety consideration. Two buildings on the site belong to BCI, a storage building and a concession building. Grafitti has been a problem with these off season. He is also looking to replace the sign at the field, and it was suggested by Board members that the BCI sign might be replaced at the same time with a better two-for-one price. These proposals received a favorable reaction from Board members.

Mr. Allen also discussed the poor condition of the parking area used by parents attending games. After extensive discussion, the request to place recycled concrete in the front parking area only seemed appropriate. Will BCI assume this project?

The new contract between the Baseball League and BCI for 2012 will be negotiated within the next several weeks with some modifications. The League serves children in the 8-12 age group and has thus far received six state championships.

Minutes of the December 5 special meeting were approved as presented.

Treasurer Meany reported the following expenses:

- Tire for Kaboda Tractor - \$117
- Building A/C Unit Protection - \$402.99
- "The Brooksider" – Postage \$367.82, Printing \$257, Advertising \$85
- Santa's Visit – Expenses \$12.50
- Truck Regular Maintenance - \$113.75

The Treasurer reported investment of \$25,000 in a Certificate of Deposit at Louviers Credit Union at a rate of 1.5% for two years. In order to do so, it was necessary to open a savings account for BCI with a minimal deposit of \$5.00.

The current TD Bank account of \$141,000 is earning only .5% interest currently, and will be moved if a better return can be secured elsewhere.

After extensive discussion, it was moved (Meany/Deckert) that BCI officers may be reimbursed for travel mileage outside the community when required to transact official BCI business. Rate of reimbursement shall be based on the current federal reimbursement rate. Officers' expenses must be approved by the Board. Directors' expenses up to \$100 may be approved by the President. The motion was approved 4-1.

It was moved (Meany/Deckert) that BCI will provide ink and copy paper required for use of the computer situated at the Treasurer's home, and unanimously approved.

Beverly Schofield, Susan Meany and Susan Deckert attended an E-File class at the County permitting them to serve as court representatives in relation to dues delinquencies. An annual registration fee of \$20 is required for each representative.

Mr. Wheatley reported that a meeting and inspection of site was conducted on December 19 in connection with flooding problems. Representatives from DelDOT, New Castle County Conservation District, and City of Newark Water Department participated, with support from State Reps. Kowalko and Osinski. It was determined that flooding has not been caused by the Marrows Road Bridge, but instead by inadequate infrastructure to meet the needs of all the development (Marrows Court, White Chapel and the Senior Center) added to the system after the original installation, with no expansion to accommodate it. Drains will be provided in the new bridge to help alleviate flooding of the road.

An extensive discussion about status of current employees confirmed that only one maintenance person should be working after December 18. Several questions were raised about the duties and supervision of the administrative assistant. Job descriptions need to be developed for all three positions, with annual performance evaluations conducted. It was stressed that the Board is responsible for oversight of employees, and they need to be instructed that they do not take direction from anyone else.

The meeting adjourned at 10:03 pm.

Jean P. Skibinski  
Acting Secretary

BROOKSIDE COMMUNITY, INC.  
Minutes – November 1, 2011

*THIS MEETING  
WAS NOT RECORDED*

Present: John Dash, Susan Deckert, Richard Glines, Susan Meany, Beverly Schofield, Jean Skibinski, Bill Wheatley  
A quorum was present

Following the Civic Meeting, the Executive Meeting was called to order at 9:00 pm by President Schofield.

Snow removal bids, references and equipment were discussed. The consensus of the Board was that a two-year contract should be executed. It was moved (Glines/Dash) to award a two-year contract to Nu-Image, and unanimously approved.

President Schofield is currently researching costs for trash removal at the community building. As soon as all prices are received, a telephone/email vote will be conducted to expedite the service.

President Schofield, after consulting with our attorney, asked to rescind the vote for annual bills. It was moved (Meany/Glines) that delinquent homeowners will be billed quarterly (April, July, October and January). Homeowners who have initiated a payment plan will continue to be billed monthly. The motion was unanimously approved.

It will be necessary to change the lock on the gate off Mallboro next to the baseball field, since the code was given to a resident who is illegally accessing the area. The access code should be provided only to the utility companies who service the area and baseball volunteers who need access. All should be cautioned that the code is not to be given to anyone else.

The meeting adjourned at 9:55 pm.

Jean P. Skibinski  
Acting Secretary

BROOKSIDE COMMUNITY, INC.  
Minutes – November 15, 2011

PRESENT: John Dash, Susan Deckert, Richard Glines, Susan Meany, Beverly Schofield, Jean Skibinski, Barbara Smith, Bill Wheatley  
A quorum was present.

The meeting was called to order at 7:55 pm by President Schofield.

It was moved (Meany/Smith) and approved to accept the minutes of October 18 and November 1 as presented.

TREASURER'S REPORT:

Treasurer Meany reported that a profit of \$616 was realized from the October Flea Market (\$855 less \$239 in expenses). Approximately \$1,300 is reserved for community activities. It was suggested that we continue with spring and fall flea markets, resident initiated, using the lower field only. We need an Activities Committee. Activities suggested include Easter Egg Hunt, Picnic, Halloween Party and Santa visit.

It was moved (Meany/Smith) and approved to invest the \$25,000 matured CD fund at 1.2% for two years at WSFS. We will continue to search for the best interest rate for regular savings.

It was moved (Meany/Glines) and approved to pay Janis Brown for extra hours to print out deeds required for collections on delinquent properties.

Approximately 25 residents remain on the payment plan. It was moved (Meany/Dash) and approved to forego monthly interest charges on these accounts as long as the residents keep up their payments as promised. Other delinquencies will be charged the regular monthly interest rate.

The Treasurer provided a list documenting expenditures for previously completed work not recorded in previous minutes. She also confirmed that a background check had been completed upon assuming her responsibilities as treasurer.

UNFINISHED BUSINESS:

Snow Removal: A contract was executed on November 12 with Nu-Image, with some questions still to be resolved on the liability conditions.

Building AC Unit: It was moved (Dash/Meany) and approved to expend more than \$500 to protect the outside unit, if necessary

Landscaping at Community Bldg.: Shrubs were removed adjacent to the entrance to the building for security reasons. The area was sodded with minimal low planting at a cost of \$172.95.

DELDOT Bridge Replacement: Negotiations are ongoing with DELDOT regarding their acquisition of small areas adjacent to both sides of the proposed new bridge, as well as construction easements. If a vote of residents is required, we will endeavor to get DELDOT to cover the cost. Consultations has been on-going with our attorneys.

Office Administrator Contract: Our attorney has reviewed the three-year contract covering the services of Janis Brown executed during an earlier administration. He confirms that the contract is valid, limiting any action by the Board to at least sixty days before October 30, 2014.

Community Trash Service: Econo-Haul has implemented the community rate of \$20/month for weekly trash removal and bi-weekly recycling, with an extra charge of \$4/month for yard waste.

#### NEW BUSINESS:

It was moved (Skibinski/Smith) and approved to have Santa Claus visit the community's children. Funding will come from the Activities Reserve. The BCI truck will be decorated and used to tour the community. A date and schedule will be developed and included in the December 1 issue of "The Brooksider."

The meeting adjourned at 10:15 pm.

Jean P. Skibinski  
Acting Secretary

BROOKSIDE COMMUNITY, INC  
MINUTES – October 18, 2011

PRESENT: John Dash, Susan Deckert, Richard Glines, Beverly Schofield,  
Jean Skibinski, Barbara Smith, Bill Wheatley  
A quorum of 5 was present to transact BCI business.

The meeting was called to order by President Schofield at 7:38 pm.

MINUTES of the September 20, 2011 meeting were approved with the following additions:

Treasurer's Report to be provided at the monthly Civic Meeting.  
BCI Attorney has been informed that consultation with residents will not be billed to BCI.  
Quorum verification should be included in all minutes.

TREASURER'S REPORT: Deferred due to absence of Treasurer.

REPORTS:

Cost of the September issue of "The Brooksider" totaled \$656.48. (Printing - \$362, Postal Expense - \$379.48, less paid advertising of \$85). Mailings were sent to advertisers, State Representative and Senator, County Councilperson. No mailings were sent to banks, holding companies or trusts.

Energy Audit completed October 5. Several practical suggestions were included: sealing doors, mail slot, heater room wall, blanketing water heater, and installing updated wall outlets. Suggestions by this for-profit company for the attic were exorbitant in cost and not reasonable for an older building. It was suggested that a paid audit would be more realistic.

Flea Market Report – Tabled until Treasurer is available.

Arrears-Frequency of billing: It was moved (Dash/Glines) that residents with payment plans will continue to be billed monthly. Those in arrears who have no payment agreement will receive no monthly statements, only the annual billing. The motion was approved with 5 votes for and 1 vote against.

Residents on a payment plan should be charged interest as all residents are.  
Tabled until Treasurer is present.

By-laws Revisions:

Article VII – Section 2: By consensus the Board agreed that a quorum for a Committee should be 'a simple majority' in place of one-third (1/3).

Article VIII – Section 3: The clarification of “corporate books” will be checked with our attorney.

Article XII – Section 4: The clarification of “Time Periods” presented was accepted by consensus, as follows:

In applying any provisions of these by-laws which require that an act be done in a specified number of days, counting of consecutive days shall begin on the day following the approval of the act and shall run consecutively to include the day of action.

**OLD BUSINESS:**

Previously completed items to be recorded in/with minutes. Tabled for Treasurer.

Snow Removal Bids: From lowest to highest: Del-Lawn, Mike’s Lawn, New Image, Lawnworks. References were checked on Del-Lawn and Mike’s Lawn. We have previous experience with New Image. Lawnwork’s bid was too high to be considered. Before a decision is made, President Schofield will check out quality of equipment of bidders to insure they are qualified to meet our needs.

**NEW BUSINESS:**

Protecting Building A.C. Unit: Discussion rejected use of fencing to protect the outside unit. Mr. Dash agreed to look into prices for installing concrete in the area around the unit to prevent tenants from damaging the unit with stones.

The meeting adjourned at 9:50 p.m.

Jean P. Skibinski  
Acting Secretary



BROOKSIDE COMMUNITY, INC.  
MINUTES – September 20, 2011

Present: John Dash, Susan Deckert, Richard Glines, Susan Meany, Beverly Schofield  
Jean Skibinski, Barbara Smith, Bill Wheatley

The meeting was called to order by President Schofield at 7:48 p.m.

It was moved (Glines/Wheatley) and approved to accept the minutes of the August 16, 2011 Board Meeting as submitted.

Treasurer's Report:

Susan Meany clarified that the Staples credit card purchases are classified under 'office supplies' and the Lowe's credit card purchases are classified as 'maintenance costs.'

She recommended purchase of a \$25,000 Certificate of Deposit from Louviers Federal Credit Union on Elkton Road, currently earning 1.75% for a 4-year period. This long-term investment will not affect availability of operating funds.

It is necessary to recreate development of debt for delinquent homeowners for period prior to 2010. It was moved (Meany/Deckert) and approved to pay a fee of \$25/unit to our accountant Bill Ferringer to accomplish this task, in order to provide JP Court with the necessary documentation.

Liens processed through Superior Court do not require this documentation until a later date.

Any discussion with legal counsel must be approved by the Board prior to incurring charges, except by BCI Officers

OLD BUSINESS:

President Schofield indicated a new chipper blade is needed for grounds maintenance. The creek clean-up netted an income of \$114.30 in metal recycling. She and the Treasurer are currently checking on cost of trash collection at the BCI Building.

Susan Deckert has arranged for a free energy audit at the building from Energy Saver. Other audits will be solicited

Specifications for snow removal bids are being developed.

Three prices were secured for the September Issue of "The Brooksider" and work will be done by First State Printing at the lowest bid of \$362.

The list of work completed without Board approval was tabled until the next executive meeting.

Employee background checks issue was tabled for further review.

**NEW BUSINESS:**

Employee job descriptions are to be developed. Time reports by employees should identify specific work covered.

An Audit Committee will be appointed and requested to follow through with random audits.

The meeting adjourned at 10:00 p.m.

Jean P. Skibinski  
Acting Secretary

**Brookside Executive Board Meeting**

**August 16, 2011**

**Board Members:** Beverly Schofield, Susan Meany, Richard Glines, Bill Wheatley, Jean Skibinski, John Dash, Barbara Smith and Tim Robinson

**Opening:** Meeting brought to order at 7:35pm. Board members reviewed minutes. All motions need to show a past or fail in future minutes. Richard Glines motioned to accept the minutes with corrections; seconded by Susan Meany and accepted by the board.

**Old Business:** Susan Meany addressed financial reports, stating items already highlighted in the minutes. Beverly made a request to have financial items highlighted in minutes going forward. Susan Meany request that the two of them get together for further explanation of this requirement. The flea Market grossed \$705. Jeanette Water was paid \$100 for her fee and \$112 was paid for 2 weeks of advertising and supplies. A suggestion was made that we revisit the possibility of running future flea markets ourselves, some opposition was uncovered. A tape measure was broken belonging to Ms. Waters, Susan request that we replace it and retain the broken one. Jeanette Waters will be forward the expense for a Flea Market returned check. Jean Skibinski made a motion, seconded by John Dash that we take from the proceeds of the flea market to replace the broken measuring tape and retained the one replaced, accepted by the board. The next item was collections; Susan states that we have received in excess of \$8k in past dues, year to date. Thirty-one names have been forwarded to the attorney to process, with an additional batch of 22 to follow shortly. Attorney fees were \$247 in July for emails sent; we have yet to be billed for the liens. We need help gathering deeds online. Discussion on how to proceed or identify residents that have filed bankruptcy, this item will be placed under the attorney. Bill Wheatley says he will make a phone call to a bankruptcy attorney he knows for a possible list of bankrupt property owners with properties in Brookside. Banking update: Tim has replaced Bill on bank account. We are looking into moving money from checking account to savings account, prior to the rate becoming variable. John Dash went over maintenance items, tree and graffiti removal. A police report was filed regarding the graffiti. We are checking with the insurance company regarding liability of the graffiti incident. Bill Wheatley suggested that we purchase a camera to record any future incidents. Susan Meany made a motion that we purchase a camera to use in these matters, agreed by all; this item was under \$500 so no second was necessary. We are sending out a thank you letter to Linda for her service on the board. Follow up on welcome packs being sent out. Jean addressed community trash service; this item was tabled after review, to be presented at upcoming civic meeting. The Brooksider deadline for items will be September 10, newsletter to go out by the end of September. There will be a volunteer get together at Jean Skibinski's home on August 20. Employee raises tabled after discussion. Tim is to create a job description for the maintenance and office administrator position and going rates for like work. Jean Skibinski motioned to accept the amended version of the phone/email voting initiative, seconded by Bill and accepted by the board. Items that did not have complete board approval from previous meetings were tabled to next executive meeting. We are seeking proposals for snow removal, requesting like specs on all proposals.

**Closing:** Meeting adjourned at 9:53 PM

Respectfully submitted: Tim Robinson, Secretary

8/2/11

It shall be the policy of this BCI Executive Board that voting by the Executive Board may be done by telephone or by email. Such voting shall not be binding until each board member has expressed his/her decision on the matter being considered. Results of telephone or email voting shall be recorded and reported in the minutes of the following BCI Executive Board meeting and shall be shared with each board member in a timely manner. Each item of business for which a vote by board members is required by telephone must be read verbatim to each voting board member without embellishment or comment.

This policy was adopted unanimously by the BCI Executive Board.

Brookside Executive Mtg  
Held AFTER close  
of Brookside Civic Association Meeting ON August 2, 2011

**Present:** Susan Meany, Linda Seltzer, John Dash, Richard Glines, Beverly Schofield, Jean Skibinski, Barbara Smith and Tim Robinson.

Susan Meany made a motion, seconded by Tim Robinson, to credit \$1 or less from 41 accounts. Discussion was made regarding Produce vending at the flea market, Susan Decker was working on this assignment and was unavailable to respond, no other board member was able to add to this discussion. Dick Glines presented a draft for the telephone/email proxy voting that was entered in discussion, then accepted by the board.

Linda resigned as President of BCI and BCI Board due to personal concerns. No replacement was discussed at the meeting. Beverly Schofield will act as interim President; no one has been slotted into the position of Vice President. A motion was made by Barbara Smith and seconded by Tim Robinson for Mr. Dash to serve as supervisor for the maintenance staff. He will make assignments and managed the part time staff hours.

Tree removal bids were discussed. All companies bidding are insured. By laws says that maintenance matters under \$500 do not need to go thru the voting process. Items purchased under this threshold are to be reported to the board at the next board meeting. Susan Meany made a motion that if there is competitive bids, a followed up by a board member.

July 19, 2011

Brookside Community, Inc. Executive Board,

Vice-President - Beverly Schofield

Secretary - Tim Robinson

Treasure - Susan Meany

Board of Directors - Jane Skibinski

Susan Deckert

Richard Glines

Barbara Smith

Bill Wheatley

John D. Dash

I, Linda Seltzer, am doing what is best for me under the circumstances and that is resigning as the BCI President effective immediately. I am no longer willing or able to devote my time and energy required or needed to fill the position as President.

Respectfully,

A handwritten signature in black ink, appearing to read "Linda Seltzer", written over a horizontal line.

Linda Seltzer

minutes to be showed as  
passed or failed.

**Brookside Executive Board Meeting**

**July 19, 2011**

**Board Members:**

**Present:** Linda Seltzer, Tim Robinson, Susan Meany, Richard Glines, Barbara Smith, Jean Skibinski, Beverly Schofield, Susan Deckert, Bill Wheatley, John Dash

**Opening:** Meeting brought to order at 7:33pm. Prior minutes were reviewed. Richard Glines made reference to his name being misspelled. Susan Meany Motion to accept as corrected, 2<sup>nd</sup> by Barbara Smith.

**Old Business:** Discussion on produce vendors obtaining necessary licensing. Susan Meany motioned that produce vendors need license to operate, 2<sup>nd</sup> by Richard Glines. Susan Deckert will contact the attorney and county regarding vendor permits for produce stands. Motioned was made by Beverly Schofield, 2<sup>nd</sup> by Susan Meany to table item till after the open civic meeting. A motion to have the Baseball League handle Concessions at the Flea Market on August 13<sup>th</sup> and returned to the Lions Club for October 8<sup>th</sup> was presented by Susan Decker and 2<sup>nd</sup> by Beverly Scholfield. Bill Wheatley motioned to allow Baseball League to host an event at the ball field, on August 14<sup>th</sup>, 2<sup>nd</sup> by Barbara Smith.

**New Business:** General Maintenance purchases for an approximate total of \$135, building/cleaning supplies \$585. Saw blade purchased, awaiting receipt. Flea Market Signs \$445 were presented. John Dash presented letter of consideration, to be appointed to the BCI Board as a Director. Item was discussed with amendment to strike wording to reflect, "and executive board" from 7-28 meeting motion and to show resignation of President alone. This motion was presented by Barbara Smith and 2<sup>nd</sup> by Tim Robinson. Beverly Schofield made motion, 2<sup>nd</sup> by Susan Meany to have John Dash added as a Director to fill the vacant seat left by Beverly Schofield. Discussion followed, then a motion was made by Barbara Smith and 2<sup>nd</sup> by Susan Meany, 5 yes, 2 no and 1 abstained. Bill Wheatley motioned to accept phone or email votes in lieu of special meetings or in event of physical absence. <sup>Dick</sup> Dick Glines is to be assisted by Jean Skibinski in composing written amendment for this motion to be presented at the next meeting. Bill Wheatley presented discussion on his position being included on bank accounts. There was a discussion, but no vote was made at this time. Check signing responsibilities were addressed and tabled per motioned by Tim Robinson and 2<sup>nd</sup> by Susan Meany. Susan Meany made a motion, 2<sup>nd</sup> by Barbara Smith, to hold a brief meeting after civic meetings to discuss miscellaneous items. Discussion regarding letter to Renee Pak, advised by Tim Robinsons, not yet sent but will be sent out expeditiously. Bill Wheatley presented a letter taking a leave of absence beginning July 22<sup>nd</sup>. Per survey, volunteer interest was uncovered, Susan Meany made a motion, 2<sup>nd</sup> by Barbara Smith, to contact volunteers to set up times and get more information.

**Closing:** Meeting was adjourned

Respectfully submitted: Tim Robinson, Secretary



Richard - Motion as Ammended  
Susan - 2<sup>nd</sup>

**Special Brookside Executive Board Meeting**

**June 28, 2011**

**Board Members:**

**Present:** Linda Seltzer, Tim Robinson, Susan Meany, Richard ~~Glimes~~<sup>GLINES</sup>, Barbara Smith, Beverly Schofield, Susan Deckert, Bill Wheatley

**Absent:** Jean Skibinski

**Opening:** Meeting brought to order at 7:45pm

**Presidential Resignation:** Board Members were presented with written resignation letter from current President John Dash. Discussion was entered. A motion by Richard ~~Glimes~~<sup>GLINES</sup> to accept resignation of John Dash and relieve him of all duties from position of President and Executive Board was seconded by Susan Meany and accepted by the Board. Susan Decker made a motion to create a letter of acceptance of resignation and express thanks and appreciation for the time Mr. Dash has invested in serving in the capacity of President. This motion was seconded by Barbara Smith and accepted by the board.

*Discussion of Wheatley on savings + checking accs. No vote taken*

**Good of the Neighborhood:** Linda Seltzer to elevate to the position of President at this time. Opportunity for elevation of Tim Robinson and Susan Meany to Vice Presidency was rejected. Motion was made by Susan Deckert and seconded by Susan Meany and accepted by the board to nominate Beverly Schofield as Vice President.

**Closing:** Meeting Adjourned at 8:36 pm

Respectfully submitted: Tim Robinson, Secretary



**Brookside Executive Board Meeting**

**June 21, 2011**

**Board Members:**

**Present:** Linda Seltzer, Tim Robinson, Susan Meany, Richard ~~Glimes~~, Barbara Smith, Jean Skibinski, Beverly Schofield, Susan Deckert, Bill Wheatley *Glimes*

**Absent:** John Dash

**Opening:** Meeting brought to order at 7:34pm, Susan Meany Motioned to accept the minutes as corrected, four names corrected and wording changes, seconded by Bill Wheatley.

**Old Business:** Jeanette Waters *suggested Bidding open for Activities* gave report of Flea Market, 50 Vendors, includes 10 Brookside Residents. Financial figures were discussed in general, will be followed up in writing. Current and Updated Delinquent Assessment report was reviewed. Filings at JP Court have begun. Discussion entertained regarding minimum balances for filing with court. Susan Meany motioned to place liens on residents with balances of \$1k or more, seconded by Tim Robinson, friendly amendments to revise from \$1k to \$2k minimum for filing of initial six homeowners, was accepted by board. Discussion to purchase two permanent signs for Flea Markets, in red lettering on white background with signage cost not to exceed \$550. Motion was made by Tim Robinson, seconded by Richard Glimes and accepted by the board.

**New Business:** Letter was sent to Renee Pak, no response was received. A final letter will follow with a deadline for response regarding Mrs. Pak's desire to maintain the position of activities coordinator. Action of prior board to be verified in amended audit.

**Good of the Neighborhood:** Insurance coverage for Board Members, with effective dates and officers bonding, tabled for upcoming meeting. Board of Realtors was contacted by Bill Wheatley regarding awareness of association assessments to be discussed with prospective home buyers. There were nine problematic storm drains that have been presented and are currently under review.

**Closing**

Respectfully submitted: Tim Robinson, Secretary

BCI Executive Board Meeting

May 17, 2011

Board Members:

**Present:** John Dash, Linda Seltzer, Tim Robinson, Susan Meany, Richard Glines, Barbara Smith, Jean Skibinski, Beverly Schoolfield, Susan Decker and Bill Wheatley

**Addendum:** *President Dash advised that Bill Wheatley submitted resignation from the Elections Committee and made petition to become a Director of the BCI board. After discussion, the board accepted the petition effective immediately. Kim Broadbent of Nationwide Insurance presented the new insurance policy to the BCI board. A question and answer session was followed. Copies of the policy to be available for individual board members that desire to review.*

**Opening:** The Meeting came to order with the reading of the previous minutes. After corrections, a motion to accept minutes as corrected was made and accepted by the board by Susan Meany and Seconded by Richard Glines.


**Old Business:** There were concerns over the recent audit. Dissatisfaction on the final product was voiced.

**New Business:** There was a tree removed in C-section due to a safety concern. Three bids were requested, one written and one verbal were received, there was one no response. Nu Image was rewarded the contract to remove the tree. Jeanette Waters will conduct this year's Flea Market on June 18 instead of Renee Pak. There were concerns to include a clause regarding liability and requesting driver's licenses and proof of insurance for vehicles on site. Bill Wheatley motioned, seconded by Beverly Schoolfield, to have a type written letter generated and presented to Renee Pak, requesting written response, regarding her position in continuing with the Activities Committee for other BCI functions.

**Good of the Neighborhood:** Annual assessment responses have been good. The Law Firm contracted through BCI to handle the assessments is in the process of drafting a Certified Letter of Demand to those delinquent on their annual assessments. The Law Firm has also agreed to train BCI in this process of setting up accounts for legal filings with JP Court. There was a suggestion to explore a fee base option for handling assessment through New Castle County. It appears that some realtors are not advising homebuyers that BCI is an Annual Maintenance Assessment Community. It was motioned by Barbara Smith and Seconded by Linda Seltzer that Bill Wheatley contact the Real Estate Commissioner for information needed to draft a letter for the Board or Realtors regarding this matter.

**From the Community:** Residents are requesting more disclosure regarding the BCI Board progress and initiatives. Bill Wheatley motioned, seconded by Richard Glines to include a condensed version of the board minutes at the civic meeting as well as in the Brookside.

BCI Executive Board Meeting concluded at 9:24 pm.

Respectfully submitted: Tim Robinson, Secretary  JUN 21 2011

From: brookside <brookside@tmichaelrobinson.com>

To: Susan Meany <nasusany@aol.com>; Jean Skibinski <PJSKI21@aol.com>; Susan Decker <sbdeckert@msn.com>; Richard Glimes <glimesre@yahoo.com>; Linda Seltzer <ncotop@aol.com>; Smith, Barbara <BAHS1950@aol.com>

Subject: BCI Executive Minutes 4-19-11

Date: Tue, May 17, 2011 1:15 pm

Attachments: Brookside\_Executive\_Minutes\_\_\_\_\_4-19-11.docx (12K)

**Brookside Executive Board Meeting**

**April 19, 2011**

**Board Members:**

**Present:** John Dash, Linda Seltzer, Tim Robinson, Susan Meany, Richard Glimes<sup>N</sup>, Barbara Smith, Jean Skibinski, Susan Decker<sup>T</sup>

**Absent:** Beverly Schofield

**Opening:** Meeting brought to order at 7:30pm, previous minutes were not read due to the audio file being corrupted.

**Old Business:** The work at the South Kingston Ditch has been completed. Depreciation in budget need to be added, a motion was made by Barbara Smith to show a balance budget in the Brooksider. The motion was seconded by Susan Meany and accepted. Renee Potts<sup>PAF</sup> was not cooperative in sharing records for the activity committee; a motion was made by Linda Seltzer, seconded by Susan Meany and accepted by the board, to have Jean Skibinski and Beverly Scholfield meet with Renee regarding her position with the flea market.

DEPRECIATION IN FINANCIAL STATEMENT  
DEPRECIATION NOT IN OPERATING Budget

**New Business:** Paperwork for a 30% grant for the ditch project has been filed. Fence work has been completed for the Little League Field. ~~Two maintenance men have been hired.~~ Maintenance of non-operational equipment is being addressed. Fire Marshall Inspections<sup>WAS</sup> are complete. Based on inspection, lighting had to be repaired, additional receptacles and smoke detectors were added. There was a purchase of a New Computer, Printer and Monitor; all are currently installed and operational.

**Good of the Neighborhood:** The Senior Center volunteer will be meeting with board members 4-20 to plan projects and teams to assist Community. The Brooksider was submitted for preliminary review. Assessments without amounts are to be included in the upcoming Brooksider. A motion was made by Susan Meany, Seconded by Richard Glimes<sup>N</sup> and accepted by the board to write off ~~smaller~~ uncollectable assessments.

**Closing:**

Meeting was concluded at 8:55 pm.

Respectfully submitted: Tim Robinson, Secretary

**Brookside Executive Board Committee Meeting Minutes**

**15 Feb 2011**

**Attendance:** John Dash, Linda Seltzer, Susan Decker, Beverly Schofield, Jean Skibinski, Barbara Smith, Susan Meany and Tim Robinson

*Meeting brought to order around 7:30 pm with the previous minutes being read and accepted*

**Old Business:**

Discussion was presented regarding the progress of seeking an attorney and auditor. Hourly rates and fees were given consideration for both the attorney and auditor. Criteria for the audit process as well as the qualification of an individual or group and time frames were discussed.

Motion was made and accepted to have Jeanette Walters serve as auditor. Discussion was presented on whether to have records moved off site by auditor. Concerns were presented on the possibility of items being lost. It was concluded that most auditors move files offsite.

**New Business:**

Area Street Assignments were given to directors. Each director was assigned a particular area to serve as an Area Representative to address concerns of citizens in the community.

Project Consultants for Non Profits, was suggested as a source to offset cost for record keeping or general auditing of books. This was presented as a free option; contact person is Jessica Fineburg, located at the Newark Library. This group consist of retired professional and if funded by Met Life. It was suggested to have Jessica come to next meeting.

**Round Table:**

Clean Up Day on May 14<sup>th</sup>. There will be 2 dumpsters and 2 roaming trucks in the community between the hours of 7am to 11:30am. Residents are to bring items to the dumpsters or place them at curbside for pick up. It was decided that an article was to be included in the Brooksider regarding the event along with a request for residents to volunteer and the possibility of Student volunteers in order to satisfy Community Service Hours.

ATV traffic in neighborhood was acknowledged with the possibility that the traffic is coming from nearby Scottfield Development. It was mentioned that this possibly be addressed as their local community meeting.

**Brooksider:**

Publication aimed to be produced quarterly, starting with an April 1<sup>st</sup> Edition. Articles to be submitted a minimum of 2 weeks prior.

Residents and or Owners delinquent on their assessment are to be placed in the upcoming issue of the Brooksider. Discussion was made on what to include in the newsletter. Item was tabled for future meeting; a motion was made seconded and carried.

Solicitation for volunteers for committees and a committee survey was suggested. There was a suggestion of the possibility of quarterly events, speakers or other activities.

*Meeting Adjourned around 8:40 pm.*

Brookside Community, Incorporated  
Executive Board Meeting Minutes  
Tuesday, January 18, 2011

BOARD MEMBERS:

Present: John Dash, Susan Deckert, Richard Glines, Susan Meany,  
Linda Seltzer, Jean Skibinski, Barbara Smith.  
Absent: Tim Robinson, Beverly Scholfield.

QUORUM PRESENT: Yes

PROCEEDINGS:

- Meeting called to order at 7:30 p.m. by Mr. Dash.
- The last official minutes (November 16<sup>th</sup>) were read as the previous month (December 21<sup>st</sup>) meeting did not qualify as an executive meeting. Rewriting of these minutes should reflect a brief synopsis of meeting. Motion seconded and passed.
- South Kingston's drainage problem is pending, waiting on engineering reports.
- Snow - many compliments have been received regarding the efficiency of Nu-Image's maintaining the roads. The amount of salt/sand used will be reduced.
- The Deputy Attorney General, Ann Wolfolk, in charge of elections stated that the letter referred to by Mr. Wheatley applied to incorporated municipalities and not to BCI. A written follow-up verification was requested, so we do not have to alter our by-laws - allowing two (2) votes per home address.

NEW BUSINESS:

- Ray Owens has volunteered to chair the Audit Committee. Motion seconded and passed.
- The Election Committee has not been formed. Deadline is the 15<sup>th</sup> of September every election year.
- Representation forms have been filled out and mailed to the Superior Court in Georgetown, De. Mr. Dash, Ms. Seltzer and Ms. Meany have been accepted to file delinquent assessments cases in JP Court. The collection process has begun for the over \$100,000.00 in customer balances owed.
- Geographical areas will be assigned to individual board members and the street list and contact name & number should be printed in Brooksider.

- Clarification was requested in the title of the Fiscal Budget heading. Printing should reflect the combination of BCI's annual year, i.e. 2010/2011 in the future.
- A Spring clean up date of Saturday, May 14<sup>th</sup> was decided on and will be forwarded to Ms. Dillard for approval. Ms. Smith will follow up. Recycling will be done same day - Purple heart/cancer Soc -- till noon. Curbside for elderly. After county approval, it will be reported in the Brooksider. Reminders should be sent with annual assessment bills; perhaps stamped on the back of the envelope instead of an insert? Assessments will be printed/stuffed approx. 12<sup>th</sup>/15<sup>th</sup> of April. The 2011/2012 Fiscal Budget should also go in with bills.
- A timeline/deadline list was requested from the Brooksider Committee stating when to have items to them, such as the assessment delinquency list, the treasurers report, etc; and to have enough time for the President's approval before being printed.
- Hiring a company to clean up leaves was discussed. When it was previously checked into it was too expensive for BCI to undertake. Mr. Glines will check into the storm drain at Cameron & Carlisle being plugged up.
- The process of generating the Customer Balance monthly Statements was reviewed and tabled until further legal guidelines can be obtained.
- The meeting was adjourned at 9:02 p.m.

Minutes developed by Treasurer, Ms. Meany



cc: Accountant, William Ferringer  
Receptionist, Janis Brown

MINI EXECUTIVE MEETING WAS NOT HELD ON  
DECEMBER 6, 2011