

BROOKSIDE COMMUNITY, INC.

EXECUTIVE MEETING MINUTES – DECEMBER 18, 2012

PRESENT: Victor Enos, Richard Glines, Donna Metzgar, Beverly Schofield, Jean P. Skibinski, Barbara Smith, Bill Wheatley

GUEST: Sandra Van Kirk presented resume' and request to serve as a Director (left meeting at 8:15 pm)

A quorum was present.

The meeting was called to order at 7:40 pm by President Enos.

Minutes of the meetings of November 20 and November 29 were approved as presented.

Three letters requesting appointment to the Board have been received

Sandra Van Kirk
12 Cameron Lane

Kathleen Warne
32 Kullen Drive

Kelly Yetter
22 Monterey Drive

It was the consensus of the Board that they would prefer to meet these candidates in person before making appointments. A discussion followed, referring to various items in the by-laws, whether a fixed maximum of Directors was applicable, or whether each elected board may choose the number of directors. The matter was tabled until a resolution on the number of directors can be made.

Bill Ferringer has been re-hired as BCI Accountant. It was moved (Skibinski/Glines) and unanimously approved to compensate him at his current fee of \$200/month.

Treasurer Donna Metzgar discussed the e-filing efforts. Court collection fee is \$75, and Court costs are \$31.50. It was noted, however, that when larger sums are involved court costs may increase. According to the court, BCI has the right to collect payments until court hearing is scheduled.

157 cases have been e-filed; 9 were rejected and 8 are in process, leaving a total of 140. 47 cases were rejected and can be refiled. An estimated total amount involved in collections is \$67,000. Thus far three residents have requested to go to court.

It was pointed out that Form 50 needs to be filed with the court before year's end to cover our court representatives. The cost is \$20/person.

Delivery of "The Brookside" has been delayed, but individuals finally reported receiving copies on December 18. Efforts to reach the Post Office were not successful, with continuous busy signals. President Enos recommended using Julia Dugan to do future printings at a cheaper rate. Her facility is on Kensington Lane, just off Marrows Road.

President Enos has been looking into a Paypal arrangement to accept credit cards at the office. This will cost \$30/month, plus 2.4% transaction charge, and .30 per transaction. It was moved (Metzgar;/Smith) and approved with one abstention to use Paypal for a six-month trial period before making a final decision.

The meeting adjourned at 9:55 p.m.

Jean P. Skibinski

Secretary

BROOKSIDE COMMUNITY, INC.

Special Executive Meeting Minutes – Nov. 29, 2012

PRESENT: Victor Enos, Richard Glines, Donna Metzgar, Beverly Schofield,
Jean P. Skibinski, Barbara Smith, Bill Wheatley

GUEST: Susan Meany, Court Liaison

The meeting was called to order at 8:10 p.m. by President Enos.

The purpose of the special meeting was to discuss collections procedures and office procedures on this subject.

It was pointed out that any matters that were previously voted on and approved carry forward until the current Board officially votes to make changes.

Ms. Meany provided handouts regarding the collections process and her previous instructions to office personnel. We cannot accept payment from owners of properties that have already been e-filed with the JP Court. If this were inadvertently done, then BCI would be required to absorb all court costs, rather than those being the responsibility of the delinquent home owner. Properties already filed on are listed in the computer with a "J" identification.

It was previously voted by the Board that all delinquents who owe two years dues or more will be subject to e-filing. First year delinquents are not included in the procedure.

It was recommended by Mr. Wheatley that a letter be prepared clarifying these facts. A copy of this letter can be handed to any residents trying to make payment after having been e-filed on and receiving such court notification. Mr. Glines and Mrs. Skibinski were requested to prepare such a generic communication.

It was recommended that we consider increasing work hours for the office secretary to permit time to handle all the work required. Mr. Enos and Ms. Meany will schedule a meeting with Ms. Brown.

The meeting adjourned at 9:10 p.m.

Jean P. Skibinski

Secretary

BROOKSIDE COMMUNITY, INC.

EXECUTIVE MEETING MINUTES – OCT. 16, 2012

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

GUESTS: Victor Enos, Bill Summers

The meeting was called to order at 7:32 p.m. by President Schofield.

Bill Summers, Audit Committee Chair, presented three bids for one-year and two-year audits of BCI's financial records. It was moved (Skibinski/Deckert) and unanimously approved to initiate a two-year audit contract with Whisman Giordano & Associates LLC at a cost of \$9,000 for the period of May 2010 through April 2012.

Ms. Schofield reported that problems have been encountered aligning Accountant Hamilton's USBs with our computer system. It appears that the USBs provided are blank, causing delays in producing the monthly financial reports. This problem is in the process of being resolved. However, it is slowing our ability to proceed with collections of delinquent accounts. Collections Agent Meany has been given authorization to contact our lawyers regarding delinquencies when necessary.

It was pointed out that notary service is needed in connection with collections. Mr. Enos volunteered to become a notary in order to provide this service on a timely basis without charge to BCI.

Election ballots were mailed on October 15, at a total cost of less than \$350. Since there were no opposing candidates, the Elections Committee did not feel it was necessary to number or seal the individual ballots. However, an elections procedure needs to be documented in our policies and procedures records to provide consistency in elections and guidelines for future elections committees.

A discussion followed regarding revisions to the by-laws. Consensus was that the by-laws should not include a maximum number of directors on the Board.

Latest information from DeIDOT is that Marrows Road will close on October 22 for the bridge replacement work. The delay in starting is attributed to installation of pedestrian access. DeIDOT still owes BCI \$400 which is payable when work begins.

The BCI map on the office wall will be turned over to Mr. Wheatley on October 22 for delivery to Linda Seltzer, its owner.

It was moved (Skibinski/Deckert) and approved (with two opposed) to reimburse President Schofield for mileage accrued outside the community in pursuit of BCI

business. This covered a period from January 19, 2012 to October 15, 2012, at the federal rate of \$,50 per mile, for a total of \$121.30.

The meeting adjourned at 8:50 p.m.

Jean P. Skibinski

Secretary

BROOKSIDE COMMUNITY, INC.

EXECUTIVE MEETING MINUTES – October 2, 2012

The meeting was called to order at 9:00 p.m. following the civic meeting.

PRESENT: John Dash, Susan Deckert, Richard Glines, Beverly Schofield, Jean Skibinski and Barbara Smith

A quorum was present.

Application for employment as Collections Agent was received from Susan Meany. BCI has already spent considerable funds advertising this position and our first hire, Maggie Ciafardo, declined to accept the payment rate proposed by the Board. Since Meany was her trainer and the only individual familiar with the collections procedure, the consensus was that we should accept Susan Meany for this temporary position as Collections Agent and proceed immediately with collections. It was moved (Skibinski/Deckert) to hire Meany at the original rates proposed, and unanimously approved.

A discussion followed regarding rental rates for the building. The consensus was that we continue to charge the \$25/hour rate for daytime functions of 4 hours or less, with regular rates continuing to apply for all other rentals.

The bridge contractor's request to use BCI parkland for his construction office trailer was discussed. It was the consensus of the Board that we should not consider allowing use of parkland, and that this is a responsibility of DeIDOT to resolve.

The meeting adjourned at 9:35 p.m.

Jean P. Skibinski

Secretary

September 21, 2012

Ms. Linda Seltzer

7 N. Kingston Road

Newark DE 19713

Your note of September 17 regarding the BCI street map on the Community Building Office wall has been taken under advisement by the Board. It is prudent for the Board to determine that community funds were not used for this item, therefore, our accounting records need to be checked. We also need to determine the best way to remove this item without damaging the wall. Under the circumstances we hope to resolve this issue within thirty days. Your patience is appreciated.

Very truly yours,

Beverly Schofield

President

BROOKSIDE COMMUNITY, INC.

Executive Board Minutes – September 18, 2011

PRESENT: John Dash, Susan Deckert, Richard Glines, Beverly Schofield, Jean Skibinski, Barbara Smith

A quorum was present.

The meeting was called to order by President Schofield at 7:43 p.m.

Minutes of the August 21 meeting were approved as presented.

Minutes of the September 4 meeting were approved as presented with one abstention.

Mrs. Schofield reported that the Audit Committee met with two auditors who will provide written bids to cover both one- and two-year audits.

A sign-out notebook is now in the BCI Office to record any items being removed from BCI property.

Susan Meany has submitted her resignation from the Executive Board as of September 17, 2012.

A contract has been signed with Jim Hamilton for accounting services as previously approved by the Board.

A letter was received today from Linda Seltzer requesting that the BCI street map on the office wall be returned to her by September 19. It was the consensus of the Board that we first need to insure that BCI did not pay for this item. A letter will be sent to Ms. Seltzer indicating that it will be returned within 30 days after a records check is completed. There was a question as to whether this was a gift to BCI and, if not, why it hadn't been relocated when Ms. Seltzer's service on the Board ended.

Because November 6 is Election Day, the civic meeting for November has been rescheduled to Wednesday, November 7.

Board members questioned Mr. Wheatley's report at the September Civic Meeting indicating that our community ranked second in crime in the county. A check with Ms. Diller's office revealed that these are raw figures and do not compare like communities based on size and population. On that basis such information should not be publicized as fact by New Castle County Police on their website.

It was reported that our groundsman Terry found a dysfunctional youngster in the parkland and transported him, at his request, to help. Ms. Schofield and Mr. Glines will

meet with Terry on this issue. Employees need to be instructed that their only responsibility in such a case is to call 911 for help, which will prevent problems with insurance claims and possible unfounded accusations.

It was moved (Smith/Deckert) and unanimously approved to incorporate additional by-laws changes in the upcoming referendum for the purpose of clarity.

A question about grounds work being done by the Little League in the T-ball area will be looked into. Mr. Glines will check their contract, but changes should be cleared with the Board before proceeding.

The meeting adjourned at 9:45 p.m.

Jean P. Skibinski

Secretary

MAP OF BCI WAS
MADE FOR LINDA
SOLTZER.

Richard D. Leady

9/17/12

I WANT THE MAP OF BCI
HANGING ON THE OFFICE WALL BY

WEDNESDAY 19 SEP 12 GIVE TO BILL WHEATLEY

Bill Soltzer

10/22/12 I WILLIAM A WHEATLEY (BILL) RECEIVED MAP OF BROOKSIDE
WHICH IS PERSONAL PROPERTY OF LINDA SOLTZER.

William A. Wheatley

Susan Meany
2 N. Kingston Road
Newark, DE 19713

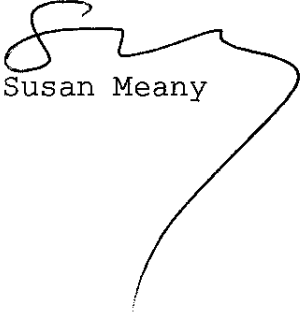
September 17, 2012

President, Beverly Schofield
Brookside Community, Inc
900 Marrows Road
Newark, De 19713

Dear Beverly:

I am resigning as Director on the BCI board. I want to sincerely thank everyone that welcomed me and hope to provide my assistance in the future endeavors of the Brookside board.

Respectfully,


Susan Meany

BROOKSIDE COMMUNITY, INC
Executive Minutes – September 4, 2012

PRESENT: Richard Glines, Susan Meany, Beverly Schofield, Jean Skibinski, Barbara Smith

A quorum was present.

The meeting was called to order to 9:18 p.m. following the conclusion of the regular Civic Meeting.

It was moved (Meany/Smith) and unanimously approved to make two minor wording changes in the proposed new by-laws, as follows:

Article VII – Elections – Section 1: Change “a qualified resident” to
'an active member.'

Article VIII – Meetings – Section 2: Change “(except July)” to “(except January and July)”

It was moved (Meany/Smith) and unanimously approved to rescind the previous vote to charge Westside Family Healthcare for use of the building on Sept. 29.

It was moved (Meany/Smith) and unanimously approved to allow Westside Family Healthcare to use the Community Building on Sept. 29 from 10:00 am to 12:30 pm for the community fair without charge. A security of deposit of \$100 will be returned if no damage is done during usage.

Efforts should be made to produce a one-page issue of “The Brooksider” as quickly as possible to include:

Community Fair of Sept. 29

Community Sale on October 6

Elections Information

New Facebook Page

Need Community Watch Volunteers

It was recommended to have the secretary send by-laws revisions to our legal counsel for review.

The meeting adjourned at 10:24 p.m.

Jean P. Skibinski, Secretary

BROOKSIDE COMMUNITY, INC.

Executive Meeting Minutes – August 21, 2012

PRESENT: John Dash, Richard Glines, Susan Meany, Beverly Schofield, Jean Skibinski, Barbara Smith

A quorum was present.

Minutes of the Executive Meetings of July 11 and July 26 were unanimously approved as presented.

Susan Meany reported that work is progressing on development of the e-filing procedure. The court account needs to be funded to make the e-file system operative, which is holding up Maggie's work. It was moved (Meany/Glines) and unanimously approved to pay Maggie \$10/hour for orientation.

The contract for the new accountant, Jim Hamilton, was reviewed. It was moved (Glines/Meany) to accept same and unanimously approved.

President Schofield reported that she has prepared information packets for members of the reorganized Audit Committee, consisting of Grace Vattalino, Bill Summers and Pat McGee.

By-laws revisions were presented to members of the Board by Mr. Glines and Mrs. Skibinski. A brief discussion followed with a decision to delay approval until all members can study them and any questions or concerns can be resolved. Approval of by-laws revision will require a referendum of all members in good standing, and, if approved, recording with the proper government authority.

The resignation letter of Bill Wheatley was discussed. Members of the Board found his implications offensive regarding the honesty, credibility and integrity of this Board, that has strived to be open with members and adhere strictly to our by-laws with advice of legal counsel when necessary.

In order to keep control of BCI documents leaving the office, a policy will be added to maintain a sign-out journal in the office. Any time a document is removed, it is to be recorded, with date, signature of the borrower, as well as a witness. Returns will follow the same procedure.

A discussion followed regarding printing of copies for BCI members. To offset such costs of labor and materials, a sign will be posted noting that copies will be provided at twenty-five (25) cents per page.

Previous office secretaries were often required to make bank deposits; therefore, it would not be out of line to request the current secretary to do so, paying her for the time required to do so.

Mr. Dash brought up a violation of deed restrictions on two Meadow Lane properties where fencing extends beyond the front line of the building. It was suggested that Board members conduct a survey of the community to identify similar violations in other areas, and that a warning letter be sent to residents in violation.

The possibility of renegotiating the contract with Janis Brown was recommended.

The meeting adjourned at 9:58 pm.

Jean P. Skibinski

Secretary

July 29, 2012

To Brookside Community Inc. President

I am turning in My resignation as Vice President of B.C.I. I have been thinking about This for several months. I set very high work ethics for my-self, Honesty, Integrity and Loyalty, are top priority. For me to compromise these principles, would be wrong My conscience will not allow me to concede to that. I have been trying for several Months to get things done by following our By-Laws, Delaware Law and other Regulation, pertaining to how to run and operate our community.

The people on this Board say I am very controversial and conflict with their way of Doing things, if wanting to do things right is controversial, then I am glad I am.

To suggest I am a-part of something which I am not is absolutely wrong.

I have been wrestling with my conscience over this for several months actually Since March and I have came to a decision, I can not compromise my principles so I am turning in my resignation, effective immediately as Vice President of B.C.I.

Respectfully

William A. Wheatley
William A. Wheatley

BROOKSIDE COMMUNITY, INC.

Special Executive Meeting – July 26, 2012

PRESENT: John Dash, Richard Glines, Susan Meany, Beverly Schofield, Jean Skibinski, Barbara Smith

The meeting was called to order at 7:58 pm by President Schofield.

The purpose of the meeting was to receive the report of the Accountant Search Committee, consisting of John Dash, Richard Glines and Barbara Smith.

Barbara Smith reported on the findings of the search. Four candidates were considered, three of which participated in interviews and presented their credentials. Bill Ferringer, outgoing accountant, participated in the interviews. The committee recommended hiring Jim Hamilton to serve as BCI Accountant. His credentials and diversified background, as well as his business in tax preparation, qualify him for all aspects of BCI accounting requirements. He has already provided his background check, and quoted a fee of \$150/month for accounting, and \$25/hour for tax form preparations.

The second candidate did not have sufficient background in tax preparation to be considered. The third candidate, a CPA, quoted rates that were far above what BCI is able to pay.

It was moved and seconded (Smith/Meany) and unanimously carried to contract with Jim Hamilton to serve as BCI Accountant. He will be contacted for a formal written proposal, including a copy of his license and a requirement of 90 days for contract termination, and will be required to complete a W-9 form as a contractor.

The meeting adjourned at 8:25 pm.

Jean P. Skibinski

Acting Secretary

Bill Ferringer has submitted his resignation, effective September 1, 2012. A committee consisting of John Dash, Richard Glines and Barbara Smith will immediately start recruiting candidates to replace Mr. Ferringer, who has agreed to provide orientation to his replacement. Various strategies regarding the accounting process were discussed and resolution will be based on the candidate selected.

BCI insurance was discussed. The current premium is \$1,000 less than the previous year. Pres. Schofield has endeavored to get clarification from the agent, but has not been successful to date. The bonding issue needs clarification, since we have received mixed messages from agency representatives.

It was agreed to cancel the regular meeting of July 18.

The meeting adjourned at 10:15 p.m.

Jean P Skibinski

Acting Secretary

BROOKSIDE COMMUNITY, INC.

EXECUTIVE MEETING MINUTES – July 11, 2012

PRESENT: John Dash, Susan Deckert, Richard Glines, Susan Meany, Jean Skibinski, Barbara Smith, Beverly Schofield, Bill Wheatley (left meeting at 8:45)

A quorum was present.

The meeting was called to order at 7:40 pm by President Beverly Schofield.

Minutes of the June 19, 2012 meeting were approved as presented.

This special meeting was called to address three subjects: Delinquencies, Audit and Nominations and Elections.

Delinquencies: Susan Meany recommended that a statement regarding liens be included on the quarterly invoices to be sent to delinquent members later in July. By consensus it was agreed to proceed accordingly. The statement will be prepared and sent to all board members for review prior to inclusion on invoices.

Form 50 to cover Susan Meany and Maggie Ciafardo has been sent to the Court to cover legal filings on delinquents.

Audit: Ray Owens and Kathy Romsberg have resigned from the Audit Committee. Bill Summers will take over the position of chair. President Schofield is seeking additional volunteers to serve on the committee.

By consensus it was agreed to open the envelope turned over to Mr. Wheatley by Mr. Owens. No list of firms contacted was provided. Only one bid included was from a CPA. Additional solicitations of qualified bids will be necessary before a contract can be issued for an intermediate audit.

Nominations & Elections Committee: Four individuals have agreed to serve thus far. Recommendations of additional volunteers should be passed to the president for follow-up. It was moved and seconded (Meany/Deckert) and approved with one abstention to use the BCI Corporate Seal on ballots to be sent to all residents in good standing.

New Business:

Rep. Osienski has been in contact regarding a Job Fair/Health Fair to be conducted by West Side Health Service. They asked for use of the community building for Saturday, August 25, seeking a free or reduced rate. The building has already been rented for that date. If they wish to use the building on another date, regular rental costs will apply.

President Schofield reported that the annual insurance premium is \$1,000 lower than last year and she is checking into it. Her understanding is that up to 10 individuals can be covered to use the BCI vehicle; confirmation of that is pending, as well as information on bonding coverage for the new temporary employee.

After learning that a renter had included three water slides in the enclosed area of the building, the consensus of the Board was that water slides should not be permitted.

The meeting adjourned at 10:30 PM.

Beverly Schofield

Acting Secretary

BS/JPS

June 28, 2012

Dear President Beverly Schofield:

This is my formal notification that I am resigning from the Brookside Audit Committee effective June 29th, 2012.

My belief is that I did my job as a committee member to the best of my ability. Many inquiries were made to find a Certified Public Accountant. In my search for a CPA, I made use of a few referrals, the yellow pages in the telephone book and the Internet. I was unable to find any other candidates interested in doing the audit.

Sincerely,

A handwritten signature in cursive script that reads "Kathi Romesberg".

Kathi Romesberg

To the officers and board members of Brookside Community Inc.

On this day June 28, 2012, I hereby resign from any committees I have served on- or volunteered for in the past.

Respectfully,

Ronald Owens

I hereby resign from the audit committee as of 6-28-12.

Rita Owens

BROOKSIDE COMMUNITY, INC.

EXECUTIVE MEETING MINUTES – June 19, 2012

PRESENT: John Dash, Susan Deckert, Richard Glines, Susan Meany, Barbara Smith, Beverly Schofield, Bill Wheatley, Ray Owens

A quorum was present.

The meeting was called to order by President Schofield at 7:30 p.m.

AUDIT COMMITTEE REPORT: Chair Ray Owens reported that the committee received two written bids to date, and a third bidder requested additional financial information before submitting a written bid. (BCI will provide a copy of our operating budget.) The preferred bid of \$2,000 would have work completed by an accountant and certified by a CPA. The second bid was for triple the amount of the first. Mr. Owens agreed to immediately provide the third bidder with the operating budget in an effort to secure a third written bid, so that the Board can initiate a contract promptly.

Minutes of the May 15 executive meeting were approved as presented.

A lengthy discussion followed regarding variations in financial reports: Operating Budget versus Monthly Financial Reports generated by accountant Ferringer. The operating budget should be modified to show the "Reserve Fund Allocation" in a separate category. The cost of advertising for a collections agent should be transferred from the office expense category to collections expenses.

A discussion about \$6 replacement items required in connection with rentals should be handled according to the accountant's preferred procedure.

After extensive discussion, it was moved, seconded and approved to proceed with the purchase of Quickbook 2012 computer program that will be compatible with Windows 7 in order to eliminate the necessity for running two different operating systems, and also to purchase a new copier/printer/fax unit to replace the current inoperable unit.

Discussion followed regarding the hiring of a temporary Collections Agent. It was moved and seconded (Wheatley/Smith) and unanimously approved to hire Maggie Ciafardo for this position. Discussion followed regarding the best reimbursement arrangement for this position. It was moved, seconded (Meany/Glines) and unanimously approved to adopt the following payment system:

Judgments - \$10 each
Court Cases - \$30 each
E-File Class - \$30

BROOKSIDE COMMUNITY, INC
EXECUTIVE MEETING MINUTES

May 15, 2012

PRESENT: 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 7:47 pm by President Schofield.

Minutes of April 17, 2012 were approved as corrected (Deckert/Glines) Correct spelling of Stroll to Strohl.

The Treasurer's Report for April 2012 was accepted subject to audit. When the audit is completed, the Board will arrange to meet together with both the auditor and the accountant for a complete review.

It was moved (Skibinski/Deckert) and approved to provide Director Meany with the necessary keys for her to access and work on old records.

The accountant will be instructed to immediately resume billings on delinquent account.

President Schofield presented the following priorities:

1. Billings for arrears accounts.
2. Judgments. Review of records to clear collections that have not been recorded. A change in office recording needs to be implemented.
3. Employee job descriptions and operating procedures.
4. Appointment of Nominations & Elections Committee.

It was clarified that Clean-up Day does not include hazardous waste or yard waste. Yard waste can be delivered to the Polly Drummond Hill Road site from 8:00 am to sunset daily.

Discussion followed on by-laws revisions. To be considered: including a maximum of 12 serving on the BCI Board, 4 officers and 8 directors.

It was moved (Meany/Skibinski) to place ads for a temporary collections agent in the News-Journal on Friday, Saturday and Sunday, May 18, 19 and 20, as well as in the Newark Weekly Post. Bill Wheatley will also post ads in appropriate locations.

The meeting adjourned at 9:55 pm.

Jean P. Skibinski

Acting Secretary

BROOKSIDE COMMUNITY, INC.
Executive Meeting Minutes
April 17, 2012

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

The meeting was called to order by President Schofield at 7:40 p.m.

Minutes of the March 20, 2012 meeting were approved as presented. (Glines/Smith)
Minutes of the March 28, 2012 meeting were approved as corrected. (Smith/Wheatley)
The words "and approved" should be added to paragraph 4 granting permission to
the Brookside Lions Club to install a ramp at the storage building.

A letter of resignation from Susan Meany as Treasurer was accepted by the Board.
It was moved (Skibinski/Glines) and unanimously approved to appoint Ms. Meany as a
Director on the BCI Board..

Discussion followed regarding the work schedule of the maintenance staff. It was
agreed that Bob Stroll will have major responsibility for building maintenance, while
Terry will oversee grounds. It was moved (Wheatley/Glines) and approved that whoever
is on call for building maintenance will be paid a minimum of one hour's time for
emergency call-ins.

In the absence of a treasurer, check-signing authority is assigned to Bill Wheatley.
It was moved (Glines/Dash) and approved to appoint Mr. Wheatley to the position of
Vice President.

Bill Wheatley and Jean Skibinski volunteered to research a list of local attorneys who
might be considered to replace the current Dover attorneys. Consideration should be
given to attorneys who are competent in dealing with maintenance corporations, non-
profits, building rentals and collections.

Barbara Smith will assist in reviewing contracts for trash removal companies for the
Community Building. Commercial establishments will be required to recycle starting in
2014.

NEW BUSINESS:

John Dash pointed out that overgrown plant materials at the walkway from Chaucer to
the parkland, and along adjacent properties is creating a problem with drug users and
vandals. It was agreed that grounds maintenance should be instructed to clear all this
growth to discourage congregating in the area.

Bill Wheatley reported that the mounted police will be patrolling the parkland, also in an effort to discourage unacceptable behaviors.

President Schofield announced that the New Castle County Conservation District will be meeting with BCI representatives on Wednesday, May 2, at 10:00 a.m. to walk the parkland.

On Wednesday, May 16, at 10:00 a.m. Marsha Fox from the Urban and Community Development Unit of the Delaware Division of Forestry will be meeting with BCI representatives at the Community Building.

The meeting was adjourned at 9:04 p.m.

Jean P. Skibinski
Acting Secretary

Susan Meany
2 N. Kingston Road
Newark, DE 19713

April 9, 2012

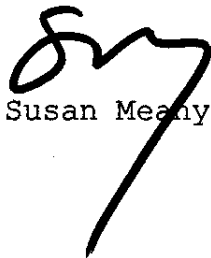
BCI President, Beverly Schofield
Brookside Community, Inc
900 Marrows Road
Newark, De 19713

Dear Bev:

I am resigning my participation as Treasurer of BCI. I will not be available to sign checks or make deposits after April 15th. Please fill out the M & T Bank forms to remove my name from BCI's two (2) checking accounts and the savings account.

I want to sincerely thank you and everyone on the Executive Board for welcoming me. I have enjoyed getting to know all the people that interact with the business side of running the Brookside Community. And I feel that some of my neighbors can now also be called my friends. I would like to maintain a position as a director on the board and to provide assistance in the future to help maintain the quality Brookside residents.

Respectfully,



Susan Meany

BROOKSIDE COMMUNITY, INC.
EXECUTIVE BOARD MINUTES
March 28, 2012

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

The meeting was called to order at 6:47 pm by President Schofield.

The purpose of this special meeting was to review and approve the budget for fiscal year 2012-2013. An in-depth review of the budget was led by Treasurer Meany. It was moved (Meany/Glines) and unanimously approved to accept the budget as presented.

The new budget includes a new temporary part-time collections employee for a limited period of time. It is estimated that this position will require a 20-hour week for approximately 16 weeks to bring assessment collections and court filings up to date. Work hours will be coordinated with our office secretary. Budget line is estimated at \$12/hour.

It was moved (Glines/Skibinski) to grant permission to the Brookside Lions Club to install a concrete handicapped ramp at the storage building, at no cost to BCI.

An intermediate audit for period of May 2010 through April 2012 was previously approved. A discussion followed concerning instructions to the Audit Committee. It was moved (Wheatley/Smith) and unanimously approved that the Audit Committee will submit to the Board their final selection of a qualified CPA firm together with documentation of three bids received for this audit.

The meeting adjourned at 8:25 pm.

Jean P. Skibinski
Acting Secretary

BROOKSIDE COMMUNITY, INC.
EXECUTIVE BOARD MINUTES
March 20, 2012

PRESENT: John Dash, Richard Glines, Susan Meany, Beverly Schofield, Jean Skibinski,
Barbara Smith, Bill Wheatley
ABSENT: Susan Deckert (Voting Proxy to Jean Skibinski)
A quorum was present

The meeting was called to order by President Schofield at 8:01 pm.

Minutes of the 1/20/12 Executive Meeting were corrected as follows:

Under unfinished business: Discounted yearly rates for advertising in 'The Brooksider' are \$125/full page, \$75/half page, \$50/quarter page, \$25/business card based on full payment in advance for four issues. Motion (Meany/Wheatley) approved.

Minutes of the 2/7/12 Executive Meeting were corrected as follows:

Under paragraph 3 (employee action) delete last sentence. Motion (Glines/Wheatley) approved.

TREASURER'S REPORT:

Susan Meany declined to participate in court collections of delinquent dues. We need volunteers to step forward to accomplish this task, or alternatively to hire someone to follow through on court actions.

The 2012-13 Budget will be developed by a committee consisting of Susan Meany, Beverly Schofield and Richard Glines.

Discussion followed on necessary auditing. The task of identifying professional CPA firms will be assigned to the Audit Committee. It was moved (Meany/Smith) and approved that a professional intermediate audit for the period May 2010 to May 2012 will be done by a professional CPA to be selected by the Board based on the CPA recommendations of the Audit Committee of at least three such firms. A random audit of the period from May through October 2012 will be done by the Audit Committee. (6 yea, 1 nay)

OLD BUSINESS:

It was moved (Skibinski/Smith) and approved that the list of previously completed items be added to the minutes for clarification. The list will be filed with the minutes. (5 yea, 1 nay, 1 abs.)

The responsibility of sending out Welcome Letters to new residents will be turned over to office secretary Janis Brown. Board members are to inform Ms. Brown of the last letters they have submitted in their assigned areas.

President Schofield informed the board that upon submitting her next mileage reimbursement request, she will deduct from the net amount the \$14 questioned by a resident

“The Brooksider” deadline for the next issue is April 1, with mailing by April 15.

NEW BUSINESS:

The heater contract expired on 3/20/12. It was moved (Wheatley/Dash) and approved by the Board to continue with the maintenance services of Hillside Oil Company at \$249 annually, as well as providing fuel oil. (6 yea, 1 abs.)

The new contract with the Baseball League will include some minor corrections. It was moved (Smith/Glines) and approved by the Board to continue the rate of \$600 for the main field and add \$100 to the contract for the new T-ball field. (6 yea, 1 abs.)

A review of policies and procedures relative to grounds maintenance and parkland meadowing will be discussed with Sue Barton from Cooperative Extension Service before any action is finalized. A consensus was reached that cutting should be at 3-1/2 inches.

Future Activities:

Cool Run Creek Clean-up – Scheduled for April 28. Volunteers needed.

Community Sale – Scheduled for May 5. BCI will pay for newspaper advertising.

Clean-up Day – Scheduled for May 12. Dumpsters will be located at Community Bldg, and in Little K Section. Volunteers needed.

Community Day – Mr. Wheatley doing research and will provide schedule at a future date.

The meeting adjourned at 10:19 pm.

Jean P. Skibinski
Acting Secretary

Mr. Timothy M Robinson
28 Matthews Rd
Newark, DE 19713
302-798-3354

Brookside Executive Board
900 Marrows Rd
Newark, DE 19713
302-738-4114

March 4, 2012

Dear Executive Board;

This letter is serving as written notice of my resignation as Secretary from the BCI Executive Board, effective immediately. Due to life changes and a desire to work on some improvements in my personal life, I find that I will not be able to continue my responsibility with the board. However, I would like to retain the possibility of becoming a director at a later time.

I thank you for the experience and I wish continued success to the current board. I will also extend my services periodically in volunteer efforts.

Yours in Service,

Tim Robinson,
Resigning Secretary

tmr

2/21/12

No EXEC MEETING

BROOKSIDE COMMUNITY, INC.
EXECUTIVE BOARD MINUTES
February 7, 2012

A brief meeting of the Executive Board was called to order by President Schofield at 8:50 pm, following the end of the Civic Meeting.

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

A mileage reimbursement of \$7.40 for Treasurer Meany was tabled.

The main purpose of this special meeting was to address a personnel problem. President Schofield had already discussed this matter with the employee and temporarily suspended services. A complete report will be entered into the employee's personnel file.

After extensive discussion, with deep concern about whether this employee can be trusted, the Board's decision was to institute a 90-day probation period. A job description, not previously provided to the employee, will be developed and provided. Instead of simply noting hours worked, the employee will be required to report specific start time and end time, as well as listing tasks accomplished. A final decision will be made after the 90-day probation period concludes.

Mr. Wheatley researched at the Dept. of Labor pay rates and job descriptions for maintenance positions and secretarial positions. Suggested rates begin at approximately \$10/hour, while BCI pays substantially more for all three positions. Job descriptions will be developed for all three positions and reviewed with the employees.

The meeting adjourned at 9:40 pm.

Jean P. Skibinski
Acting Secretary

BCI Meeting 1-16-12.

Started 7:42pm

Attendance: Beverly Schofield, Susan Meany, Susan Decker, Jean Skibinski, John Dash, Bill Wheatley, Richard Glines, Barbara Smith, Tim Robinson

Reading of minutes

Tire was \$217 not \$117, Brooksider has add of \$55, Santa \$7.48, \$25k CD at Louviers, vote needed to move money that is held for any period of time.

Minutes accepted as amended, Bill, 2nd Susan Meany

Old Business:

Delinquencies on hold till we hear from Bill Ferringer. We will begin suing from the highest amounts once we have deeds. \$141k moved from TD bank to M&T, changed to a commercial account. Bill Wheatley wanted to know would this change affect our nonprofit status. Susan will check with Bill Ferringer regarding status. 1.25 interest 3 months, waiting for written guarantee. If not guaranteed will be moved again.

The board desires to have Bill Ferringer involved with budget creation to help to get a better allocation of expenses. Various questions with reports, rental income concerns. These concerns will be addressed with Bill. \$840 was spent at Lowes. Richard suggested the creation of a form to attach receipts to for record keeping. Jean said this is creating more paperwork, Bev says we should just write category on receipt. Barbara suggests shopping rates for Internet and phone, for cost savings.

We need help creating job descriptions. Bill Wheatley will pick up information from the labor board. Cap on raises at this time for Janis and Terry. A raise allocation was discussed for Bob who is currently making \$13.50 to increase to \$14.50; Terry is currently making \$15.50. Barbara suggest that we hold off on the salary increase till we get job description and wage requirements. Susan Meany motioned we give \$1 hourly raise effective now since he was not given the raise per what he was budgeted for in May 2011. If the raise was given at this time, he would not get a raise this coming fiscal year 2012/2013. He would not be eligible for another raise until after May 2013. 2nd by Susan Decker, accepted by board. 1 opposed.

Unfinished business tabled:

The board discussed a Brooksider yearly discount rate of \$125 for a full page, \$65 half page, \$50 quarter page and \$25 business card. Susan Meany suggested we give \$10 half page discount for 4 issues, paid in advance; it was 2nd by Susan Decker, 5 in favor, 2 opposed and 1 abstained. Motion carried. Next due date for Brooksider, March 30th with the inclusion of the budget, spring clean-up and flea market. To be sent out beginning of April. Barbara will speak to county regarding setting up Dumpster Day. We will explore possible dates of April 5 or 12th. A volunteer solicitation will be included in Brooksider. We had a discussion regarding paying for Brooksider printing or doing it ourselves. It was decided to get it done professionally.

For the Good of the Neighborhood:

Board members request a need to look into info on grants. Parking Lot at ball field needs improvement. Volunteers needed to look into this matter. Mr. Wheatley will look into grant requirements. Mr. Dash will make call regarding recycle concrete to repair parking lot at ball park. Designing and implementing of a sign was discussed.

Beverly put in mileage reimbursement for \$42, a motion was made by Susan Meany, seconded by Jean, all favored, 1 abstained. Barb concerns about using the truck for these errands instead of mileage reimbursement.

Look into street light improvement. Bill Wheatley says already working into this matter.

Meeting concluded 10:03 pm

Respectfully Submitted, Tim Robinson

MINI EXECUTIVE MEETING WAS NOT HELD ON
JANUARY 2, 2012