

BROOKSIDE COMMUNITY, INC.  
Executive Meeting Minutes – December 17, 2013

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

A quorum was present.

The meeting was called to order at 7:05 p.m. by President Enos.

Minutes of the November 19 meeting were approved as presented.(Glines/Metzgar)

Treasurer Metzgar reported that work is in progress on e-filing delinquent accounts, while the updated hall rental contract remains to be put into the computer. She continues to analyze various segments in the accounting system to identify the \$9,489 charge under legal expense. A complete review of rentals has been completed, with more categories of the budget to be scrutinized in an effort to identify this entry. No financial report was provided.

Ms. Schofield reported bids have been received for trash/recycling removal from Allied Waste, Waste Management (our current provider), Waste Industries (IDS), and DE Cheaper Trash. She noted that Waste Management's new bid was more than \$100 less per month than we are currently paying. Although Allied Waste provided a lower figure, there was concern in contracting with them. After extensive discussion, it was agreed that Ms. Schofield will contact Waste Management to seek a lower quote in the \$150/month range before a final decision is made.

Mr. Enos discussed lighting in the building. Rentals are not pleased with the strong overhead lighting that cannot be dimmed. He suggested installing sconces on the walls which can provide softer lighting. Discussion developed the need for 7 or 8 sconces, which are reasonably priced. A registered licensed electrician (Jim Wills) is available to do the installation at a reasonable cost. Halogen lights are not to be used.

Mr. Enos suggested installing a screen and projector. Consensus of the Board was that there is little need for such equipment by renters who use the building, and the subject was tabled.

Rep. Osienski, Senator Townsend and Mr. Enos toured the community and prizes for Christmas decorating were awarded to the residents of (1) 6 Montrose Drive, (2) 1009 Marrows Road, (3) two-story home on Kollman Drive and (4) 17 Millbrook Road. A donated \$50 gift certificate was first prize, with \$25 donated certificates to the remaining winners.

The Santa Tour and party was a success. The party at the community building was well attended with DJ entertainment, food, gifts for the children and pictures with Santa. Costs totaled \$785, consisting of \$400 for Santa (\$50 over approved quote to be covered by donations of \$25 from Sen. Townsend and Mr. Enos); \$280 for food and drinks, and \$105 for candy canes and incidentals.

Mr. Wheatley pointed out that both maintenance men were present on December 13 at the building, and inquired why both were present to do some minor paint touch-up. Ms. Metzgar also pointed out the Bill Scott was observed spending his time talking on his cell phone instead of working. Bob Strohl's responsibilities do not include supervising Scott, and in winter season only one maintenance man is to be on duty—whether alternating weeks, or laying off one person. Effective supervision was questioned. Mr. Wheatley agreed to assume the responsibility of supervising maintenance personnel.

Mr. Wheatley reported that he is working on two grant applications to the Delaware Community Foundation. The first for \$25,000 is a capital grant to cover major renovations to the brick exterior of the community building; repairs to the building parking lot curbs and recoating the parking lot; repair and replacement of sidewalks to parkland including walks at Chaucer Drive, Matthews Road, Martindale Drive, from the Community Bldg. to Martindale, and three slabs at Kenmar Road.

The second grant application for \$5,000 is for equipment, including park benches, fencing Little K basketball area, benches off Cameron Lane, trash receptacles and playground equipment.

The grants require references and he has already received commitments for these recommendations. Information required by the grantor includes an audit report, budget information, balance sheet, and our EIN number for a 501(c)3 organization which will be provided by the Treasurer.

The meeting adjourned at 9:15 p.m.

Jean P. Skibinski

Secretary

BROOKSIDE COMMUNITY, INC.  
EXECUTIVE MEETING MINUTES – NOVEMBER 19, 2013

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

A quorum was present.

The meeting was called to order by President Enos at 7:05 pm.

Minutes of the Oct. 15, 2013 meeting were approved as presented. (Glines/Smith)

Minutes of the Nov. 5, 2013 meeting were corrected (Glines/Wheatley) to include more detail regarding discussion on the BCI Rental Contract Revisions. The requirement for Social Security and ID information will be eliminated to reduce possibility of identity theft. The contract will be input to the computer.

President Enos presented a letter from Mr. Dan Metzgar regarding the telephone conversation between Ms. Schofield and him in reference to the flea market, listing complaints against Ms. Schofield. Ms. Schofield presented her rebuttal to the accusations denying several statements, and apologized to Ms. Metzgar. After extensive discussion it was moved (Glines/Wheatley) and approved to prepare a letter of reprimand to Ms. Schofield regarding criticism of board members in an unprofessional action.

Revisions to the rental contract were discussed and it was moved (Wheatley/Schofield) to proceed with the changes discussed, with additional corrections to be made as identified.

Ms. Metzgar pointed out that a double entry of \$9,489 under legal expenses cannot be identified. She has been in contact with the auditors and has withheld their final payment until this entry can be clarified.

Ms. Metzgar reported that the large Certificate of Deposit at Louviers Credit Union is about to mature. In order to receive the best return on investment with flexibility she recommended that funds be transferred to a variable rate CD at ING (currently paying 4.75% APR) and that the checking account at M&T be changed to an interest-bearing account tied in to the ING CD. It was moved (Metzgar/Glines) to proceed with this change.

It was moved (Metzgar/Glines) and approved to initiate a snow removal contract for the 2013-14 winter season with Richards Paving, Inc. based on a proposal reviewed by board members. This contract will differ from previous contracts since the bid is on an hourly rate basis rather than a fixed sum.

Ms. Schofield presented information on trash removal. Since commercial operations will be required to participate in recycling starting in 2014, the contract with Waste Management will be cancelled effective Dec. 31, 2013. Bids will be solicited for one 2-yard and one 4-yard container.

Mr. Enos recommended \$100 Christmas bonuses for BCI employees. It was moved (Glines/Metzgar) and approved to provide \$100 bonuses to Strohl and Brown, and \$50 bonus to Scott if he completes his probationary period satisfactorily.

BCI maintenance staff will continue to empty the blue trash barrels at the baseball field.

Mr. Wheatley and Mr. Glines have installed a Dutch door at the office entrance. Barrel locks will be installed by the end of this week to complete the project.

A discussion followed regarding necessary repairs for the community building. The first phase will include attic floor repairs, insulation, new ceiling tiles and painting of the hall. If the project does not use all of the \$5,000 budgeted, light repairs will be included. It was moved (Wheatley/Smith) and approved to proceed with this first phase of work, which will be completed by our maintenance personnel and scheduled for the week of November 24.

Mr. Enos recommended that BCI assume the \$60 cost for Electrical Certification for Bill Scott and consensus was that this may be done after probation is satisfactorily completed.

To expedite cleaning Mr. Enos recommended that a blower for the floor be purchased as a cost under \$100.

"The Brooksider" should go out the first week of December to promote Santa's visit and to remind residents that all cars must be removed from the street in order for snow removal to proceed.

Brookside Cub Scouts have tentatively inquired about use of the Community Building one afternoon per week should they be required to relocate. It was the consensus of the Board that a letter of agreement would need to establish the parameters for such use.

Mr. Wheatley pointed out that BCI owns a 20-foot strip of land behind the homes on Keller and this needs to be maintained. He followed up on a report of a tent in the area recently that police are aware of.

The job description for the Administrative Assistant position will be reviewed and modified as needed by Mr. Glines, Ms. Schofield and Ms. Skibinski.

Mr. Wheatley appeared before NCC Council on November 12 to discuss the problem of the rabid cat in Little K Section and to seek assistance in dealing with such problems. Currently there is no agency to deal with cat problems. He reported that his report was well received and was optimistic about Council initiating positive action on the matter. He also reported that the resident at 2 Morris Lane has been cited for trapping an endangered species Coopers Hawk and keeping rabbits and pigeons in unfit conditions.

Mr. Enos will contact Ms. Katie Warne concerning her continual absence from meetings and incomplete tasks, requesting her letter of resignation from the BCI Board. It was pointed out that the next issue of "The Brooksider" should include a notation of an opening on the Board for which interested residents can apply as a director/committee member.

Volunteers are needed for the annual Santa Tour of Brookside. Mr. Enos reported that he has already contacted the police and the fire department for participation. A professional Santa is available at \$350 which will include the tour and pictures at the Community Building. The photographer will offer free services to BCI. Offers of donated pizza have been accepted and other snacks will be available. It was moved (Metzgar/Glines) and approved to contract with the professional Santa at \$350.

The meeting adjourned at 10:20 pm.

Jean P. Skibinski

Secretary

BROOKSIDE COMMUNITY, INC.  
Executive Meeting Minutes – November 5, 2013

The meeting was called to order by Pres. Enos at 9:05 p.m., following the close of the civic meeting.

Three issues were scheduled for discussion.

Personnel Issues: Mr. Wheatley pointed out that the two maintenance employees have turned in identical time sheets with excessive time charged for the services identified. A total of 11 hours was charged for changing oil in the tractor, 9 hours to clean the building. He pointed out that Ms. Brown and he both found the building and bathrooms dirty on November 1, although time had been charged for cleaning.

A warning letter will be prepared for both maintenance people. Mr. Scott will be informed that his work has not been satisfactory during his probationary period, and, if no improvement is shown, further Board action will be taken.

A warning letter to Mr. Strohl should indicate that he knows procedures and should be performing accordingly. Also, he should not be spending time at the building and disrupting the work of the Office Administrator.

Board Members: It was pointed out that Ms. Warne has been absent from seven (7) executive meetings since her appointment to the Board in January, and has not followed up with assignments in a timely manner. Since her family has moved from the community, she needs to be contacted about continuing to serve on the BCI Board. Mr. Enos stated he would discuss this with her.

Building Rental Contract: Ms. Metzgar distributed copies of reworked building rental contracts and requested that Board members review them and notify her by Nov. 7 about any corrections, changes, etc.

The meeting adjourned at 10:00 p.m.

Jean P. Skibinski

Secretary

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BROOKSIDE COMMUNITY, INC.  
Executive Meeting Minutes – October 15, 2013

PRESENT: Victor Enos, Donna Metzgar, Beverly Schofield, Jean P. Skibinski, Bill Wheatley, Richard Glines (arrived 7:25 pm)

A quorum was present.

The meeting was called to order at 7:06 p.m. by President Enos.

Minutes of the 9/16/13 meeting were approved with one correction. Ms. Schofield did not agree to research credit card information beyond what was already presented.

Since Mr. Metzgar has chosen not to meet with Ms. Schofield and the BCI Board regarding his complaint against Ms. Schofield, it was moved (Wheatley/Skibinski) to rescind the president's letter requesting Ms. Schofield's resignation due to lack of information. In view of a vote of 3 in favor and one abstention, the matter was tabled until the whole board is present to vote at the next meeting. Mr. Wheatley directed that Mr. Enos prepare a letter of apology to Ms. Schofield.

Treasurer Metzgar provided a financial report. She indicated that BCI will exceed the budget for trash collection and activities. Additional items need to be reviewed. The large Certificate of Deposit at Louviers Credit Union will mature in November; to date no interest has been credited in financial reports. 73 of the original e-filed cases have been paid to date.

Mr. Wheatley reported that he has contacted four snow-removal contractors. Two were already committed for the season. Nu-Image has not yet decided whether they will be doing snow removal work in the future. More follow-up is needed.

Mr. Wheatley reported that a solid maple door was purchased to create a dutch door for the office. He and Mr. Glines are working on design and completion of this project. The dutch door when installed will be kept locked from inside during office hours.

The Flea Market was rescheduled to October 19 due to weather conditions. 48 vendors have committed, with eight additional pending. Bob Strohl will be in charge of food.

The children's Halloween Party is scheduled for the evening of October 19. A check with our insurer indicated that we must pay an additional \$350 if we choose to do a hayride, which is not justifiable. A trackless train will be checked together with whether additional insurance coverage would be required. Food permits for these various community events have already been secured.

BCI, as property owner, has been fined \$50 by New Castle County for repeated false alarms at the baseball field. This is the responsibility of GNBL and an effort has been made to contact Mr. Allen. Should they not pay this fine, it will be deducted from the \$350 security deposit for the current season. A clause covering such charges will be included in future contracts.

Collection letters to delinquent homeowners have not gone out on October 15 as previously directed. A discussion followed regarding the correct procedure and editing of the collections letter to allow 15 days from date of receipt for payment. Currently 424 households are in arrears. Letters will not be sent to those already e-filed. It was moved (Skibinski/Glines) that certified letters be sent to all delinquents with a balance of \$110 or more and unanimously approved. Those with lesser balances will receive a regular letter.

A confirmation was requested that the employee contract with Janis Brown has been invalidated. Written documentation of this cancellation in the form of a letter needs to be prepared to document and confirm this cancellation.

A report was requested on the results of the building rental schedule revisions implemented earlier this year. While it appears that BCI's rental income has increased, it was noted also that there have been complaints from renters about the limited time.

Mr. Wheatley pointed out the importance of maintaining a mature and civil manner as the Board conducts meetings. Outbursts and snide remarks are not conducive to conducting the community's business.

Board members were informed of the PSC hearing on Delmarva's latest delivery charge increase to be held October 16 at the Arsht Center in Wilmington and urged to attend.

The meeting adjourned at 8:55 p.m.

Jean P. Skibinski

Secretary



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The meeting adjourned at 8:55 p.m.

Jean P. Skibinski

Secretary

BROOKSIDE COMMUNITY INC.

Executive Meeting Minutes – August 20, 2013

PRESENT: Vic Enos, Richard Glines, Donna Metzgar, Beverly Schofield, Barbara Smith, Bill Wheatley

A letter addresses to BCI President Vic Enos was addressed & discussed by each board member.

The meeting was called to order by President Enos.

The minutes for July 16 were approved as read.

Discussion on Payne paying \$3,000 on his \$5,708.22 balance was declined.

Vic announced the Public Safety Day on Sat. 9/14 and ask for volunteers.

Security cameras for troubled areas were discussed.

Information to be researched and presented in Sept. meeting.

The Dutch Door for the office is still being looked into.

Building Maintenance Persons wages to be set at \$12.00 hr. with a 3 months trial. Applicant to interview with Bill & Vic.

They will e-mail board members for a vote.

A motion to give Janis a \$1.00 raise was made by Bill Wheatley and second by Barbara Smith.

Another motion was made to removed the current contract and replace it with a job description and a yearly review. Bill will make the job descriptions.

Donna wanted the ok to order laser checks and a request for a two line signature check was made.

New Business was a request from Susan Meany for the civic mintues to be e-mailed to her.

The meeting adjourned at 11.05 p.m.

Barbara Smith

BROOKSIDE COMMUNITY, INC.  
Executive Meeting Minutes – June 18, 2013

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

A quorum was present.

Minutes of the May 21 Executive Meeting were approved as presented.  
(Schofield/Warne)

Treasurer Metzgar apologized that personal business had delayed her accomplishing BCI tasks, but she is now prepared to catch up. Profit & Loss Statements and Balance Sheets were presented for periods of May 1-31 and June 1-18. Board members indicated that full budget status reports are required. The transition to Quickbooks continues. The 2012-13 audit is currently in progress.

Mr. Enos pointed out that BCI has an existing Audit Committee consisting of Mr. Summers and Ms. Vattilano, and rejected a request by Ms. Meany to serve as chair of that committee.

Vice President Wheatley referred to the Ferringer letter of 5/17 and pointed out that the questionable charge "Dunkin" was not legitimate, since it provided refreshments for adults at a children's function.

He pointed out that the bank statements have not been reconciled in the last three months and asked for a decision on a new accounting arrangement with Accountant Ferringer. A telephone negotiation with Mr Ferringer during the meeting resulted in a motion (Wheatley/Metzgar) for a payment of \$75/month to cover bank statement reconciliation and payroll taxes, with an additional annual fee of \$150 for filing the IRS 990 Tax Form. The motion carried unanimously.

Mr. Wheatley questioned the delay in paying invoices for the bonding of the Treasurer. A check will be prepared on June 19, signed and mailed immediately.

In order to follow through with the referendum for three proposed new projects to be funded from reserves, it will be necessary to expedite securing bids for the projects. Bids and project costs will need to be approved by the BCI Board before a referendum can be submitted to residents. It was proposed that a special civic meeting be scheduled to explain the details to residents before voting proceeds. Also, a newsletter or flyers might be utilized. The intent is that voters will vote individually for each of the three projects, so that priorities can be considered.

Ms. Warne reviewed her draft of the collections letter, explaining that Ms. Brown will need to fill in current amounts due as generated by the computer. She also presented a

draft of an updated rental agreement for the community building hall rental. Points to be included are recycling regulations, a period of up to 30 days for return of security deposit, and including court costs should there be extensive damage as a result of the rental. The contract must also be revised to include the low-noise regulations from 9:00 p.m. to 8:00 a.m.

Mr. Enos reported that next issue of "The Brooksider" is being prepared and it was pointed that a copy of the 2013-14 budget should be included. It should be ready for mailing soon and volunteers are needed to prepare the mailing. Post Office regulations now require that at least two seals be used to hold the folded piece together.

Ms. Smith reported that the community clean-up was successful and thanks were extended to all who volunteered to help with this project.

It was suggested that another project to include shredding, electronics and prescription disposal be scheduled. Mr. Enos will check with the County on this.

It was moved (Glines/Schofield) to accept nominations to create a Referendum Committee whose task will be to plan and conduct the referendum for the three proposed projects to be funded from reserve funds (baseball parking paving, BCI sign and playground equipment), and approved. Volunteers for this committee include Judy Graden, Persha Lopez, Susan Meany, Nicole Morales and Linda Seltzer.

It was moved (Wheatley/Glines) and approved with one abstention that basketball nets are not to be used at the Rt.4/72 field since resident in that area strongly object.

Ms. Schofield recommended that the BCI Seal be used on ballots to insure that they are legitimate votes. She pointed out that the Secretary is in charge of the Seal and should retain possession until results of the referendum have been determined.

Mr. Wheatley reported that a wooden Dutch door for the office can be purchased for \$275. It was suggested that we check with Mr. Dash whether the metal door can be modified for this purpose because of fire concerns.

Ms. Smith provided prices from Lowe's and Home Depot for materials needed for the building renovation (ceiling tiles, paint and attic insulation).

In reviewing scheduled events, Public Safety Day has been tentatively changed to September 14. The fall Flea Market has been changed to October 12 from 9am-2pm (rain date Oct. 13). The children's Halloween party date was set as October 19 and Santa's tour as December 15 (rain date Dec. 22).

Ms. Schofield requested that advertising for the Flea Market also include a community yard sale for the benefit of the residents.

Ms. Schofield reminded that new contracts need to be negotiated for heater maintenance and service at the Community Building, and a new Snow Removal Contract needs to be negotiated for the winter season.

Ms. Schofield did extensive research into Intuit Credit Card Services and presented a detailed report. BCI will look into this as a possible replacement for Paypal.

The meeting adjourned at 10:00 p.m.

Jean P. Skibinski

Secretary

BROOKSIDE COMMUNITY, INC.  
Executive Meeting Minutes – May 21, 2013

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

A quorum was present

The meeting was called to order at 7:10 p.m. by President Victor Enos.

Minutes of the April 16 meeting were approved as presented. (Metzgar/Smith)

The April 30 financial statement was available for review. Treasurer Metzgar reported that expenses are now on Quickbooks and she will be training Janis Brown to use the system. Reports will be in Quickbooks. She will be inputting into the system until Janis Brown is fully trained, hopefully by June. Bill Ferringer will continue to verify payroll.

A discussion followed regarding the future functions for Mr. Ferringer. The matter will be discussed with him, and negotiations will be held regarding a revised monthly rate of pay.

A discussion followed regarding acceptance of credit cards. Currently the office is not accepting cards through Paypal. The consensus was that those using credit cards must be charged a fee. Research into the best credit card program needs to be done, whether through our bank or other credit card organizations. Ms. Metzgar, Schofield and Warne agreed to research this information. It was moved (Glines/Warne) and unanimously approved to discontinue Paypal services.

The 2013 contract with GNBL has been signed.

Paving the baseball parking area will require a county permit. Three bids were received for this work and reviewed by Board members, who generally favored the bid by Richards Paving. This work would require allocating funds from reserves. Mr. Wheatley pointed out that according to existing by-laws such an additional allocation of reserve funds, beyond what is in the approved budget, will require a referendum of all BCI members. It was moved (Warne/Metzgar) and approved to allocate \$400 from the Office Supplies budget line to cover the cost of such a referendum.

A revised rental contract for use of the community building was circulated to the Board. Additional revisions and clarifications will be made by Ms. Warne and then distributed for review and approval. A clause should be added regarding availability of the outdoor area adjacent to the building. By consensus the Board decided that a moonbounce would be acceptable; however, no water slides may be used. It was moved (Glines/Warne) and unanimously approved that BCI will not allow use of water slides or dunk tanks.



Ms. Warne will draft a collections letter and send it to all Board members for review.

\$6,500 has been allocated in the FY 2013-14 budget for Contract Maintenance. The community building needs upgrades in lighting and ceiling tile replacement, as well as attic insulation and pointing. The Board will look into pricing for this work.

Enos will discuss with Pam Ford whether she would be interested in serving as a back-up for cleaning the hall.

Discussion was held about residents obtaining BCI Executive Meeting information. Mr. Enos directed Board members not to answer residents' questions, but to refer them to attend monthly civic meetings.

Mr. Wheatley reported he had been contacted by DeIDOT regarding their replacement of the Old Newark Road Bridge. They are requesting pedestrian access through our parkland to meet legal requirements, since the sidewalk along Old Newark Road will be closed. They have requested use of our footbridge over Cool Run as a possible pedestrian route. More specific discussion needs to be held with DeIDOT regarding access and reimbursement to BCI. One suggestion was to require installation of guard rails along Old Newark Road to prevent driving on BCI property.

Mr. Wheatley provided a DNREC report stating that the footbridge is safe for use.

The meeting adjourned at 10:00 p.m.

Jean P. Skibinski

Secretary

BROOKSIDE COMMUNITY, INC.  
Executive Meeting Minutes – April 16, 2013

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

A quorum was present

The meeting was called to order by President Enos at 7:10 p.m.

Minutes of the March 19 meeting were unanimously approved as presented.  
(Schofield/Glines).

Mr. Wheatley pointed out that a visitor, Ms. Schofield's grandson, was present. It was moved (Wheatley/Skibinski) and unanimously approved to permit his presence.

By consensus the board acknowledged that the vote at the Civic Meeting allowing the Lions Club to conduct a flower sale in May on BCI property violated by-laws since all board members had not been contacted; however, the permission extended continues to be approved. Mr. Wheatley pointed out that in the future, when a quorum is not present, a vote must be conducted by our approved telephone/email procedure with all board members contacted and responding.

The main purpose of this meeting was development of an operating budget for FY 2013-14. Treasurer Metzgar presented a preliminary list which was reviewed and discussed item by item. The resulting approved budget is summarized as follows:

INCOME	\$118,850
RESERVE FUNDS	34,379
TOTAL FUNDING	\$153,229
EXPENSES:	
ADMINISTRATION	\$ 61,839
BUILDING & GROUNDS	\$ 91,390
TOTAL EXPENSES	\$153,229

It was moved (Schofield/Skibinski) and unanimously approved to accept the budget for 2013-14.

It was moved (Wheatley/Metzgar) and unanimously approved to scrap both sets of monkey bars in the parkland due to their age and deterioration creating a possible safety problem.

It was moved (Wheatley/Metzgar) to purchase a new chain saw at a cost not to exceed \$500, and unanimously approved.

The meeting adjourned at 11:00 p.m.

Jean P. Skibinski

Secretary

BROOKSIDE COMMUNITY, INC.

Executive Meeting Minutes – March 19, 2013

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

A quorum was present

President Enos called the meeting to order at 7:05 p.m.

Minutes of the February 19 Executive Meeting were accepted as presented  
(Glines/Smith).

A one-year contract with GNBL has been turned over to Mr. Glines for review prior to execution. It was pointed out that the contract includes background checks for individuals working with children. Since baseball practice is scheduled to begin early in April, the contract should be executed promptly.

A complete copy of the Audit Report should be filed in the office with meeting minutes.

BCI currently is processing 27 letters indicating that judgments have been satisfied for e-file cases. Copies go to the resident, the court and BCI files. We will check to determine whether credit bureaus also need this information.

Mr. Wheatley presented a list of maintenance issues needing attention, as follows:

- Fence at Old Newark Road and Little K Basketball area
- Pillars at footbridge need inspection and possible repair
- Upgrade parking lot at BCI Building (possibly resealing)
- Check baseball field parking lot
- Inspect playground equipment—repair or replace
- Suggest park benches and trash cans for parkland
- Little K run-off ditch needs clearing (1,727 feet). (Schofield and Wheatley will secure proposals from contractors to compare costs with in-house maintenance)
- Two properties have fences extending onto BCI land. Take action if the statute of limitations has not expired.
- Appoint a committee to look into updating deed restrictions, which will require a referendum to update
- Inspect for any front-yard fences which violate restrictions
- Consider creating a dog park, walking trails and a gazebo
- Update hall rental agreement form

Ms. Schofield reported that fencing needs repair after being damaged. Discussion indicated that these repairs can be completed by BCI maintenance personnel. She also pointed out that barriers along Old Newark Road need improvement.

President Enos reported that the Easter Egg Hunt has been rescheduled to March 23. He needs help in posting signs around the community. The newsletter is being prepared.

Studies are under way for a digital sign at the entrance to the BCI Building. Designs are being reviewed. It cannot be more than 20 sq. ft. to comply with County law, and must be at least 20' from the street. Rough estimates of cost are in the \$10,000 range.

Discussion regarding appointment of an additional Board member brought consensus that applicants for the Board be appointed to serve on committees and that no additional board appointments be made at present.

Mr. Wheatley suggested that a Dutch door be installed at the entrance to the office as a security measure. He had noted bank deposits readily accessible to people visiting the office for rentals, and recommended that the half-door would be a deterrent to such risk. He volunteered to check into costs and availability of materials.

Ms. Schofield presented a list of items that need attention, as follows:

- A treasurer's report should be presented at each Executive Meeting

- The Board needs to promptly review and approve the statements that will accompany annual assessment bills

- If the annual interest rate is to be revised to 5.75% (as recommended by a judge), the Board needs to approve it to be effective from this date forward

- Bills should continue to be sent quarterly, since the law only allows six months for resolution after a death

- The check register should be available at Board Meetings to provide expenditures not detailed in the financial report

- The Board needs details on the four adjustments made by the Auditors

- Facebook information regarding Brookside needs Board approval

- DeIDOT should be contacted for trees and shrubs to replace those they removed

- DNREC will be contacted by Ms. Schofield for a free trash evaluation, since we will be required to start recycling in 2014

- Previously approved judgments and bankruptcies need monitoring and possible follow-up by BCI.

The meeting adjourned at 9:00 p.m.

Jean P. Skibinski

Secretary

BROOKSIDE COMMUNITY, INC.  
Executive Meeting Minutes – February 19, 2013

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

GUEST: Mike Schwartz, Legal Shield

A quorum was present.

President Enos called the meeting to order at 7:10 p.m.

Minutes of the January 15 meeting were accepted as presented (Warne/Metzgar).

Minutes of the February 11 meeting were accepted as presented (Glines/Warne).

OLD BUSINESS:

President Enos reported that the revised hall rental periods seem to be going well.

The County has approved the Baseball League dugout construction and work will begin as soon as Miss Utility clears the way. A new 3-year contract needs to be written for GNBL's use of the field. Ms. Schofield reported that previously the contract was negotiated between BCI and GNBL and then reviewed with counsel prior to signing.

Mr. Enos invited guest Mike Schwartz to present information regarding Legal Shield, a national organization that coordinates legal services for businesses and individuals via insurance coverage similar to our medical insurance functions. However Legal Shield does not cover non-profits; therefore, the only manner in which BCI could obtain such coverage would be through individual Board members purchasing family plans, which would then allow two BCI questions per year for each insured member. Cost of such coverage is \$75/month for a business, and \$17/month for an individual. In addition, Kroll Fraud Solutions will provide identity theft coverage for an individual at \$9.95 per month, with an additional \$1.00 charge for young family members.

Mr. Schwartz distributed brochures and application forms to members of the Board.

NEW BUSINESS:

President Enos suggested that BCI should fly our national flag and state flag. More research would be required on this suggestion. Mr. Glines reminded that following flag etiquette is essential.

A discussion followed on the possibility of installing an electronic digital sign facing Marrows Road. It could be used to advertise community events, as well as advertising

for local businesses, amber alerts, code blue, etc. Additional research needs to be done before a firm plan can be developed.

Kelly Yetter will be assisting Ms. Warne with finalizing e-filing. Ms. Warne was enthusiastic about appointing Kelly to fill the open Board position. However, since other residents have also submitted applications to serve, Board members by consensus requested an opportunity to meet these applicants and talk with them before making a decision. They will be invited to meet the Board on March 5 at 6:45 p.m., prior to the start of the Civic Meeting.

Mr. Enos discussed the need for volunteers to staff the many community events that will be coming up, including

- Easter Egg Hunt – March 16
- Spring Flea Market – May 4
- Dumpster Day – May 11 or May 18 (to be finalized)
- Fathers' Day Car Show – June 16
- Public Safety Day – Sept. 21
- Fall Flea Market – October 12

Incorrect information was provided at the last Civic Meeting regarding the payment received from DeIDOT for BCI land purchased in connection with the Marrows Road Bridge Replacement. BCI received \$4,225 in February 2012, as well as an additional \$425 received at the completion of construction. Ms. Schofield pointed out that a few trees were removed and BCI needs to have DeIDOT replace those. The amount of legal fees in connection with these transactions also needs correction.

Ms. Metzgar will check on the \$800 payment to the accountant reflected on the January financial statement to clarify what months it covered. Mr. Ferringer had been paid under his old contract through September, 2012.

The meeting adjourned at 9:15 p.m.

Jean P. Skibinski

Secretary

BROOKSIDE COMMUNITY, INC.

EXECUTIVE MEETING MINUTES – JANUARY 15, 2013

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

A quorum was present.

The meeting was called to order at 7:30 pm by President Enos.

Minutes of the December 18 meeting were approved as presented. (Wheatley/Metzgar)

A discussion followed regarding the use of Paypal. Ms. Warne recommended that a less expensive system (used in her business) be considered. This will be investigated further.

Financial reports for period ending Dec. 31, 2012 were distributed for review. It was pointed out that these reports are normally distributed to all members of the Board and reviewed at Executive Meetings.

The December statement showed a total expense of \$409 for the Santa Visit; however, the correct figure should be \$259, less a \$60 donation, for a total of \$199. Incorrect items were charged to this activity and will be corrected on the January statement. It was noted that several positive comments about Santa's visit were received from residents. President Enos' summary of donations received for this event totaled \$2,966.95. Letters of thanks will be send to the businesses and organizations that provided donations of toys, food, etc.

**NEW BUSINESS:**

Dave Allen of GNBL has discussed plans for new dugouts with BCI and delivered plans to the County for approval. If approved by the County, plans will be presented to the BCI Board for approval. The project is being funded by Modell's Sporting Goods.

Building Rentals: It has been proposed that BCI go to two rental periods per day: noon to 4:00 pm, and 7:00 pm to 11:00 pm. This would allow ample time for clean-up between uses, at the existing rate of \$175 for residents or \$350 for non-residents, allowing an hour for set-up and an hour following use for clearing. If more time is required and can be scheduled, an extra hourly rate of \$50 for residents and \$75 for non-residents would apply. It was recommended that this new arrangement be tested for a limited period of time to determine whether it will improve income or discourage users. It was moved (Metzgar/Smith) and unanimously approved that a surcharge for use of the outdoor area be included.



It was moved (Smith/Metzgar) that Bill Wheatley assume the vice presidency of BCI, currently an open position, and unanimously approved.

It was reported that a bonus of \$100 each was provided to each of the three BCI employees in December, approved by Enos/Metzgar. The Board was by-passed in this action, and it was pointed that all such actions require Board approval.

Discussion followed on the appointment of additional directors to the Board. According to the by-laws, only vacant positions may be filled. An alternate opinion was that each Board should have the option of appointing additional directors. The matter was not resolved; however, it was pointed out that when residents indicate interest in serving, it creates a negative situation when they are rejected.

It was moved (Warne/Smith) and unanimously approved that BCI Accountant Ferringer be instructed to clear all balances under \$10 (often ranging from 60 cents to a dollar) from residents' accounts in order to start with a clean slate. This action will amount to a small total and clear away charges created often by end of month charges.

E-filing: Ms. Warne provided much-needed legal information concerning e-filing questions. Those residents who paid their delinquent balances after e-filing was done were charged \$31.50 court costs and \$75 other costs, in addition to their balances. It has since been learned that when the \$75 charge was developed some years ago, it also included court costs. It was moved (Warne/Glines) and unanimously approved to set the charge at \$71.50 (\$31.50 for court costs and \$40 for expenses). Thus, we have charged approximately 10 residents who cleared their accounts twice for court costs. These residents will be reimbursed for this double charge. They will be offered a choice of a refund or a credit on assessment for 2013.

Ms. Warne pointed out that delinquent accounts should go to e-filing promptly instead of waiting more than a year. She suggested that there is no need to send repeated statements, but the proper legal information needs to be included on annual assessment billing to clarify to the resident what actions will be taken. Ms. Warne has agreed to develop the appropriate legal documents to be included in billing and communication with residents.

Tentative date established for the Easter Egg Hunt is Saturday, March 16 (rain date, March 23). To inform residents "The Brooksider" should be mailed by March 1.

By consensus board members agreed that future Executive Meetings will begin at 7:00 p.m.

The meeting adjourned at 10:00 p.m.

Jean P. Skibinski

Secretary

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