

Board of Directors Meeting Montego Bay Civic Assoc.

Meeting Minutes



November 11th, 2017

Call to Order

President, Mike Donnelly, called to order the regular monthly meeting of The Montego Bay Civic Association at 9:00am on November 11th, 2017 and led the Pledge of Allegiance. President gave a special thank you to all Veterans on this Veteran's Day. Attendees were advised that the meeting was being recorded.

Roll Call

Secretary, Bob Landefeld, conducted the roll call. The following persons were present: Linda Herzberg - Vice President, Bob Landefeld - Secretary, Kim Box, Russ Colley, Lou Jonske, Sr, Harriet Pilert, Rich Gracey, Rick Hindle, Mary Jo Breslin, Larry Yates, and Bruce Huber.

Absent voting members were: Monica Cofiell, Treasurer

The President and 11 voting members were present.

Owner Participation / Good of the Association

President, Mike Donnelly, thanked all homeowners for their participation and opened the floor for discussion.

Resident, Ellen Kersey, 226 Oyster Lane - was upset about a letter she received concerning a phone, on a tree, on her property. She explained it was placed there as a joke and wasn't hurting anyone. President explained to her that the Architectural Committee felt otherwise. She was also cited for a violation for not having a lid on her trash can. She stated that "she

can't afford the \$35 to replace it" and "the city doesn't have any in stock". Mike explained that the city now has lids and gave her 120 days to budget for a new lid. No excuses.

Kim Box, Board Member - Questioned alcohol at the Montego Bay Christmas Party. No alcohol will be furnished, no BYOB either.

President's Report

Putt Putt - New equipment has been purchased for next summer and ideally there should be volunteers to hand-out equipment to assure its return. Any ideas? Can't expect the life guards to do this.

Board Member Attendance - It would be preferred that Board Members be here in person and not as "call ins". After all, there are only 10 meetings a year and you're allowed to miss 4 of them.

CAI (Community Association Institute) - Board Members are attending classes offered by CAI to expand their knowledge in the growing Property Management field. Among the subjects discussed at current meetings were:

- Changes and updates in the Resale Package
- Electric Charging stations can be put on public property (House Bill #41)
- Expect increases in Association Charges (House Bill 651)
- In Reserve Funds - all that money will be used specifically (Senate Bill 950)

Harriet Pilert shared that at their class, they learned that the 2 General Meetings are for homeowners vs. Board Meetings where the board shares information with the homeowners...Board reports to owners on activities, decisions, and projects; it is not a board meeting where official business is conducted. They require separate minutes which are presented to the membership at the next General Membership Meeting, not the next board meeting.

Larry Yates shared that the attorneys attending cautioned us to be aware of conversations we may think are private, as everyone in today's world is litigation happy.

Secretary and Treasurer's Reports:

Bob Landefeld, Secretary, introduced the minutes from the October 14th, 2017 meeting.

Motion was made to accept the minutes by Lou Jonske and 2nd by Rick Hindle. Minutes approved.

Mike Donnelly presented for Monica Cofiell, Treasurer, the monthly Budget Report. A copy was distributed to all Officers, Board Members, and Homeowners.

Motion was made to accept the Monthly Budget report by Rich Gracey and 2nd by Larry Yates. Report Accepted.

Old Business - None

Committee Reports

Advisory & Strategic Planning - Bill Trumpler; and Budget & Finance Committee – Kathy Trumpler Combined Report:

- In anticipation of the rewiring of lights starting in 2018, dues will be increased 10% to \$247.50 per year
- Maintenance position moved to payroll
- Pool Cost decreased
- Insurance - Advised by agent to raise by 10%
- Advised by Reserve Specialist to raise Reserve Fund from \$44,500 to \$48,000
- During the year we will be analyzing our Reserve Fund
- Added a new line item for Lighting
- Overall, expenses have been cut from previous year

Mike explained that this budget, as handed-out to the Board, is prepared for Board Reference Use Only. It is not approved until the April 2018 General Meeting when it will be introduced to the homeowners.

Architectural & Permit Review - Russ Colley: This month's new submitted structure plans call for 2 new homes and 1 second floor addition.

Bylaws & Declaration - Linda Herzberg: No Report

Communications - Bob Landefeld:

- *Constant Contact* is currently catching up on notices, watch your mail.
- Please do not use the 'unsubscribe' feature furnished in the *Constant Contact* system. It will permanently delete you from their server and you cannot be replaced through our office.

Park and Ponds - Harriet Pilert: Pool contract from Solitude to begin on November 1st,2017 and needs approval by Board at this meeting. It can be renewed for 2 years at a 1.5% increase rather than a 3% increase for only 1 year. **Motion for approval by Rich Gracey, 2nd by Rick Hindle and approved by the MBCA Board of Directors.**

Harriet then presented the Committee's 2018 budget requests for approval. (see attached handout)

Item 1: Approval to replace pond fountains and lights. **Motion presented by Harriet Pilert and 2nd by Rick Hindle and approved by the MBCA Board of Directors.**

Item 2: Approval for breakwater installation. **Motion to approve presented by Lou Jonske, Sr and 2nd by Bruce Huber and approved by the MBCA Board of Directors.**

Neighborhood Watch - Lou Jonske, Sr:

- New schedules are completed and will be distributed

Pools & Recreation - Tom Seibold:

- Putt Putt being repaired for the summer
- Pool went well this summer with relatively few problems
- Purchased additional umbrellas and concrete tables

Lighting Committee - Rich Gracey:

- It will take 20 years, not 10 years, for the complete changeover.
- Contract will be for \$50,000 per year.
- Priority: the changing and replacement of light panels and photocells. Need good price per panel due to \$50,000 per year limit. Check for better price for work done in November, December, and January. This timeframe would cause less disturbance to owners.
- Work would be broken into sections: electrical/directional boring.
- Bruce Huber asked: Is wiring the biggest part of the problem? Rich Gracey and Mike Donnelly both answered no the problem seems to be the meters. Tom Seibold added the need to differentiate the two major problems, wiring and sub panels.
- Discussion about cost to owners and the avoidance of a large single assessment
- Rick Hindle questioned where in the budget is the \$50,000 coming from? Has a supplier been contacted? No. Have any grants been researched? Russ Colley said Jim Mathias has been approached. Rich suggested that local power companies may have something.

- Can money be borrowed and paid back to save money? Kathy Trumpler said it would be hard to justify a loan when we have \$500,000 in reserve.
- Jacqueline Frey of Constitutional Ave, asked about solar power? Mike Donnelly explained that solar power was not bright enough and at this time not cost effective.

Homeowners are advised that we are still in the planning stages of researching and budgeting. A status will be updated monthly. We need to gather more information before making a decision. We are reminded that the Delmarva proposal would be \$2-2.3 million and Asplundt and other companies could be options.

Nomination Committee - No Report

Teller Committee - No report

New Business - None

Owner Participation and Closing Comments:

Owner had question on re-sale package and was referred to Linda Herzberg.

Owner was told by city that they no longer have lids for the older round trashcans. She must either have it repaired or purchase a new can from the city, Home Depot, or Montego Bay Hardware.

Reminder that next MBCA meeting will be December 9th, 2017 at the office at 9:00am. Also on December 9th, 2017, will be the Christmas Party (1:00pm till 4:00pm) at the office. Please bring a covered dish and an unwrapped Children's toy.

Motion to adjourn by Rick Hindle, 2nd by Rich Gracey at 11:45am

Submitted by,

Bob Landefeld, MBCA Secretary



Parks and Pond Committee Requests

Proposal to Replace Pond Fountains and Lights (ITEM 1)

Rationale

- Three fountains are non-repairable; one has not functioned all season and the other 2 are barely functioning
- Recommendation was to replace the 1.5hp fountains with either 3.5hp or 5hp fountains.
- Lights also have ceased to function
- Several proposals were considered for both size hp fountains

Recommendations

- Replace 3 fountains with TWO 3.5hp fountains and accompanying LED lights
 - Installation of both fountains in 2018 will save money by avoiding purchase and installation costs in 2019 of one fountain
 - Allows for all installed equipment to be identical and on same contract timeline
 - Will receive 10% discount on two fountains vs. one with accompanying LED lights
- Fountains have 5 yr. warranty
LED lights and all other components have 3 yr. warranty

Cost of two fountains and Lights **\$19280** (includes 10% discount) vs. \$21424 for one in 2018

Proposal for Breakwater Installation (ITEM 2)

Rationale

- 3 erosion areas of pond bank on Bahia side
- Areas can significantly affect the path areas in front of 6 homes.

- Causes of erosion include use of wrong size riprap when installed; base has deteriorated to hold riprap in place; strong NE winds cut across the pond forcing water to disintegrate the banks

Replacement of all riprap along the Bahia side would be very costly; if action is not taken now, it was estimated that whole bank would need replacement in 5 yrs. (\$50000 +).

Several options were presented to address problem: use of breakwater embankment installation, which has a proven track record, or floating vegetation islands, which have not been widely tested for results.

Recommendation

- Install 3 breakwater embankments at the 3 high risk locations, during winter ...this will benefit 6 homes
- Solitude is offering a 15% discount for one time installation all 3 vs. one unit at a time. This will allow for ease of installation and abate erosion uniformly vs. spreading installations over 3 yrs, which would increase the cost.
- Cost of one breakwater = \$7400 annually; cost of three (3) with 15% discount would be **\$18840**, a savings of \$3360

Committee requests both projects be funded from the reserve fund this year as the work needs to start this winter.

Represent s repairs and replacement of vital amenities in Montego Bay and also contributes to the health of the pond.

Owners will be notified of need to abide by the recommendations of the pond management firm to stop planting and mowing on the bank side of the path and reposition their bird feeders to their property, which is 5feet back from the path edge.