

DRAFT

Ridings at Rehoboth Owners Association Meeting

MINUTES

MEETING DATE

September 5, 2018

ATTENDANCE

Present: Brian Bennett; Charlie Baker; Joanne Saltzberg; Greg Bennett; Frank Himpler; Alan Schoem (Parliamentarian); Sal Zisa; John Roecker; Jonathan Poole (Seascape)

CALL TO ORDER

18:00 by President Bennett

APPROVAL OF AGENDA

Motion made by Greg Bennett to approve the meeting agenda. Seconded by Joanne Saltzberg. Motion carried unanimously.

APPROVAL OF PAST MEETING MINUTES

Motion made by Frank Himpler to accept the minutes from the 5/16/18 meeting. Seconded by Charlie Baker. Motion carried unanimously.

OFFICER REPORTS

President:

1. Brian Bennett introduced Charlie Baker as the new Vice President and himself as the new President. He also thanked Sal Zisa and John Roecker for their long and valued service as past President and Vice President, respectively.
2. Brian reported that the field for the new Ocean Meadow development (formerly named Dellwood) has been partially cut down and that it was expected that the next step in construction, such as staking out the location of roads, etc. would start very soon. The development is still only approved for the original 101 units/homes. The Board will appoint a liaison to the development to establish a line of communication
3. The pool will remain open until 9/23, weather permitting.
4. The Annual Meeting is scheduled for November 17 at the Cheer Community Center, starting at 10:00. The rental contract has been signed. Catering has yet to be completed.

Vice President:

1. Charlie Baker stated he will be the Board contact person for Schagrin Gas and will provide periodic updates to the Board.

Secretary:

1. No Report

Treasurer:

1. Joanne Saltzberg reviewed the Budget vs YTD Actuals and Balance Sheets. It was stated that upon review, the balance of the Tidewater check (minus the remainder of the tree planting cost) was posted in error to the 6560 Routine Common Maintenance-Building account, rather than to the Easement Contribution account. This would be corrected before the next update.
2. Motion made by Joanne Saltzberg to convert the balance of the Tidewater check to a short term Certificate of Deposit (CD). Seconded by Greg Bennett. Motion carried unanimously.
3. Joanne also reported that deposits to the Capital Reserve made, representing the first two quarters (1Q and 2Q). The 3Q deposit would be made at the end of September and 4Q deposit was scheduled for the end of December.
4. It was announced that the Board plans to fund a review (not a formal, costly audit) of 2018 financial status by an outside independent firm in early 2019.
5. The 2019 budget is due to the homeowners 21 days before the annual meeting scheduled for November 17. Joanne will solicit input from the various Committees regarding funding needs in developing the draft budget. In addition, a forum will be held prior to a vote on the 2019 budget at the annual meeting. There are also plans to re-establish the Finance Committee after the first of the year.

Property Manager:

1. Jonathan Poole reported that the collections process has begun with homeowners that are seriously delinquent in their dues.
2. Notice to all homeowners and subsequent enforcement of the new rules approved at the May 16 Board Meeting is now underway. Compliance with boat and trailer storage has been excellent. Enforcement of trash can storage is currently underway.
3. Repair to several items in the clubhouse have been made, including the pool gate magnet replacement and the installation of a card reader on the clubhouse rear pool door.
4. Repair to the front entrance area is nearing completion. The new magnolia trees have been planted. The fencing has been replaced, along with the flags and flag pole ropes. A \$100 donation was made to the Lewes Fire Department for the use of their truck during the flag pole rope replacement effort. Installation of the fence gate and replacement of landscaping lights are pending.

COMMITTEE REPORTS

Architectural Review (Brian Bennett):

1. Brian commented that the 1Q ARC applications were posted on the community web site. 2Q applications will be posted shortly.

Clubhouse (Frank Himpler):

1. Frank announced that the Committee Chair position is available, as the current Chair, Barry Philips, has indicated his interest to step down.

Lifestyle (Susan Koenig):

1. Susan reported on the many activities planned and organized by the Lifestyle Committee including:
 - a. The Run/Bike event scheduled for 9/29
 - b. The Radio Theatre on 10/13
 - c. Halloween activities for kids and adults
 - d. Adopt a Highway event planned for 10/6, starting at 09:00
2. Susan also announced that the Committee Chair position is open as she will be stepping down from this role.

Landscape (Peggy Michaelson):

1. Peggy commented that the Spring plantings had been completed.
2. There are currently 18 members who operate a 21 week watering program during the growing season.
3. In June the trees were planted in the drip fields. The 10 weeks of watering, as outlined in the Sposato contract, have been completed. Some trees appear to be experiencing some degree of water deprivation. Peggy commented that perhaps an Adopt-A-Tree program would help alleviate any water stress on the new trees.
4. By the end of October, the fall flowers would have been ordered and planted.

Risk Manager (Bruce Hackett):

1. Bruce stated that all relevant items were covered in the property manager's report regarding the front entrance repair.

OLD BUSINESS

Election of Board Officers – Nominating Committee Actions

1. The committee consists of Carol Brumley, Chair; Liliane Larsen – Co-Chair; Kate Furnas.
2. Carol Brumley reported that solicitation letters for new Board members would be sent to all homeowners by the week ending 9/21. Signed applications must be returned by 10/12. Two candidate forums will be held, tentatively for either Wednesday, 10/17 or Thursday, 10/18 and Saturday, 10/20 or 10/27 for Association members to meet the candidate and ask questions. Paper ballots will be mailed out by 10/16 and electronic voting will be available as well. Paper ballots are due the day of the Annual Meeting, 11/17. Election results will be announced during the Annual Meeting.

NEW BUSINESS

1. Sal Zisa recommended that the Board appoint a web master to manage the community web site.

RESIDENT'S COMMENTS AND DISCUSSION

1. A mechanism to share common community issues amongst homeowners was suggested. On-line bulletin boards or forums were brought up as potential options.
2. Improvement in the ease and user-friendliness of the community web site was mentioned. It was commented that other community web sites could be used as a guide for future improvements.

3. The idea of a water well to be located near the front entrance to improve the ability of the Landscaping Committee members to conduct watering was suggested.
4. The option of establishing informal community get-togethers (coffee at the clubhouse?) with Board members to facilitate information exchange was presented and discussed.

ADJOURNMENT

19:30 by President Bennett

ACTION ITEMS

NEW and OPEN ACTIONS

See summary in attachment

COMPLETED ACTIONS

See summary in attachment

ATTACHMENTS

1. Meeting Agenda
2. Budget vs. Actuals FY 18 – FY18 P&L
3. Balance Sheet
4. Action Item Summary

Respectfully Submitted

Frank Himpler, Secretary - Ridings at Rehoboth Owners Association

AGENDA

THE RIDINGS AT REHOBOTH OWNERS ASSOCIATION

BOARD OF DIRECTOR'S MEETING

Wednesday September 5, 2018

6:00 PM – 8:00 PM

Ridings Clubhouse

Order of Business

6:00pm – 6:15pm

- Welcome and Call to Order
- Approval of Meeting Agenda
 - Any additions to agenda
- Approval of the Minutes of the May 16, 2018 meeting

6:15pm – 6:35pm: Reports

- President
 - Transition update
 - Update on Dellwood/Ocean Meadow
 - Pool closed on 9/23
 - Annual meeting on 11/17
- Vice President
 - Schagrin Gas update
- Secretary
 - Approval of May meeting minutes
- Treasurer
 - \$50K received from Tidewater. Make motion to open CD.
 - Reserve funds transferred.
 - Account signatures changed.
 - Books will be audited in 2019.
 - Finance Committee.
 - Working on 2019 budget with Committee input. Talk about community vote.
 - Financials posted.
- Property Manager
 - Collections
 - Rule Enforcement

6:35 – 7:00 pm: Committee Reports

- Architectural Review Committee (Brian Bennett)
- Clubhouse Committee (Barry Phillips)
- Lifestyle (Susan Koenig)
- Landscaping (Peggy Michaelsen)

- Risk Manager (Bruce Hackett)
- Nominating (Carol Brumley)

7:00pm – 7:40pm: New Business

7:40pm – 8:00pm: Open Forum for HOA Members (All speakers are limited to five minutes maximum per meeting)

8:00pm: Adjourn

8:15pm: Executive Session (if necessary)

NOTE: MEETINGS OF THE RIDINGS AT REHOBOTH OA BOARD OF DIRECTORS ARE CONDUCTED UNDER PUBLISHED GUIDELINES OF ROBERT'S RULES OF ORDER, NEWLY PUBLISHED

The Ridings at Rehoboth Owners Association
Budget vs. Actuals: The Ridings at Rehoboth FY18 - FY18 P&L
 January - December 2018

	Total		
	Actual	Budget	over Budget
Income			
Access Card	50.00		50.00
Capital Reserve	3,000.00	4,000.00	-1,000.00
Clubhouse Reserve		1,000.00	-1,000.00
Easement Contribution		30,000.00	-30,000.00
Homeowner Dues Assessment	175,569.94	270,000.00	-94,430.06
Services	267.00		267.00
Unapplied Cash Payment Income	1,057.80		1,057.80
	\$	\$	-\$
Total Income	179,944.74	305,000.00	125,055.26
	\$	\$	-\$
Gross Profit	179,944.74	305,000.00	125,055.26
Expenses			
6524 Pest Control	100.00	200.00	-100.00
6528 Landscaping	15,005.82	25,710.00	-10,704.18
6562 Shrubs/Plants (Non-Contract)	39,607.80	29,997.00	9,610.80
	\$	\$	-\$
Total 6528 Landscaping	54,613.62	55,707.00	1,093.38
7000 Insurance Claim	-11,411.44		-11,411.44
Accounting			
6351 Tax Return Prep	360.00	360.00	0.00
6430 Tax Payments	189.00	200.00	-11.00
	\$	\$	-\$
Total Accounting	549.00	560.00	11.00
Bank Charges	-20.87		-20.87
Committee Expense			
6521 Committees	-242.99	1,000.00	-1,242.99
	-\$	\$	-\$
Total Committee Expense	242.99	1,000.00	1,242.99
Insurance			
6440 Liability Insurance	4,211.00	4,363.00	-152.00
6441 Bonding		477.00	-477.00
6443 Director/Officer Insurance	477.00		477.00
	\$	\$	-\$
Total Insurance	4,688.00	4,840.00	152.00
Irrigation Maintenance			
6566 Irrigation	665.00	350.00	315.00
	\$	\$	\$
Total Irrigation Maintenance	665.00	350.00	315.00
Legal & Professional Fees			
6020 Legal	3,660.33	5,000.00	-1,339.67

Total Legal & Professional Fees	\$ 3,660.33	\$ 5,000.00	-\$ 1,339.67
Maintenance-Building Common Ele			0.00
6560 Routine Common	-48,123.21	12,000.00	-60,123.21
6563 Entrance and Sign Maintenance	646.00		646.00
6569 Clubhouse Janitorial	1,205.00		1,205.00
Total Maintenance-Building Common Ele	-\$ 46,272.21	\$ 12,000.00	-\$ 58,272.21
Meeting Expense			0.00
6022 Meeting Expenses	450.00	750.00	-300.00
Total Meeting Expense	\$ 450.00	\$ 750.00	-\$ 300.00
Office Expenses			0.00
6311 Office Supplies		1,000.00	-1,000.00
Total Office Expenses	\$ 0.00	\$ 1,000.00	-\$ 1,000.00
Ponds & Fountains			0.00
6529 Pond Contract	10,472.94	18,800.00	-8,327.06
6531 Fountain Maintenance	5,449.00	5,000.00	449.00
6532 Pond Chemicals and Algaecides	3,543.63	2,786.00	757.63
6570 Pond Maintenance	2,878.12		2,878.12
Total Ponds & Fountains	\$ 22,343.69	\$ 26,586.00	-\$ 4,242.31
Property Management			0.00
6320 Administrative PM	20,776.75	27,439.00	-6,662.25
6565 Collections (PM)	-70.00		-70.00
6567 Other PM Fees	-73.04		-73.04
Total Property Management	\$ 20,633.71	\$ 27,439.00	-\$ 6,805.29
Recreational			0.00
6500 Fitness Equipment Maintenance	481.50	2,500.00	-2,018.50
6510 Cleaning	320.00		320.00
6522 Clubhouse Maintenance	2,046.38	5,500.00	-3,453.62
6530 Pool Management	7,200.00	7,500.00	-300.00
6554 Pool Maintenance	360.00	1,500.00	-1,140.00
6556 Pool Furniture	600.00	2,000.00	-1,400.00
Total Recreational	\$ 11,007.88	\$ 19,000.00	-\$ 7,992.12
Repair & Maintenance			0.00
6525 HVAC	432.00	2,500.00	-2,068.00
Total Repair & Maintenance	\$ 432.00	\$ 2,500.00	-\$ 2,068.00
Road Maintenance			0.00
6580 Common Area		1,000.00	-1,000.00
Total Road Maintenance	\$ 0.00	\$ 1,000.00	-\$ 1,000.00
Security			0.00
6540 Security/Alarm Equipment	960.00	2,150.00	-1,190.00
Total Security	\$ 960.00	\$ 2,150.00	-\$ 1,190.00

Snow Removal			0.00
6581 Snow Removal Common Area	7,190.00	10,000.00	-2,810.00
	\$	\$	-\$
Total Snow Removal	7,190.00	10,000.00	2,810.00
Unapplied Cash Bill Payment Expense	0.00		0.00
Utilities			0.00
6410 Telephone and CATV	1,634.27	2,500.00	-865.73
6535 Propane/Gas	1,000.00	1,480.00	-480.00
6536 Internet	394.89	200.00	194.89
6542 Electric-Street Lights	6,656.14	9,820.00	-3,163.86
6543 Clubhouse Water	834.41	750.00	84.41
6544 Septic/Sewer		1,060.00	-1,060.00
6546 Electric-Clubhouse	1,449.85	2,300.00	-850.15
6549 Electric-Ponds	4,496.67	9,500.00	-5,003.33
	\$	\$	-\$
Total Utilities	16,466.23	27,610.00	11,143.77
Waste Removal	22.50		22.50
6541 Household/Association	30,309.53	45,994.00	-15,684.47
	\$	\$	-\$
Total Waste Removal	30,332.03	45,994.00	15,661.97
	\$	\$	-\$
Total Expenses	116,143.98	243,686.00	127,542.02
	\$	\$	\$
Net Operating Income	63,800.76	61,314.00	2,486.76
Other Income			
2018 Tree Funding	20,000.00		20,000.00
Interest Earned	2,164.13	2,500.00	-335.87
Interest on Late Payments	739.01		739.01
Reserve Income	26,115.50	52,231.00	-26,115.50
	\$	\$	-\$
Total Other Income	49,018.64	54,731.00	5,712.36
	\$	\$	-\$
Net Other Income	49,018.64	54,731.00	5,712.36
	\$	\$	-\$
Net Income	112,819.40	116,045.00	3,225.60

Wednesday, Sep 05, 2018 07:10:15 AM GMT-7 - Cash Basis

The Ridings at Rehoboth Owners Association

Balance Sheet

As of September 5, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts	
1099 County Bank Operating 0100203775	114,572.36
1100 County Bank Capital Reserve Acct 0100202954	54,956.80
1101 County Bank Clubhouse Reserve Acct 0100203078	0.00
Discover Capital Reserve LTR 1 7003225218	53,362.72
Discover Capital Reserve LTR 2 7003225492	150,140.15
Discover Operating Reserve 7003225416	65,611.18
Total Bank Accounts	\$ 438,643.21
Other Current Assets	
1300 Suspense account for Transfers	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 438,643.21
TOTAL ASSETS	\$ 438,643.21
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Prepaid Dues	4,472.53
Total Other Current Liabilities	\$ 4,472.53
Total Current Liabilities	\$ 4,472.53
Total Liabilities	\$ 4,472.53
Equity	
3000 Opening Bal Equity	178,908.17
3900 Retained Earnings	142,443.11
Net Income	112,819.40
Total Equity	\$ 434,170.68
TOTAL LIABILITIES AND EQUITY	\$ 438,643.21

	Action Item	Owner	Date Issued	Date Due	Date Completed
	OPEN ACTION ITEMS				
1	The Board will request our Risk Manager to investigate how the current liability insurance contract is structured and if this value is considered sufficient for the Ridings at Rehoboth Community.	Bruce Hackett	12/18/2017 9/4/2018	2018	
2	Jonathan will provide the Board with a short summary of his weekly inspections, obtained while driving thru the Community.	J. Poole	12/18/2017		
3	Sal and Jonathan will select an additional bank to establish another Long Term Reserve account.	J. Saltzberg/F. Himpler	5/16/2018 9/4/2018		
4	Sal will post the ARC applications received during 1Q:2018 on the community web site.	S. Zisa	5/16/2018		
5	Brian and Sal will develop a form for weekend/off-hours parking requests and post on the community web site.	B. Bennett/S. Zisa	5/16/2018		
6	Jonathan will review the Capital Reserve Study to determine if there are possible funds available for the purchase of a new exercise bike.	J. Poole J. Saltzberg	5/16/2018 9/4/2018		
7	Jonathan will investigate if the recent clubhouse expansion will require modification of the Capital Reserve Study.	J. Poole J. Saltzberg	5/16/2018 9/4/2018		
8	Seascope will make phone calls to all accounts delinquent by 2 or more quarters.	J. Poole	5/16/2018		
9	Sal will arrange a meeting with all committee chairs before the end of June.	S. Zisa B. Bennett	5/24/2018 9/4/0818		
10	Jonathan to coordinate providing all Board members with 24 hour access, via security key cards, to the clubhouse.	J. Poole	5/24/2018		
11	Board members to provide Joanne any further comments by Monday, 9/17, for incorporation into a second version of the Collections policy.	HOA Board	9/4/2018	9/17/2018	
12	Jonathan to forward the one homeowner account in arrears by over 1 year to the collections attorney.	J. Poole	9/4/2018	10/1/2018	
13	Sal Zisa and John Roecker will speak with the homeowner regarding discussions with Tidewater and Schagrin to maintain the Common Area near the homeowner's property	S. Zisa/J. Roecker	9/4/2018	11/17/2018	
14	Joanne will arrange a meeting with Committees to obtain their input on items for the 2019 Budget	J. Saltzberg	9/4/2018	9/30/2018	
15	Charlie will construct a spreadsheet with pertinent Contractor information and services	C. Baker	9/4/2018	11/17/2018	
16	Seascope provide all Board members and AED-trained residents with 24 hour access to the Clubhouse.	J. Poole	9/4/2018	11/17/2018	
17	Board Members to identify areas of roads requiring repair.	HOA Board	9/4/2018	11/17/2018	
18	Jonathan will arrange to have the road cracks sealed by the end of November.	J. Poole	9/4/2018	11/31/2018	
19	Jonathan will arrange to have the weeds growing in, and along, the road treated (killed) in the Spring.	J. Poole	9/4/2018	3/15/2019	
	COMPLETED ACTION ITEMS				
1	Jonathan and Sal will provide a sign-up sheet in the clubhouse for those residents that want driveway plowing to be provided automatically during routine snow removal if Brothers is selected as the snow removal contractor.	S. Zisa /J. Poole	12/18/2017		1/1/2018
2	The responsibility for the prior action to change the current practice of an annual lump sum contribution to the Long Term Reserve to quarterly payments in 2018 will be transferred from Joanne and Sal to Jonathan and Joanne.	S. Zisa /J. Saltzberg J. Poole /J. Saltzberg	12/18/2017 5/16/2018		Complete
3	Sal and Joanne will arrange to have all Board Meeting minutes and financial reports posted on the web site.	S. Zisa /J. Saltzberg	12/18/2017		Complete
4	The Architectural Committee will seek resident input for the Board to develop and adopt additional policies to help clarify the enforcement of the approved Architectural Standards.	B. Bennett	12/18/2017	2018	4/1/2018
5	SeaScape will provide email and written notice to the community of the new rules.	J. Poole	5/16/2018		6/15/2018
6	Alan will draft a letter to propane tank applicants for the Board to review.	A. Schoem	5/16/2018		5/17/2018
7	Sal will draft a letter to the community on the Board's steps to provide for an orderly transition of leadership.	S. Zisa	5/24/2018		8/1/2018