**BURNBRAE MAINTENANCE ASSOCIATION**

**COUCIL/BOARD MEETING**

**JULY 15TH, 2014**

**MINUTES**

**Meeting was held at the office property manager, Shawn L. Harrison, Inc. 2644 Kirkwood Highway, Suite 270, Newark, DE 19711**

**Members Present:**

**Cecelia White, President; Jessica Conigliaro, Treasurer; Monica Stoddart, Secretary; Valerie Hinton, Vice President.**

**Non-Members Present: Shaunda Harrison, Property Manager, Dan Losco, Attorney**

**Meeting called to order by – Cecelia White – President**

**Motion to waive Robert’s Rules of Order. All in Favor**

**MEETING MINUTES:**

**COLLECTIONS:**

**Dan Losco, Attorney informed us that there is a pending lawsuit against Muithereo, James unit 219B. He will have an answer by July 29th, 2014. Unit will go up for sale October of 2014.**

**Wage attachment against Sullivan, Quinton.**

**Artesian water:**

**This will be looked at by Kimberly Morris. Dan Losco, attorney suggested shutoff valve be installed individually especially for those who are delinquent. Those would be done first according to cost. We should contact plumber to get estimates. If water is shut off the unit will be condemned.**

**GRASSCUTTING:**

**Dan Losco suggested that if an owner wants to cut grass maybe they should get Liability Insurance and cost would be deducted from condo fee.**

**PLUMBING REPAIRS:**

**Polybuterine pipes. We should document all units where polybutering pipes have been replaced.**

**RESERVED ACCOUNTS:**

**Reserved accounts Line Item Budgets should be included.**

**CONDO FEES:**

**It was suggested we increase the late condo fees charge.**

**Valerie Hinton – Vice President suggested maybe we should have an annual assessment but Dan Losco, attorney did not think the word “Assessment” should be used.**

**Dan Losco, attorney suggested we increase the condo fee so we can have money for the Reserve Account. Also offer 5% to owners for “Direct Deposit” of their condo fee.**

**We will issue Permanent tags for owner who are current on their condo fees. No tags for delinquent owners.**

**Plans and Procedures to be put in place. Will revisit.**

**Motion to Adjourn: Cecelia White**

**Motion accepted. All in favor**

**Prepared by: Monica Stoddart, Secy.**