

**BURNBRAE COUNCIL OF UNIT OWNERS MEETING  
MEETING HELD AT BEAR LIBRARY  
NEWARK, DELAWARE  
June 13<sup>TH</sup>, 2016**

**Board Members Present:** Pamela Folz – President  
Jessica Conigliaro – Treasurer  
Wendy Mattoon – Board Member

**Non-Member:** Diane Seeney -218E  
Gloria Miller – 218D  
Khai Ayeni – 215A  
Vonetta Glenn- 205C

**Property Manager:** Shaunda Harrison

Meeting called to order by the President, Pamela Folz. Motion to waive Robert's Rules of Order was made by Wendy Mattoon and Seconded By Vonetta Glenn. All in favor.

**Review of Minutes:** Motion to approve minutes from 3/14 meeting by Wendy Mattoon. Motion seconded by Jessica Conigliaro. All in favor.

**Recycling:** Compliance with new recycling program is mixed; a good majority of the community is still not recycling. Lids are not operating as originally advised by Waste Management. Truck operators are not making sure the lids drop down properly. Discussion was had to consider moving the cans closest to Edinburgh Dr. to curtail illegal dumping. Trash compactor and other options to possibly assist with illegal dumping issue to be reviewed with Waste Management.

**Review of Community Requirements and Helpful Hints community sheet**

- **Stairwell and Balconies:** Should be clear of any debris and not to be used for storage of large items (i.e. refrigerators). No storage of swimming pools or other equipment allowed to be stored outside of any units.
- **Pet Registration:** Need for pet registration is under review. Need to register pet with the community and annual pet fee being considered.
- **Satellites and Air Conditioners:** List of violators has been compiled. Satellite dishes should not be attached to the building and window air conditioners are not permitted.
- **Music/Noise Violations:** Fees for noise violation being considered as seems to be a pattern of loud music being played which causes a disturbance for others in the community.  
Proposed fee below for music that can be heard outside a unit:
  - **1<sup>st</sup> Offense:** Warning
  - **2<sup>nd</sup> Offense:** \$25
  - **3<sup>rd</sup> Offense:** \$50 and incremental fee of \$25 thereafter

- **Chimney Maintenance:** Property manager Shaunda to check on pricing and send communication to the owners of 3<sup>rd</sup> floor units to advise them of the need to provide proof of cleaning/inspection of chimneys on an annual basis.

**Open Discussion:**

- Need to obtain quotes for fencing around community (specifically near Units 205) where an excess of illegal dumping occurs. Property manager to obtain fencing quotes including estimates for wrought iron fencing or chain link fencing.
- Need to finalize and communicate barbecuing rules for the season: not allowed on 2<sup>nd</sup> and 3<sup>rd</sup> floor balconies, need to confirm insurance requirements/rules for 1<sup>st</sup> floor barbecuing. Also to communicate to the community that no type of yard sale is permitted. Large community gatherings/events are not permitted, as they are an insurance liability. No rental equipment (i.e moon bounces) allowed on property.

**Motion to Adjourn – Wendy Mattoon**

**Motion seconded by – Vonetta Glenn. All in favor.**

**Prepared by Jessica Conigliaro – Board Treasurer**