

**BURNBRAE COUNCIL OF UNIT OWNERS MEETING  
MEETING HELD AT BEAR LIBRARY  
NEWARK, DELAWARE  
MARCH 14<sup>TH</sup>, 2016**

**Board Members Present:** Pamela Folz – President  
Christina Folz – Vice President  
Jessica Conigliaro – Treasurer  
Monica Stoddart – Secretary  
Wendy Mattoon – Board Member

**Owners Present:** Diane Seeney -218E  
Gloria Miller – 218D  
Gary Shaub – 221A  
Khai Ayeni – 215A

**Property Manager:** Shaunda Harrison

Meeting called to order by the President, Pamela Folz. Motion to waive Robert's Rules of Order.  
Motion accepted, seconded by Christina Folz. All in favor.

Review of Minutes. Motion to review minutes by the President, Pamela Folz. Motion seconded by Jessica Conigliaro. All in favor.

Review of July 16<sup>th</sup> Minutes. Motion to correct Jessica Conigliaro's name. Seconded by Wendy Mattoon.

Review of November 19<sup>th</sup> Minutes. Correction to the dollar amount of the insurance. The amount should be \$42,000.00. Motion to accept November 16<sup>th</sup>, 2015 minutes. Motion seconded by Wendy Mattoon. All in favor.

Review of December 17<sup>th</sup>, 2015 Minutes. Motion to accept. Seconded by Wendy Mattoon. All in favor.

Rules and Fines violations:

Jessica went over the Rules and Fines Violations. We agreed that Renters should be in compliance as far as move in/out. Shaunda explained to owners why it is important to have move in/out policies in place in order to protect the community and the wellbeing of all who lives there. Move in fee is \$75.00. Fee is charged to the landlords who may pass on cost to their tenants.

Waste Management:

Seven (7) dumpsters were swapped out. Two (2) recycle dumpsters are now in place.

Insurance:

It was brought to our attention that the square footage of the community was under-represented. The sq. footage should have been approximately 125,000 sq. ft instead of 75,000 sq. ft. The new insurance company will do assessment of the property.

**Open Discussion:**

Mr. Khai Ayeni owner of 215A talked about the fact that his tenant's car was towed and wanted an explanation due to the fact that he is not behind with his condominium dues. He argued that Shaunda did not provide the tag for his tenant in a timely manner and that Shaunda did return his calls. Shaunda explained the proper procedures were not followed to obtain new parking passes and the tenant had been without them for months. Mr. Khai but he was not satisfied with her explanation. Mr. Khai suggested we hire a cheaper towing company because the fee of \$165.00 is too high. Pamela Folz explained that BMA does not profit at all from towing fees and does not intend to.

Ms. Diane Seeney complained about the blacktop by her unit. She said because it was poorly done when it rains it gets very muddy which makes it difficult for owners/tenants to walk around.

It was also suggested that we consider repairing the fence by building 205. The fence is completely broken down and people from the other neighborhood use it as a pathway and also use our dumpsters for their own trash.

**Motion to Adjourn – Wendy Mattoon.**

**Motion seconded by – Christina Folz. All in favor.**

**Prepared by Monica Stoddart – Bd. Secy.**