

2016 ANNUAL UNIT OWNERS MEETING FOR BURNBRAE MAINTENANCE ASSOC

MEETING HELD AT BEST WESTERN NEWARK, DELAWARE

Oct 24th, 2016

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

Non- Board Members Present: Diane Sweeney -218E
Gary Shaub – 221A
Vonetta Glenn- 205C
Jennifer Ibanez- 202H
Yuri Rodas- Sanabria 204B
Erica Soberanis-Sanabria- 218G
Diana Racobaldo- 200G & 213B
Dominic Racobaldo- 205F

Property Manager: Shaunda Harrison

Meeting called to order by the President, Pamela Folz at 7:30 pm. Motion was made to waive Robert's Rules of Order, motion accepted and seconded by Gary Shaub. All were in favor, none opposed.

Financial Report –Treasurer Jessica Conigliaro provided financial reports and payment trends.

State of Community affairs-

- President Pamela Folz, provided update on collection efforts of delinquent owner's balances. Several units have been brought to foreclosure, one of which the association has acquired. No decisions have been made regarding what will be done with the unit, as it is still with a mortgage holder.
- New company was obtained as our insurance carrier. There was a discrepancy in square footage that was always used previously and existing insurance carrier was not able to provide a reasonable rate, so new insurance carrier was secured.
- New attorney was also retained in April, as previous attorney Dan Losco resigned. New attorney's name is E.J. Fornias. He is also able to assist with collection efforts and had a fixed rate verses the previous attorney. He has been instrumental in already settling several financial matters for the community.

- Income taxes were filed and an audit is needed, once have funds available will have that scheduled. We are also working on building reserve account that needs to be funded for the community.
- Utility bills were reviewed and water bill was able to be reduced by inspecting several buildings that had minor leaks, or units that had plumbing issues that needed to be repaired by individual owners. New lawn care vendor was also obtained.

Community Maintenance- Vice President Christina Folz provided update on maintenance that was needed to meet insurance carrier requirements, and provided a breakdown of the tier system that was developed to account for needed maintenance based on prioritization. Owner Dominic Racobaldo inquired as to guidelines of plumbing repairs and how it is determined when it is the owner's responsibility versus the association's. Property manager advised first step is to call so the issue can be assessed.

Rules & Regulations / Recycling- Board Member Wendy Mattoon provided an update on various items.

- Recycling- Recycling is now mandatory, new recycling bins have been distributed throughout the community. Reviewing possibility of moving cans to minimize illegal dumping.
- Fines, Rules & Regulations- Recommended owners provide a copy for all tenants when they sign their lease. Tenants also need to be sure to provide copy of their car information (registration, make, model).
- Pet registration- Pets need to be registered with the property manager, as in the event of an incident where someone is bit by a dog we need proof of license and rabies shots.

Election results- Election could not be held as there were an insufficient number of proxies/ attendees to hold the election. There is a minimum requirement of 39 proxies/ attendees to hold the election.

Proxies received: 10

Voters present: 13

Total Votes represented: 23/ needed 39

*each unit gets a vote, if an owner owns multiple units they can vote as many units as they own.

Meeting adjourned at 8:38 pm