

2019 ANNUAL UNIT OWNERS MEETING & ELECTION

BURNBRAE MAINTENANCE ASSOC

MEETING HELD AT BEST WESTERN

BEAR (RTE 40), DELAWARE 19701

Oct 29th, 2019

Board Members Present: Gary Shaub - Treasurer
Gloria Miller-Secretary
Joann Wise– Board Member

Non- Board Members Present: Diane Seeney -218E
Joel Wilson 209 E
Vonetta Glenn- 205C
Sofia Rachid 209 G
Liz Ikiki 207 C
Robert Wiley 208 B, 211 A, 214 A, 215 A, 215 B
Karl Altevogt 205 A

Property Manager: Shaunda Harrison

Meeting called to order by the Gary Shaub at 7:10 pm. Motion was made to waive Robert's Rules of Law, motion accepted and seconded by Gloria Miller. All were in favor, none opposed.

Financial Report & Collection Report–Shaunda Harrison provided financial reports and payment trends & collections and reserve account updates

Quorum was met the Board proceeded with Board of Directors report of the current financial trends for 2019.

Financial Report:

- The report consisted of Jan through Oct 2019 accounts payable & receivable for Burnbrae. We also we over the average number of Owners who are currently contributing to the monthly association dues. The current average is 105 out of 116. The total of account receivables for 2019 Jan through October 28, 2019 was \$346,186.85. The total of account payables for 2019 Jan through October 28, 2019 was \$355,093.79.
- Burnbrae fiscal year starts Oct 1 of current year and then wraps around to the next year until end of September.
- The Board also went over collection efforts in 2019 so far. Three units have been turned over through court proceedings, and foreclosure in 2019. This has allowed

new ownership and to allow current income to come to help with Association expenses.

- We still have seven Owners who are currently on payment plan in addition to paying their regular association dues.
- We still have three to four units that are severely delinquent and not on payment plan. The goal is by close of summer of 2020 these three units will be finished in the Collections and/or Justice of the Peace, and Superior Court process.

Reserve Account:

- Every week \$260.00 is transferred from Operating Account into Reserve Account for Burnbrae
- Current balance of 10/28/2019 is \$35,586.67
- The Board talked about raising the weekly reserve transfer from \$260.00 to \$310.00 for addl saving to the reserve account. This would be an additional savings of \$200.00 per month or \$2,400.00 per year.
- The Board approved the 2019-2020 Budget for Burnbrae.

Open Discussions & Q & A:

- Current Owner Vonetta Glenn brought up a small piece of fence over behind 207/205/203 building was missing at the top.
- The Board also shared that 4 stop signs were ordered for the community and 1 of them was a replacement one from it being stolen.
- Joel Wilson brought up the entry signs. Shaunda told them they had been ordered but were the wrong color when they were ready to be installed. The vendor had also been out due to major surgery so we had to wait as he was the only one who could accommodate our needs.
- Karl Atlevogt asked was there something that could be done about the black pavement in front of his building 205 ABC area. After each rain fall the water sits longer because of an incline. Shaunda Harrison told Robert Wiley that she would send him pictures for him to see a better view of what Karl was trying to explain. Robert Wiley is a contractor.
- Liz Ikiki brought up if there is another means of Owners contacting the Board of Director directly if she's having problems with Management. She was informed that there's a space on the website which we would direct to the Board. She wouldn't say what her issue was though.
- Gary Shaub mentioned he thought it would be nice to have a community day. This way Owners/Residents and Tenants could get to know each other better. This in turn would create a more community like Association and other would look for each other and even value more where they live at.

- Shaunda Harrison brought up that now Burnbrae has the ability to accept credit cards in the office as well on the website. Sofia Rachid asked for this information to be sent to her via email.

Election results:

Election was held as there were sufficient number of proxies/attendees to hold the election. There is a minimum requirement of 39 proxies/ attendees to hold the election.

Proxies received: 30

Voters present: 11

Total Votes represented: 41/ needed 39

- In closing, the candidates with the highest votes were as followed Robert Wiley (43 votes), Vonetta Glenn (42 votes) and, Eric Winston (32 votes).
- *each unit gets a vote, if an owner owns multiple units they can vote as many units as they own.
- Motion was made by Gary Shaub to adjourn the annual meeting/election at 8:24pm, the motion was seconded by Robert Wiley.

Meeting adjourned at 8:24 pm