

Bayshore COA Meeting May 16, 2018

Meeting called to order at 7:00 pm.

COA Council members present: Kevin Cunningham, Pat Hoffman, Hilary Felinski

Property Manager present: Rachel Cooper, Seascope Property Management

Attendees: M. Bragdon, C. Morales, K. Reagan, M. and L. Muller, C. Phillips, J. and K. Dill, M. Miller, R. and K. Fenfert, J. Beal, M. Miller.

POA Committee Chairs: S. Wittmer

President Kevin Cunningham reminded members in attendance that no interruptions during the presentations are permitted, with all comments and questions to be addressed during the Open Discussion period. President Cunningham also informed those in attendance that the meeting is being recorded both by the COA Council and by M. Bragdon.

Meeting Minutes: P. Hoffman made a motion to approve the COA Council Meeting minutes from April 25, 2018; seconded by K. Cunningham; motion carried.

Financials:

P. Hoffman presented the financial information including notation that the line item for Snow Removal (6581) is already over budget for 2018.

From an Accounts Receivable perspective, P. Hoffman provided the following information:

1. Polend estate – workers were in the unit over the past few days. Property had been scheduled for Sheriff Sale, earlier in the year. It is possible that the property is being prepared for a sale again.
2. Gillespie – paperwork has been submitted for filing liens, against the estate, for monies owed to the COA.
3. Morrison – paperwork has been submitted for filing liens for monies owed to the COA.
4. Schmidt – Based on the bankruptcy paperwork, COA expects to receive all outstanding amounts. Additionally, S. Schmidt s required to remain current with the Assessments.
5. Payne – Bankruptcy filed 10/2017. Debts from prior to that date have been discharged. New liens will be filed for the most recent three (3) quarters which have not yet been paid.
6. North – Arrangements have been agreed to for the outstanding monies to be paid. Agreement includes responsibility for North's to remain current.

H. Felinski motioned to approve the Treasurer's report; seconded by K. Cunningham. Motion carried.

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Member questions from earlier meetings:

1. 2015 Audit was completed: Confirmation was provided that the 2015 Audit was completed.
2. Committee Reports for COA and POA: The more information is shared the better the knowledge level across the community.
3. 2017 Tax Return posting on Bayshorepoa.org web page: Tax return has not been posted to the website. DUCOIA and the COA documents provide the means by which members may access the Associations 2017 Tax Return.

Management Report: R. Cooper, Seascape

- a. Painting for the doors and trim can be started as soon as the deposit is received. Painting will only be done on weekends. Seascape will provide a schedule to COA owners, so the owners can ensure that their unit is ready for the painting to be done. Painting will start the week of June 9.
 - b. 25584 Osprey Court: Shore has removed 3 inkberry plants, and replaced them with 3 gallon sized Manhattan Euyonomous. Cost is \$319.00.
 - c. 32227 Pelican Court: Yes, the giant Arborvitae can be trimmed back from the patio. These trees were planted after the original construction.
 - d. Entrance light has been repaired (DEC) and the faulty wiring has been corrected/replaced.
 - e. Aerators in front ponds (Long Neck): Envirotech is scheduled to be onsite, Thursday, 5/17/18, to resolve the issue with the aerators, now that the electrical problem has been corrected.
 - f. Back entrance sign on the 'Access Road' (Shore Blvd) is expected to be cleaned up by 5/19/18.
 - g. The pool is on track to open for Memorial Day weekend, Friday, 5/25.
 - h. Reminder was offered that there are no separate pool tags to be issued for 2018.
 - i. Brasures (termite contractor) is scheduled to be onsite, Wed., 5/30, to inspect the units 32270-32280 Pelican Court.
 - j. Paving Quote: Seascape has not been able to obtain a third quote. Council will discuss.
 - k. Mortgage and Lease information: Updated report to be provided to Council by 5/19/18.
 - l. There are 3 tables that need to be assembled and moved out to the pool deck. Rachel to follow up.
 - m. COA Council requested an updated list of COA members to be reviewed/approved prior to the pool opening. Card Keys will not work for the pool if the owner is not current on their Assessments or other fees, such as violations, remain unpaid.
 - n. Beebe Swale – brief discussion later in the meeting and full report to be provided on 5/21/18 at the POA May meeting.
- P. Hoffman motioned to approve the Treasurer's report; seconded by H. Felinski. Motion carried.

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Committee Reports:

RFP Committee: Co-chair L. Muller read the committee's report to the Council. Refer to Appendix A for the full content of the committee's report to the COA Council. P. Hoffman explained that the committee's recommendation had been provided to the Council in the prior week. P. Hoffman then made a motion to accept the committee's recommendation, pending approval by the POA board on Monday, 5/21/18. The motion was seconded by K. Cunningham; motion carried.

ARC: L. Muller reported that 2 applications have been received this week. Rachel was asked to follow up about the unit on Pelican Court where the storm door is the wrong color; in addition, the application for that installation was submitted after the door was actually installed. A violation letter had been issued; the follow up is to ensure that the door is removed and replaced with the correct color. L. Muller is also continuing to research the Thomas lighting fixtures for the front doors of the townhouses, since these fixtures are no longer available at Home Depot. Information will be posted on the webpage, when the research is completed. P. Hoffman motioned to approve the report; seconded by K. Cunningham. Motion carried.

Neighborhood Watch: H. Felinski reported on behalf of P. Buck. Information was provided from the Delaware State Police about several issues. Refer to Appendix B for the full content of that information. K. Cunningham motioned to approve the report; seconded by P. Hoffman. Motion carried.

Recreation: S. Wittmer provided the report. Revised 2018 Calendar is on the webpage. Coffee and Cake at the Clubhouse on May 19 has been added. Information has been distributed via email and has been posted at the clubhouse. The pool opens on May 25, with the first of the five (5) Hot Dog sales also happening that weekend. The monies raised from these sales support the efforts of the Recreation Committee and add to the community's welcoming feel. Community Yard Sale is Saturday, June 2, from 8am to 2pm. A dumpster will be positioned at the Clubhouse. Owners will be reminded about the sale via email and information will be posted on the mailboxes as well. Additionally, S. Wittmer requested that members consider volunteering for the daily pool closing responsibilities. The calendar is posted on the website: <http://www.bayshorepoa.org/WebCal/month.php>. K. Cunningham motioned to approve the report; seconded by P. Hoffman. Motion carried.

Old Business:

1. K. Cunningham extended a thank you to Dick and Cindy Phillips for the effort they have put into planting flowers in and around the community.
2. Painting doors and trim – Decision has been made. Painting will be done by Jason

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Nusz Custom Painting who has painted the doors and trim for Bayshore Townhouses in the past. Painting will only be done on weekends. Painting is scheduled to begin June 9. A schedule will be provided by Seascope to the Townhome owners. Doors need to be open for the painting. Decorative elements need to be removed.

3. Pool Passes – separate pool pass cards will not be issued for 2018.
4. Parking at the clubhouse – no overnight parking at the Bayshore clubhouse is permitted. Council is still considering based on feedback received from the community and a final decision is expected in a few weeks; the current position is that no parking is permitted overnight at the clubhouse.
5. Third paving estimate remains outstanding.
6. Beebe Swale Cleanup – Beebe was to provide a timeline for when the cleanup would be completed. That information is expected to be received by 5/19/18. Possibilities include fencing around the swale as well as having some trees removed. Work is anticipated to be completed before summer.
7. 2018 Annual meeting. Need a minimum of 74 townhome owners to be present or to have their proxies assigned to individuals who will be present, or to the Council. 74 members need to be represented in order to achieve a quorum and to allow the meeting to officially occur. A reminder was offered that there are no open positions to be elected for the COA Council so no elections are to be on the agenda for the 2018 Annual meeting.
8. COA Bragdon Lawsuit – Discoveries and interrogatories have been completed and returned to D. Campbell. Next step is for M. Bragdon to complete his responses.
9. Unsolicited and unofficial mails have been sent to the community, including individuals who had opted to have their personal email addresses kept private. These email addresses are not included in the membership list available on the Bayshorepoa.org web page. K. Cunningham explained that a Council/Board newsletter had been emailed to community members at the end of the business day, 5/16/18. This newsletter contains information about the issues raised in these unsolicited and unofficial emails. When asked, J. Dill stated that he obtained those email addresses from ‘the directory’. K. Dill explained that when community members have asked that their email addresses be removed from the list, they have been removed. K. Dill attempted to explain that she was able to ‘research’ and found email addresses for those who have opted out of publishing their email addresses in the community list. A brief discussion occurred with mentions both about respecting the privacy that our members have requested and DUCOIA concepts. C. Morales explained that her email is one of those in question and that it was only included in the Member Directory list from Signature, because Signature Property Management (early 2017) did not provide an ‘opt out’ option for privacy. It was explained that from a Bayshore COA perspective, the privacy of those members who have opted out needs to be respected. If a person’s telephone number or email address is not on the Bayshore published list, it should not to be used, without permission from that individual.
10. S. Gardner – Seascope has contracted with Service Master, on behalf of Bayshore COA, to clean up the soot from the fire in the unit (fire wall integrity was destroyed).

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Contract will accommodate the moving of 'empty' units, such as bookshelves or hutches, as well as items such as sofas or chairs, but does not include the packing or unpacking of items from those shelves or bookcases. The packing and unpacking is the responsibility of the owner.

11. 2016 COA Audit – A paper copy of the 2016 Audit was provided to the COA Treasurer at the beginning of this meeting. The 2016 Audit will be reviewed and an electronic copy will be posted after that review. Rachel is to follow up to ensure that the 2015 COA Audit is posted on the Bayshorepoa.org webpage; audience comments indicate that people who have been looking for it are not able to locate it.

Open Discussion 7:30 pm:

1. L. Muller asked a question about a member who had not turned in a proxy, but was present at the last annual meeting (October 2017), and was not allowed to vote. Council will follow up for clarification and that clarification which will be included in the information in the 2018 Annual meeting 'packet'.
2. M. Muller expressed concern about not being able to use the Clubhouse parking lot for overnight guests. A reminder was offered that the issue is the monitoring of those vehicles that, in the past, had been parked in the Clubhouse parking lot.
3. Parking (in general) – brief discussion ensued with emphasis on the number of vehicles being used by for certain units. Attendees were informed that the Council and Board are working on some ideas about parking. Information will be provided at the May POA meeting. J. Dill explained that, in the past, he would put stickers on the windshields of vehicles parked in the clubhouse parking lot.
4. M. Bragdon mentioned that, according to his information, as of 4:30 pm 5/16/18, the COA Discoveries had not been received.
5. M. Bragdon explained that once the responsibility for the community had been turned over (2008? 2009?), the annual meeting was required to be held in the second quarter (June 30). Council will take that information into consideration.
6. M. Bragdon explained that his lawyer had explained to him that the COA had wanted to include a confidentiality agreement in the resolution of the lawsuit; he refused. His attorney, D. Campbell, apparently offered an alternative. M. Bragdon expressed his opinion that the lawsuit has been settled with a solution that is acceptable to all.
7. K. Dill expressed her opinion that the Council and Board are creating confusion by sharing information in each other's meetings. K. Dill expressed a desire to see clearer delineations of the information and responsibilities between the Board and Council. She

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also noted that the community documents require only 2 meetings per year for the COA.

8. J. Beal expressed frustration about dog owners that are allowing their dogs to urinate on the grass, without washing the urine out to dilute its effects on the grass. Grass is being destroyed. Specific example is 32215 Pelican Court. The German Shepherd dog in that house is also being allowed to urinate on the grass on Teal Court. Rachel to verify if this unit is rented and how much. Follow up with owner needs to occur.
 9. J. Dill offered a reminder that the 'members' questions' should be addressed under 'old business'. He also asked to whom questions should be directed, to be considered for inclusion on the agenda of the annual meeting. Members were advised to send their questions to Seascope. J. Dill then asked about a refund for snow removal. Based on his understanding of what was included in the amount charged, he expressed concern that owners had provided a good bit of the work for which the contractor was paid (driveways and walkways). J. Dill also inquired about line item 6561 Operating Improvements, stating that it is over budget by approximately \$9000 and requested an explanation of same. He also requested the status of the conference bridge. He reiterated that he has removed those email addresses from 'the list' based on requests received from individual members.
 10. K. Dill asked for clarification about Schmidt and accounts receivable information. She expressed concern about the titles on financial reports vs. dates actually involved in the reporting. K. Dill also expressed her desire to share the information that she knows, even with those members who have 'opted out'.
 11. K. Fenfert asked about the Bayshore sign/light, on the right at the main entrance (as you enter). She also asked about pine needles on Turnstone.
 12. Brief discussion about whether POA issues could be discussed during COA open discussion at COA Council meeting.
 13. Next COA meeting is **Wednesday, June 20. TBD**
- K. Cunningham motioned to adjourn; H. Felinski seconded; approved. Meeting adjourned at 8:16 pm.

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Appendix A: Report from Request for Proposal (RFP) Committee:

The RFP Committee is charged with:

- Identifying potential management partners
- Developing an RFP document
- Evaluate the current contract on the table from Seascope
- Submit a recommendation to the Board on a possible future management partner

Letters of interest were sent to possible new management partners outlining Bayshore's desire in regards to those companies receiving an RFP. A brief history of the Association and the need for two contracts, one to cover the COA and the other to cover the POA, both required to be administered by the same company as per our governing documents. Also included in this letter, under full disclosure, we informed all recipients that the Association was being sued by one owner and the matter was in litigation.

On the table is the current contract from Seascope. Concurrent with the previously mentioned tasks, the extension of Seascope's contract was considered as well. The Committee developed a positive and negative list in regards to maintaining our relationship with Seascope.

Positives:

Seascope has been a loyal partner for Bayshore considering the circumstances involved in the previous management companies' abandonment of their contract with the COA and POA associations.

Seascope has performed in yeoman fashion in regards to assisting the Association in the current litigation. This has included years of documents and other information required by the plaintiff's counsel. In all fairness, Seascope has performed above expectations and has not charged the Association for this work which is outside of the current signed contract. Seascope has exhibited a loyalty to the Association.

Seascope has the historical background and knowledge to continue their support. Retaining Seascope also avoids potential additional cost to the Association that may be incurred by a new management partner to support Bayshore in the ongoing litigation.

Such as:

A new company may be inclined to contract with Seascope for additional records and files at a cost outside of the contracts. Seascope has those records and likely would expect to be paid for any billable hours involved in providing those records, and those costs from both companies would likely be absorbed by the Association.

A new management company will likely need to research the litigation history and be prepared to support the Association. These costs, whether in a contract or as additional fees, could be billed to Bayshore.

If Seascope is called upon by counsel to address issues, those hours will likely be paid by Bayshore.

Negatives:

Changing for the sake of change is not viewed by the Committee as a prudent decision.

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The RFP Committee's recommendation to the Board and Council is to extend Seascape's contract for the reasons stated.

The Committee reviewed past RFP documents as to content and form and addressed specific contractual elements we felt were lacking. We also organized and reformatted the documents for clarity. As time and circumstances potentially may change the Associations needs for a management partner, the Committee suggest that this RFP document act as a guide in future RFP requests.

Appendix B: Neighborhood Watch information from Delaware State Police
[Master Corporal Melissa Jaffe, Delaware State Police](#) Agency

***Advisory* Vehilce Break-ins on the Rise**

The Delaware State Police have been experiencing a rash of vehicle break-ins. This is not only occurring to residents who live on back un-lit county roads, but also those who live in well-lighted developments and mobile home parks. There have been multiple arrests in these cases, but ongoing criminal activity indicate additional individuals are continuing to target vehicles. Help us help you. The Delaware State Police highly suggest the following tips to help prevent our area residents from becoming a victim:

- Keep your doors to all of your vehicles locked at all times and windows shut.
- Do not leave items of value in your vehicle. This includes purses, wallets, credit cards, electronics, check books, money, SS card, loose change, documents and paperwork with your personal information listed.
- Store valuable tools inside your residence. If needed daily for work, create an easy system to load and unload daily, such as using storage containers to transport.
- Lock your glove box, which should only store your registration and insurance cards. Do not store your vehicle title in the glove box. Store it in a safe place in your residence.
- Do not leave items that perceive valuable, such as a laptop case with no laptop.
- Clear the vehicle of all clutter and personal items. This also can perceive valuables are hidden under items in the vehicle.
- Do not keep a spare vehicle key hidden in the same vehicle. Do not store house keys or other keys in your vehicle.
- If possible, keep your vehicle parked under a lighted area that you can check on from your residence.
- If you have a surveillance security system, include your vehicles in the angle of your camera system. If you locate a suspicious subject on your property, in the area of your vehicles, do not confront them, call 911 immediately. Also, be a good witness for your neighbor, as you would want them to do the same for you. Pay attention to what is going on in your neighborhood, and report suspicious activity. Take the time to set preventative measures to protect your property and valuables. It only takes one time for someone to break into your vehicle, steal your personal property, and cause you a financial burden. Take the time to be preventative, it's worth it.

And

Attached is some info from Del. State Police that I'd like you to read tonight.

Advisory-Scam on the Rise

Dover - The Delaware State Police are issuing the following advisory in response to a recent increase in reported virtual kidnapping scam phone calls. While the incidents began in New Castle County, it has now come to light it is an advisory state wide. Virtual kidnapping is an extortion scheme that tricks victims into paying a ransom to free them, they believe is being threatened with violence or death. Unlike traditional abductions, virtual kidnappers have no physical contact with anyone. Instead, through deceptions and threats, they coerce victims to pay a quick ransom. Law enforcement is aware of virtual kidnapping fraud for at least two decades, but recently, this scam which was once limited to Mexico and border states has evolved, so that U.S. residents anywhere could be potential victims. The FBI has provided the

falling victim to this specific scam trend: Don't Become a Victim The success of any type of virtual kidnapping scam is based on speed and fear. Criminals know they only have a short time to exact a ransom before the victims unravel the scam and become involved. To avoid becoming a victim, look for these possible indicators:

- Callers go to great lengths to get you on the phone, insisting you remain on the line.
- Calls do not come from the supposed victim's phone.
- Callers try to prevent you from contacting the "kidnapped" victim.
- Calls include demands for ransom money to be paid via wire transfer; ransom payments may drop quickly.

If you receive a phone call from someone demanding a ransom for an alleged kidnap victim, the following should be considered:

- In most cases, the best course of action is to hang up the phone.
- If you do engage the caller, do not use the name of a loved one's name.
- Try to slow the situation down. Request to speak to your family member directly. Ask, "How is everyone okay? Ask questions only the alleged kidnap victim would know, such as the name of a pet. Avoid sharing information about yourself or your family."
- Listen carefully to the voice of the alleged victim if they speak.
- Attempt to contact the alleged victim by phone, text, or social media, and request that they call back from their cell phone.
- To buy time, repeat the caller's words to them you are writing down the demand, or tell the caller you need time to get things moving.
- Don't agree to any demands or in person. Delivering money in person can be dangerous.

This information was provided through the FBI website at: <https://www.fbi.gov/news/stories/virtual-kidnapping> Many of these scams are difficult to investigate. They affect all age groups. Delaware State Police is asking citizens to remember the tips previously mentioned in order to not become one of these scam artists. If you suspect a real kidnapping is taking place or you believe a ransom demand is a scam, contact your local law enforcement immediately.



[Virtual Kidnapping — FBI](#)

www.fbi.gov

Virtual kidnapping—an extortion fraud that can take many forms—has been around for decades, but a new twist on this frightening scam makes U.S. residents more vulnerable than ever.
