

Townhomes of Bayshore Condominium Owners Association, Inc  
Council Meeting April 8, 2021

Called to Order: 10:07 AM

All Council members present

Proof of Notice signed by Loretta Forsythe, Secretary

JD requested that the Council add to the agenda concerns over nasty emails and actions of some members in the Community as well as rude actions toward contractors. Motion made by JB and 2<sup>nd</sup> by HW. None opposed. Motion carried

Approval of minutes for February 4, 2021 meeting. Motion made by JB and 2<sup>nd</sup> by JS. None opposed. Motion carried.

Self-Management Report for period February 4, 2021 through April 8 2021 by John Dill. (See Attachment) Motion to accept Self-Management Report made by HW and 2<sup>nd</sup> by LF, none opposed, motion carried.

Treasurer's Report by HW: (Financial report as of March 31, 2021—see on website used to report)—HW reviewed the Treasurer's report. We continue to operate under-budget. By changing Lock Box from M&T to Farmers Bank, we will save \$1500 plus interest (.75%), *annually*.

**Agging Summary:** (1) **P. Hoffman** agreed to the Council's offer to pay \$1,049.12 (waived penalties), leaving balance of \$112.29, but she added condition that the Council hold the amount in escrow account. Per advice from the COA attorney, we deposited her check as payment in full (with \$112.29 balance remaining) and denied honoring her condition of holding the funds in an escrow account. Regarding her CIC complaint filed with the Ombudsman Office, our attorney agreed that we acted in compliance with our documents. Based on COA Council's decision to respond to the CIC ourselves rather than the attorney, a motion was made by HW and 2<sup>nd</sup> by JB to allow Karen to draft the response to CIC. None opposed, motion carried.

(2) **A. Garback foreclosure:** Motion made by JB and 2<sup>nd</sup> by HW for Karen to write final demand letter to the homeowner to collect the difference in the assessment between for 2018 and 2019 plus interest. None oppose, motion carried. Karen also informed the Council that the Financial Review was completed by auditors and posted to website.

Motion to accept the financial report given made by HW and KD was made by JB and 2<sup>nd</sup> by LF, none opposed, motion carried.

Committee Reports: Nominating Committee: JS reported that the 3 directors, who are up for re-election, are the only candidates that are running. Motion to accept the Nominating committee's report was made by HW and 2<sup>nd</sup> by JB. None opposed, motion carried.

Unfinished Business: (1) Replacement of doors (about 33)—5 still need to be installed; working with Sussex Lumber on some unforeseen problems with these doors. Working with contractors to resolve. JD is keeping a color-coded record on the Community Platt of all doors, window, roof replacements, and terminate treatments. Windows will be replaced as soon as available. (2) Power Washing of front, side, back of townhome units that have algae buildup to begin in May. Had received 3 bids. Power washing of patio or season rooms will be paid by owners, who request the work to be done. Motion to power wash units depending on contractor that we pick made by JS and 2<sup>nd</sup> by JB. None opposed and motion carried. (3) Painting Shutters and backdoors –initial estimate \$18/shutter, \$100/door. To obtain more bids and schedule for the Fall. (4) Roofs: considering replacing 3 roofs; need more bids due to price increase.

New Business: Nominating Committee Chairman—Motion to accept John Sciole to continue as Chairman of the Nominating Committee made by JB/HW. None opposed, motion carried.

Townhome Owners Consent to Receive Notices by Email: Karen presented for the Council's consideration and consent, a Resolution for the Townhomes of Bayshore to deliver any Notices and other Documents by email to the Council for their consideration and consent. Motion to accept the Resolution form for Notices and other documents to be sent by electronic mail to Townhome Owners who consent to it made by JB and HW. None opposed the motion carried. The Resolution was signed by all Council Members (posted on COA website).

Information regarding requirement of Owners to carry property/liability insurance: LF presented to the Council that RCMD, our broker for the Property and Liability Insurance for the COA community, recommend as part of implementing of some Risk Management procedures, that we obtain from each unit Owner proof of insurance of townhomes. We are required to obtain such proof based on the Declaration. Motion to allow LF and KD to go forward with letter to homeowners for proof of insurance as provided by our documents was made by HW and 2<sup>nd</sup> by JS. None opposed, motion carried.

Common Interest Community Advisory Council held on March 24<sup>th</sup>. JD reported to the Council guidelines regarding management of condominium and homeowners associated. JD made note of guidelines for patio repair, garage doors (if dented by homeowner). Motion to allow HW/JB to work on guidelines for repair of patio by homeowners made by JS and 2<sup>nd</sup> by LF. None opposed, motion carried.

Money Market Account at Fulton Bank: Motion to move the money market account from Fulton Bank to Farmers Bank of Willard for a better interest rate made by HW and 2<sup>nd</sup> by JB. None opposed, motion carried.

Harassment by Townhome Owners: The COA will not tolerate rude and harassing or bullying behavior or emails by homeowners to Council members and/or contractors, or to other members who are working in the community. Motion made that JD and JB check rules and regulations and make a recommendation to the Council on action to be taken when such harassment occurs. None opposed, motion carried.

Other Items Discussed: HW obtained estimate of \$7000 to put covers on gutters. HW looked into high propane prices from Poor's Propane. We are being over charged, and possibly we should not use the propane to force decrease in pricing...

Open Discussion to Association Members

Motion to adjourn the meeting made by JB and 2<sup>nd</sup> by HW, none opposed, motion carried.

Meeting adjourned at 12:13 pm.

Respectfully Submitted  
Loretta Forsythe, Secretary

Attachment  
Townhomes of Bayshore Condominium Owners Association  
Self-Managing Report from Feb 4, 2021 thru Apr 8, 2021  
By the President

- Continue having by-weekly conversations with Landscaper.
- Received E-mails from Homeowners on Questions or Concerns
- Continuing to work issues from installing the New Doors.
- New Windows are still about 3 weeks out from coming in at Sussex Lumbers.
- Bi- weekly Community Inspections done and all damages have been repaired or schedule to be repaired.
- 4 Resale Certificate / Inspection is being provided for the sellers.
- Working closely with POA ARC Chairwoman/Liaison on issues pertaining the guidelines
- Working closely with Contractors on Bids for Power Washing
- Work closely with the Welcome Committee on welcoming new owners and tenants.
- Worked with Sharon Goodman on the Quarterly Newsletter.
- Attended Common Interest Community Advisory Council Meeting on March 24<sup>th</sup>
- Worked with Contractor to place new Topsoil and Grass seed along edge of driveways to fill in the ruts and spaces that need to be refill from the paving done last year.
- Rain Gutters cleanout along the back of the Townhomes along the woods.
- Treated Building 32263 thru 32273 for Termites on April 2<sup>nd</sup>.

Presented and reviewed by April 8, 2021

APPROVED APR 22 2021