

Commodore Estates II

Annual Meeting Minutes

Zoom Meeting, Middletown, DE

9/16/2020 6:30 PM

In Attendance

Board Members of the Commodore Estates II Maintenance Corp, which maintains our common areas and manages deed restrictions.

Present:

Jerry Alfano - President; Michelle Taylor – Vice President;

Ryan Dodd -Treasurer; Brenda Harkins – Secretary

Residents on the Zoom Meeting: Amadin Caraballo, Kathleen Kabat-Warren, Rebecca Queral, John & Elayne Guy, Mark & Christine Dillman, Tracey Hennessy, Ed & Valerie Ruck, Ivan Singh, Alex P., Anthony & Ashley Mariano.

Proxy's Received: Gabor & Loretta Farkas, John & Elayne Guy, John & Ellen Di Teodoro, Larry & Barbara Ulmer, Amadin & Julia Caraballo, Todd McFoy, Alexandra Parkowski and Daniel Khebzou, Babatunde Sabett, Forrest & Virginia Boettcher.

Approval of Minutes

Meeting called to order at 6:31pm

A quorum of 30%, or 16 households, must participate via Proxy, or in-person attendance, to conduct business. Jerry recognized a quorum, with 12 households participating via Zoom, and the receipt of 9 proxies. We greatly appreciate your participation, because without it, we are unable to approve normal operating costs for our neighborhood.

Jerry shared last year's meeting minutes and a motion was made to approve the 2019 yearly minutes. A second motion was made to accept those minutes. The minutes were approved.

A Year in Review

Jerry started the meeting by going over updates that have occurred this year.

- ✓ 2019/2020 – All dues were received this year.
- ✓ The financials are audited every year.
- ✓ Marshall Landscaping's contract will be renewed this year for landscaping and snow removal. It is felt that the company is doing a good job. Previous bids for the same work were accepted, and no one can touch his pricing. Marshall Landscaping also does Landscaping during the summer and snow removal during the winter. It is hard to find one person to do both. The Board agreed to renew for another year.
- ✓ Old Stage Coach Road tree pruning was completed. The mulch was removed and replaced with rocks to cut down on bed maintenance and the expense in replacing mulch twice a year.

- ✓ This year we had three homes sell. Welcome to the neighborhood to the Mariano, Hennessy and the Queral households!
- ✓ A community newsletter was sent to refresh some of the key by-laws. Some of the topics addressed were damaged mailboxes, shingles missing from roof, front doors that need attention, power washing, window shutters missing, driveway pot holes that need attention, pet waste not being picked up, speeding, grass clippings being left in the street, leisure vehicles, prohibited vehicles, and plan approval.
- ✓ The Board is looking trying different ways of communicating information to the community. We are currently using the Nextdoor Commodore Estates, as well as emails, direct mail and Zoom.

Outstanding Item from previous year

The Deed Restrictions and By-laws still need to be reviewed and possibly updated. Due to the nature of the undertaking, we are looking to hire an attorney to complete the work. If anyone has a recommendation, please contact a Board Member as soon as possible.

Neighborhood News

Still pending - The blacktop is cracking throughout the neighborhood. The road maintenance is the responsibility of the State of DE, not Commodore Estates II. Nicole Poore, and DelDot reviewed the locations in question, and determined that they are not yet at a high enough safety level to warrant repair. The Board will continue to monitor the situation.

Shallcross Lake Bridge - This project started 7/6/2020 and is scheduled to be complete by late fall. The timber sheeting is failing, and the concrete culvert has a few minor spalls in need of repair. Routine structure maintenance extends the life of bridges. The roadway across the overflow area is also in poor condition. Bridge 1-400 is in fair condition (NBI=5), is ranked 13th on the 2016 DelDOT Bridge Deficiency List and was selected for work through the Bridge Management System.

Shallcross Lake Road - This project has begun and will relocate Shallcross Lake Rd between Greylag Rd and Boyds Corner Rd. The proposed alignment will shift the Shallcross Lake Rd, and Boyds Corner Rd, intersection east to align with Milford Dr. (Grande View Farms). The current road will be eliminated past Greylag once the construction is completed.

Election of Officers

A call out to everyone, participating on the Zoom meeting, for volunteers. We had 3 residents volunteer and agree to be Board Members! Welcome to the team!

Motions were made, and seconded, to re-elect the existing officers, as well as, add the 3 additional Board Members. There were 12 households online, and 9 proxy approvals by household. A few of the households that submitted proxies, were also online, but their votes were not counted twice.

2020 / 2021 Board Members: Jerry Alfano - President, Michelle Taylor - Vice President, Ryan Dodd - Treasurer, Brenda Harkins - Secretary, Tracey Hennessy - Board Member, Ed Ruck - Board Member, Rebecca Queral – Board Member.

Budget Overview

Ryan reviewed this past year's budget, displaying both the Budgeted and Actual costs. Our Landscaping costs were not as high as budgeted due to the mild winter.

Ryan provided a quick overview of 2020/2021 budget, showing that the projected budget expenses will remain the same, with the Annual dues remaining at \$175 per household. A motion was made to forego dues this year due to COVID-19. As in the past, the Board will try to work with those who are having difficulties. It is the Board's responsibility to have the entire community's best interests in mind, and funds available for snow removal, or unexpected expenses. An example was brought up citing the recent tornado, and the damage done to our surrounding neighborhoods.

Based on expenses from the previous year, it is expected that the cash balance at the end of this fiscal year will be approximately \$24,273.18. This may change depending on the winter and snow removal expenses. As a reminder, the snow removal criteria call for removal of 2 inches of snow fall, or if it is an issue with icing. Safety first!

Ryan made a motion to accept the budget and seconded by Michelle. – 9 Proxy Approvals, 11 Household approvals, and 1 household not in favor.

Q & A

No additional questions or discussion topics

Next Steps: Michelle will send a reminder about the upcoming Dues. It will include how much, when they are due, and where to send them.

Meeting Adjournment

Motion to adjourn was made at 7:22pm and accepted.