

*Stonebridge
Townhome
Owners'
Association*

*c/o Conway Management Group
2207 Concord Pike, #232
Wilmington, DE 19803
(mailing address only)*

BOARD OF DIRECTORS MEETING – June 16, 2009

Meeting was called to order at 7:03 PM by Sue Snider, President.

Board Members present: Wayne Elvin, Margaret Flanagan, Steve Giuliano,
Beth Kuhn, Vince Short, Sue Snider

Also present: Jim Conway & Tabitha Palmer (Conway Mgmt); Jeff Ritter- Altra

1. Jeff Ritter wanted to maintain contact with the board and discuss any concerns, problems, etc. Things are improving and he is working with his employees to insure proper clean up is done. More care will be given to the playground areas.
2. Minutes of May meeting were reviewed. #5 should read, “after changes”, #13 should read “Tabitha and Wayne will walk the property to determine reserved parking spaces. Concrete work is in progress.” Margaret moved they be accepted as corrected, Wayne seconded, motion passed.
3. Management Report was reviewed. Landscaping issues included the Junipers at the clubhouse. There is overgrowth and some dead areas. 2 bids were received to remove them: Davey for \$125 (if already on site for other work) and Altra for \$350. The board decided that we would want to replace these and other trees that have been removed in the past (e.g. behind the 100 Court along Stonebridge Blvd.). Since the fall is the best time to plant, Tabitha will ask Davey to give a bid that would include removal of several other dead trees and replacement of all with appropriate trees. This work will be contracted to be done in the fall.
4. Three bids were received to correct the leaning fence in back of the 400 Court: O’Connell (\$2,539), Prime Construction (\$1,339) and Conway (\$399). Steve moved we award to Conway, Wayne seconded and the motion passed.
5. Tile work is completed in and around the pool. Expansion joints are still not done. As a temporary measure, Conway will sand them down to prevent injuries. Tabitha will research a more permanent solution that will be implemented at the close of the season. Power washing is scheduled for this Thursday, weather permitting.
6. Concrete work (sidewalks) has been completed. The stencil for the “Reserved” sign is ordered and Wayne and Tabitha will indicate all of these spots for marking. Line striping will be postponed until we decide on resealing. The Apartments will be deciding on a contract for this and we will examine the

results to help us make a decision on a resealing process to use. In the meantime, Conway will use cold patch when needed to fix serious problems. They will also examine the catch basin between the 200 and 300 courts (below the drain field) to determine a temporary corrective measure until we repave.

7. Several resident issues were presented. Seabrook (#340) is arguing that, since attorney's fees are included in the operating budget, he is not responsible for them. Jim believes that this is covered by legal decision and in our foundational documents and will research and send Mr. Seabrook a copy. Artesian Water has been called to investigate again the water problem in front of #518.
8. Mailbox stands have been painted. A security camera has been installed at the trash compacter. Tabitha will conduct a property inspection on June 23, with violation letters to follow. Any violations not corrected in 60 days will result in a fine.
9. Due to the date which the NCC system would impose late fees, the board decided to accelerate the date for implementation of the change in billing. As of July 1, 2009, we will terminate our use of NCC for billing and Conway Management will do the billing of Association Fees for STOA. Tabitha will draft a letter and Sue will sign it.
10. After Tabitha provided payment documentation to McFadden, he sent us the final Audit for 2007.
11. The report from the attorney will be sent to board members tomorrow. They added 23 new accounts and, as a result of increased pressure, 4 or 5 new payment agreements have been executed. Tabitha will begin providing the board with a monthly report on amount spent on attorney fees and amount collected as a result of legal action, with a running tally for year-to-date.
12. Wayne checked the pipe for the drain field and it has been cleaned out. It still needs a grated cap to prevent future clogging, and Conway will take care of this.
13. As announced in the newsletter, we hope to begin a Town Watch program. We will try to coordinate it with the apartment residents. Corporal Gladney from Community Policing will be invited to the September meeting to talk about this and other issues.
14. Clubhouse rules need to be updated and posted. Steve distributed a copy for review and comment. We will adopt them at our next meeting.
15. Due to vacations, the July meeting has been cancelled. A letter notifying owners of this has been sent.
16. The meeting was adjourned at 8:30 PM.

Next Open Forum Meeting: August 18 at 7:00 PM.

Respectfully submitted,

Steve Giuliano
Secretary