**Hickory Hollow HOA**

**Minutes of the Meeting of the Board**

**December 9, 2021, 6:20 PM**

Location of Meeting:

Zoom and Pool House

Smyrna, Delaware 19977

Present at Meeting: Jaime Titus, Regina Clayton,

Annette McAllister, Cynthia Brown,

Ryan Stevenson, Daniel Young,

Beverly Pinckney

The regular meeting of the Board of Hickory Hollow HOA was called to order at 6:20 PM on December 9, 2021, by Jaime Titus.

1. **Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

1. **Review of Previous Minutes**

The minutes of the previous meeting were reviewed and unanimously approved.

1. **Treasurer position open**
2. **Consideration of Open Issues**
3. The financial report read by treasurer Ryan Stevenson revealed the following:

* Beginning balance ending November 2021 (Alliance Checking: $104,757. Alliance Reserve: $106,612. Accounts Receivable: $19,761 this number represent the total outstanding delinquent accounts).

1. Proposal to Board by Jaime Titus: put to the floor: Last year the board made a recommendation to help delinquent homeowners get in good standing with their HOA obligations. (A good faith settlement agreement is settling the account for less than the amount that is owed). Every homeowner's request will be reviewed, approved, or denied on a case by case basis. As a new board is this something that we would like to continue?

* Response from the Board vote: The united vote was No from the new board.

1. Question put to the floor: Delinquent Homeowners did they receive pool cards?

How would we handle delinquent homeowners from accessing the pool amenities do we have pool police?

Response from Jaime: yes, every homeowner delinquent or in good standing was issued a pool card last year. That decision was voted and approved by the previous board. This year we will handle that area differently. We can disable their pool card access. Once we receive the names of the homeowners that are in a delinquent status their cards will be immediately placed in an inactivated status.

Response from Annette: All homeowners that are in a delinquent status will not have access to the pool and community room. You cannot control their access if someone who is not delinquent brings them into the pool area with them as a guess. Individuals that are delinquent but who are trying to pay should not be turned away.

Response from Jaime: That decision was made by the previous board decision. At this time we don't have anything in writing that dictates the board to continue that process. We can vote on it for this term until we get something written in the deed of restrictions and the by-laws. There is an article that addresses community delinquencies and amenities; it stipulates time-frame, the dos, and don'ts, etc. The previous board was undecided if we should continue enforcing the guidelines until they paid up, or put several days or months to enforce such; We as a board can vote on how we want to best handle the delinquency and adjust the guidelines.

Question put to the floor:: who does the collection is there a company that handles it?

Response from Jaime: Everything starts with BC Community Management who sends out numerous amounts of correspondence to the homeowner (s). If no response is made by the homeowner then it goes to EJ the Lawyer who will initiate the collection process. We were able to eliminate the origination fee of one hundred-twenty-five dollars. We were able to cancel that as part of his fee to give the homeowners chance to pay and to put forth a good-faith measure from the board.

1. Meeting with Lawyer EJ, Jaime Titus, and Annette McAllister on November 30, 2021. The following legal issues were discussed.

* Petition process: no time frame to circulate a petition however it should not take a year, the petition should be made available to every homeowner and to make the petition approved you must receive two-thirds (two hundred-seventeen) of the communities votes in recommending any change or update to the deed of restrictions or the by-laws.
* The distinction between privacy and a regular fence.
* Legally we must make sure that the signature that is on the petition belongs to the homeowner and not the renter.
* Merge the ATA with the Initial HOA collectively, (it can be united).
* HOA govern itself without a management company (we can).

Proposal to Board: Jaime put to the floor a vote to govern the HOA without the supervision of a management company.

* Response from the Board: The united vote was No from the new board.

Jaimie Response: The consensus of the board is no, but you can go out and obtain information that may change the board's decision. We should bring this question up at the community meeting.

Response from Annette: Jaime, I would like for you to attend the ATA next board meeting and explain the merging of the two HOA factions.

* Liability Insurance (each homeowner have it).
* Board to make all changes, corrections, updates, review and approve such as it relates to the deed of restrictions and by-laws before sending to Lawyer (reduces our legal fees).
* All updates/amendments to the deed of restrictions and by-laws must be distributed to every homeowner.
* No legal balance is needed in the reserve account. The amount changes based on the different needs in the community. A needs assessment was recommended.

Proposal to Board by Jaime Titus: We must have committees in place to have the community-run efficiently:

* Any volunteers for the pool committee: Jaime, Annette, Cynthia,
* Any volunteers for the Pond committee: Annette, Delante, and Daniel
* Any volunteers for the open space committee: Annette, Cynthia, Daniel
* Any volunteers for the ART committee: Gina, Daniel, Thelma, Joe, Cynthia

1. Funding For Hickory Hollow Open Space Amenities Daniel Young, talked to parks & recreation for the state of DE regarding the open space and there are grants available but since we are not a 501c3 (non-profit) organization we must compete for a grant. First, we must be in partnership with the town of Smyrna. We have to coin a proposal to present to parks and recreations. If the proposal is approved by parks and recreation we will then be invited to present it to Town and Council. If approved We then must match the grant petition, for example, if we petition for fifty thousand dollars, we will match fifty thousand dollars.

Response from Jaime: When members assigned to the open space committee coin your presentation, schedule a presentation meeting for the board before presenting to Parks and Recreations.

1. Trepidations as it relates to the Art Committee by Jaime( Architecture Review Committee). The ART committee handles the approval of deck extensions, fences, etc. for the community. The process, the filing of documentation should follow the correct chain of command. At the start of each month, a detailed report must be submitted to the board. Including but not limited to the names of every homeowner's request, date requested, follow-up, approval/denial, and reason for such.
2. BC Community Management and Shortcuts contract renewal, by Jaime , I would like to start a report card looking at the pros cons of both companies. Each month we will discuss the items on the report card to determine if so that when it's time to renew their contract we will have all the information. We must let them know well in advance before their contract ends.
3. Proposal to Board by Annette McAllister: Crime Watch Meetings: The board members should try and attend a crime watch meeting. (information is enlightening and very educational will be helpful to know what is going on in and outside of the community).

Response from Jaime: Annette please forward the meeting dates and times to the board so that board members can check availability

1. Proposal to Board by Jaime Titus: Board members please access the Kent county levy website; select services then select HOA. On this site, you will find an abundance of information about HOA and what other communities are dealing with and some great ideas on how they handle different situations. There is also information about the ombudsman assigned to the Kent County area.
2. Proposal to Board by Jaime Titus: All Board members to meet every other Saturday to review the by-laws and deed of restrictions for updates, changes, and amendments.

* Response from the Board vote: The united vote was Yes from the new board.

1. Informs by Jaime Titus:
   1. The president and the vice president will be apportioning their duties.
   2. There will be three community meetings for the year. The dates and times will be noted on the HOA web page.
   3. Weather-resistant signs will be posted in the community.
   4. The secretary will have full accountability for the HOA and the Facebook pages.

**V. Agenda and Time of Next Meeting**

The next meeting will be held at 6:00 PM on January 11, 2022, at:

Community Room

Hickory Hollow

Smyrna, Delaware 19977

The agenda for the next meeting is as follows:

Nominate Treasurer

Transfer of 2021 Consolidated Minutes

Progress on the: Hickory Hollow open space amenities

Community Pond

ART Committee

Tree-lined behind Green spire

Revised Deed of Restriction (4ft fence -6ft fence)

The meeting was adjourned at 7:42 pm by Jaime Titus

Minutes submitted by: Beverly Pinckney

Minutes approved by: Jaime Titus