**Hickory Hollow HOA**

**Minutes of the Meeting of the Board Open to Community**

**March 8, 2022, 6:00 PM**

Location of Meeting: Zoom

Board members present at Meeting: Jaime Titus, Regina Clayton,

Annette McAllister, Cynthia Brown, Ryan Stevenson, Daniel Young, Delonte Mouton, and

 Beverly Pinckney

The regular meeting of the Board of Hickory Hollow HOA was called to order at 6:35 PM on March 8, 2022, 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. Board member attendance and opening prayer called by Jaime Titus
4. Thank everyone for attending the monthly meeting please respect the speaker, everyone will have the opportunity to speak. We will be following the agenda that is listed below. The goal of the board is to be transparent. The board members will be able to interject between each topic and area. If we don’t have an answer to any questions asked at this meeting, or if the board must address the question (s) collectively It will be listed as open until an answer is provided.
5. Financial Report read by Jaime Titus: the financial report reflects the following balances: checking account (99,300.13), Reserve account (106,625.69), delinquent account (17,191.75). no large changes have taken place regarding the financial statement we are looking good. All board members should be receiving a copy of the financial statement from Beverly Harding.

Question put to the floor: Are there any questions concerning the financial report (budget)

Response from the floor: No questions

Jaime Titus presented to the floor:

We had a community meeting on February 22, 2022, at the fire station and there were approximately fifty persons in attendance. The meeting went well. The minutes will be posted.

The board has established committees to handle the different matters within the community. Every committee will report their findings and suggestions back to the board. The committees are formed by the board members, but they are also open to the homeowners. You can volunteer for your desired committee of interest by simply calling or emailing me or Gina

Jaime Titus queried the pool committee for updates:

* We will be meeting to go over the inventory for supplies needed, for example, umbrellas, trash cans, chairs, laptops, etc.
* The laptop will allow the ability to control the key fob and to monitor the security system
* We will be working closely with the cleaning company to ensure that the pool area is properly sanitized, and cleaning supplies are available

Question to Annette McAlister: how many key fobs have not been issued to the homeowners?

Response from Annette McAllister: About fifty plus.

Informs by Jaime Titus: We will be sending out notices to all homeowners that have not picked up their key fob. The notice will include dates and times for pick-up.

Question from Cynthia Brown: The laptop is for the key fob and security of the pool area and not a personal enjoyment for others to use, is it? I think that should be clarified.

Response from Jaime Titus: The laptop will only be accessible to the board members.

Question from Regina Clayton: Have we established the guidelines for the timeline activation for homeowners that are delinquent for example is it thirty, sixty days?

Response from Jaimie Titus: That is currently under the deed of declaration. We will cover that in detail I cannot remember the exact timeline at present, but I will get back to you with an answer. The rules that are listed on the deed of declaration and HOA by-laws at present are what we are governed by until amended.

Question Delonte Mouton: Who is the treasurer for the HOA and is that person reviewing the financial report efficiently to ensure that monies collected from the homeowners are properly applied?

Response from Jaime Titus: At present we do not have a treasurer. I will be working with Beverly Harding on the assessments etc. To get a better look at the report.

Question from Delmar Weathersby: So, you’re going to be working without a treasurer?

Response from Jaime Titus: At present we don’t have any volunteers so I am the treasure until we can get someone to volunteer.

Response from Dave Eisma: Jaime to Delmar’s point a treasurer is a mandatory position that you must have on the board.

Response from Jaimie Titus: I understand that but, in this situation, we do not have any volunteers for this position so please advise me what should we do?

Response from Dave Eisma: The president appoints members to the various positions that are needed especially when it's a requirement this position is not optional.

Response from Jaimie Titus: I will review the by-laws and if that is the case, we will appoint someone. Thank you for the information, Dave, and thank you for that question, Delmar.

Response from Daniel Young: Just want to make it crystal clear that page seven confirms that you are doing what you are supposed to do when a seat has not been filled.

Question from Regina Clayton: Jaimie what happens if you appoint someone for the treasurer position and they decline?

Response from Jaimie Titus: We will discuss that later we will cross that bridge when we get to it as aboard.

Question put to the floor: Are there any questions other questions concerning the treasurer position?

Response from the floor: No questions

Question from Homeowner: Shirley Joyner 43 Ridge: On Saturday my husband and I receive a letter from BC Communities stating that we were two months past due on our HOA fees which is incorrect. I paid the HOA bill via our bank bill pay system. I printed out the statement and mailed it to Beverly Harding and followed up with a phone call. I spoke with Titus who informed me that the 121.00 for February 2022 was applied to the main HOA in error. Do you know why this happens?

Response from Delmar Weathersby: It sounds like the wrong account number was referenced and was incorrectly applied.

Response from Jaime Titus: there was a problem with BC's financial area and it is being addressed and corrected. If any other homeowners have experienced that same issue, please give Beverly Harding a call and let her know that you were affected. I am working with Beverly, and it is being addressed.

Jaime Titus queried the pool committee for updates; the pool coordinators are responsible for scheduling events

* Cynthia Brown: response: There are a couple of changes: To avoid additional fees, clean up one hour before the event ends. Payment for the rental of the pool house must be in the form of a Money Order payable to BBC. An event is scheduled for April 2022. I will issue the information as soon as I receive it.

Jaime Titus queried the pond Committee for updates:

* Annette McAllister response: Mr. Delonte and I reached out to the agriculture division and the Kent County observation district we are awaiting a returned call at which time we will be able to give updates.

Jaime Titus: queried the open space Committee for updates:

* Cynthia Brown Response: During their meeting, they had a brainstorming session on things that needs to be done.
* The property boundaries must be surveyed once that is done it will then need to be approved by the board
* they would like to get mini swings, benches, a pavilion, and a walking trail
* Our focus was to initiate a plan of action. Daniel Young is the contact person for the parks and recreation committee. He will check the proposals and when the grants will be available. I will be obtaining all information about the 501
* Annette McAllister is working with the township planning department. They are responsible for coming out and surveying the open space areas
* Saturday we are scheduled to attend the Town of Smyrna community session at the fire station at 10:00 am. This event will allow our committee to network with other local groups to see what is available and help us to grow as a team and community

Inform from Annette McAlister: On Thursday morning at 1000 hours, we will be meeting with a contractor to get our first quote.

Inform from Daniel Young: The meeting on Saturday is the town’s master projection meeting for all the parks and recreation. It covers about 11000. People. We plan to attend as many meetings as possible to receive diverse information to bring back and share with the community. In speaking to the Parks department chair currently, there are no grants available but at this session, we will find out about other funding sources.

Jaime Titus queried the ARC Committee for updates:

* Cynthia Brown response: We only had one ARC request for March. The homeowner requested an Aluminum front door
* All homeowners upon completing your ARC request please make sure to write in detail the specifics of the request

Question from Annette McAllister: Do we have to submit an ARC request for the garbage can enclosures?

Cynthia Brown's response: Because the enclosures are outside an ARC request must be submitted.

Inform by Jaime Titus: The open space treelined along the green spire is the responsibility of the HOA. I am working with the Town of Smyrna to see if we can get some assistance from them to help us clear out some of the debris. We have contractors scheduled to come and give us some quotes. The board is looking to see if any of the responsibility is on the homeowners as well as the footage.

Question from Daniel Young: Have we looked at the garden and shrub establishment right on Brent ford Road? I will get in touch with a guy I know that I know who works for the town of Smyrna and see if he can recommend someone.

Jaime Titus queried the by-laws and deed of declarations committee for updates

* All members have received a copy of all the recommended changes. Our goal is to have it completed in the next couple of months.
* Upon completion of the changes, they will be submitted to lawyer EJ for legal correction.
* The changes will then be sent out to all homeowners for review.
* Upon completion of the homeowner's review, it will be submitted again to EJ, Lawyer for filing
* We will continue to meet Bi-Monthly

Jaime Titus Jaime Titus queried the fence committee for updates

* Inform from Annette McAllister: We are up and running and have almost reached the required number of signatures

Informs by Annette McAllister: about Shortcut’s lawn care contract

* for the AT portion of the contract is up until August 2022
* We are still in the process of deciding the best course of action to renew their contract or find another lawn care service
* Beverly Harding was sent new Landscaping contractors to obtain quotes on

Informs by Jaime Titus: about Shortcut's lawn care contract

* For the open-spaced area, the contract is continuous until 2023
* We are in the process of finding out the price to have the open space between Pebble Creek, climbing vine, and Bluegrass resolved
* We have a new manager name Bo for this area

Informs by Jaime Titus:

* The new manager for BC Communities is Brandi Fitzgerald.
* When sending correspondence to Beverly Harding make sure to cc Brandi Fitzgerald going forward

Jaime Titus opens the floor for questions

Question from Homeowner: We have a neighbor with a six-foot fence was that approved by the ARC committee?

Response from Jaime Titus: The six-foot fence is a problem and is being addressed. There is a petition up to change the four feet fence to a six-foot fence. The board had a meeting a voted to leave up the six-foot fence until a decision is made for approving or disapproving the six-foot fence petition.

Response from homeowner: I understand that, but we don't break laws then wait for them to be changed, that is the HOA regulation. I don’t understand how this was allowed to happen. Was it approved by the ARC committee?

Response from Beverly Pinckney: The reason the board decided to leave the six-foot fence up is that it doesn't make sense financially to insist that it be taken down when we have a petition up to amend the four-foot fence to a six-foot fence.

Response from Homeowner: Beverly I did not build a forty-thousand-dollar deck hoping for it to be approved, I am waiting for the approval.

Response from Beverly Pinckney: The board is not saying that it is acceptable and we are grateful for all the homeowners that are patiently waiting for the approval but as it stands now, we will not be asking any homeowner to remove their six-foot fence until the petition is approved or denied.

Response from Titus: The new board voted to wait until the petition is approved or denied before making the homeowner remove the fence.

Question put to the floor: Are there any questions other questions from the floor?

Response from the floor: No questions

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

The next meeting will be held at 6:00 PM on April 12, 2022, via Zoom

Hickory Hollow

Smyrna, Delaware 19977

The agenda for the next meeting is as follows:

Nominate Treasurer

Financial report

Progress for Hickory Hollow open space amenities

Community Pond

ARC Committee

Open space green spire tree-lined

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

Shortcut’s contract evaluation