

COUNTRY CLUB ESTATES PROPERTY OWNERS ASSOCIATION

Minutes

Board of Directors Meeting

7 May 2017

Board members present: President Tom Zellers, Vice President Barry Brandt, Secretary Drew Woodall, and Directors Susan Gay and John Welch.

Proper notice having been delivered via Email, the Board of Directors Meeting was called to order at 0930 Hrs. on 7 May 2017 at the home of Tom Zellers, 308 Stockley Street, Rehoboth Beach, Delaware, by President Zellers.

Approval of Minutes

The minutes of 25 March 2017 were amended as follows:

- Board members present: Change Susan Glass to Susan Gay and guest John Walsh to John Welch.
- New Business: Change John Walsh to John Welch.
- New Business: Change Red Birch to Red Bud.

With the above changes noted, and on a motion from Tom, seconded by John, the minutes of 25 March 2017 meeting were approved unanimously.

Committee Reports

A. Finance Committee

1. Approval of Treasurer's Report – In Gary's absence, the Treasurer' Deferred
1. Dues Report – Gary reported that all dues requests have been sent out.
2. Transition of records/duties to new treasurers
 - a. Discussed options of reviewing our financial

- records, i.e. Audit vs Review.....which is most appropriate for an organization our size? Barry will investigate and report back as to recommended path forward.
- b. Discussed what to do with association's files and filling cabinet.....thin out or digitize them all?
Will create criteria to go forward after the files and content are reviewed.
 - c. Tom provided Barry three property changes so that Gary will update the spreadsheet.

A. Properties Committee

Old Business

1. Dredging Update

- Tom provided an "In Progress Review":
 - Tom spoke with DNREC representative and was told that the dredging to-date has not been very successful.....it's filling back in.
DNREC will evaluate situation and appropriate path forward.
 - Drain pipe of the outfall will be re-lined and extended,
 - Tom will continue to keep a watchful eye on the work and its progress.

2. Discuss process for audit of CCEPOA financial records

See Financial Committee item A3 above.

3. Web Site/Design

- Discussed items that should be on the web site:
 - Directors Info,
 - By-Laws,
 - Financial info,
 - Meeting minutes.

- Susan will investigate free or low cost hosting options.
4. City budget requisitions – update
 - Picnic Bench - City Manager agree to purchase one if we also purchase one.
 - Bulletin board – Need to meet with City Manager to finalize (it needs to be a “City” item).

New Business

1. Board members yearly attendance requirements
 - It was unanimously agree that when a Director is absent two consecutive times, the President or Vice President will contact him/her regarding their interest/ability to continue to serve as a Director.
2. Annual giving for 2017 thoughts
 - Thoughts – give \$500 to the Library for “Run for the Books”
 - Will finalize annual donations path forward during our June 2017 meeting.
3. City tree installation in Country Club Estates on Munson/State Road
 - 47 trees will be planted
 - The City arborist stated that going forward the City will be responsible for sidewalk issues resulting from trees planted by the City. Note: Have not seen anything regarding this statement in writing.
 - Tom and or Susan will request this in writing.

B. Recreation Committee

Annual Picnic – Save the date 9 Sep 2017 @ 1100 Hrs.

- Consider asking the City Arborist to speak at the picnic.

Adjournment

On a motion from Susan, seconded by Tom, the meeting adjourned at 1055 Hrs.

Respectfully submitted,

Drew H. Woodall, Sr.
Secretary

Up-Coming dates for 2017 CCEPOA Board meetings:

10 June 2017 5 Aug 2017 9 Sep 2017 (Annual Meeting)
9 Dec 2017