

# COUNTRY CLUB ESTATES PROPERTY OWNERS ASSOCIATION

## Minutes

### Board of Directors Meeting

10 June 2017

Board members present: President Tom Zellers, Vice President Barry Brandt, Treasurer Gary Glass, 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 0905 Hrs. on 10 June 2017 at the home of Tom Zellers, 308 Stockley Street, Rehoboth Beach, Delaware, by President Zellers.

### Approval of Minutes

The review and approval of the minutes of 7 May 2017 was deferred due to an administrative file error.

The minutes will be reviewed for approval at the 5 Aug 2017 meeting.

### Committee Reports

#### A. Finance Committee

Gary reviewed the work he did to organize and update the financial records.

*The officers and directors present all agreed that it was a worthwhile endeavor and thanked Gary for the tremendous amount of time he spent on behalf of the Association.*

1. Approval of Treasurer's Report – With the following corrections, a motion from Barry and seconded by John the report was approved:
  - a. Checking Account Balance – September 1 changed to December 31,
  - b. Checking Account Balance – November 7, 2016 changed to May 3, 2017,

- c. CCEPOA Assets – November 7, 2016 changed to May 31, 2017,
  - d. CCEPOA Total Assets – November 7, 2016 changed to May 31, 2017.
1. Dues Report – Gary reported that:
    - 205 dues collected as of 10 June 2017,
    - 107 haven't paid.
  2. Gary requested:
    - To send out 2<sup>nd</sup> notice and reference the Restricted Covenants, which state you must be a member of the Association. On a motion from Gary, seconded by Drew, the request was approved unanimously.
    - To draft a 3<sup>rd</sup> notice, as a follow-up for those who don't pay. He'll provide the Board with the draft and a list of those who haven't responded. On a motion from Gary, seconded by Drew, the request was approved unanimously.
  3. Transition of records/duties to new treasurers:  
No action has taken place, report is same as last meeting:
    - 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.
  5. Gary will send a letter to title companies in the area, informing them that if they have a closing on a Country Club Estates property to please check with him.

A. Properties Committee  
**Old Business**

## 1. Dredging Update

- Tom provided an IPR “In Progress Review”:
  - Tom spoke with DNREC representatives to discuss the dredging path forward. They agreed the project is not completed. Future work must be advertised. Hopefully the project will be complete by August 2017. Sen Lopez agreed to provide the funds.
  - DNREC agreed to install snow fence around the dredge material.
  - Tom will continue to keep a watchful eye on the work and its progress.

## 2. Discuss process for audit of CCEPOA financial records

- Gary spoke with a CPA in Lewes regarding an audit of our financial records. It was recommended we have a “review” vs an “audit” done and document the results.

## 3. Web Site/Design

- Susan shared the options she researched and recommended Wix.com.
- Discussed items that should be on the web site:
  - Directors Info,
  - By-Laws,
  - Covenant,
  - Financial info,
  - Meeting minutes, and
  - “About Info”
- Gary made a motion to switch from Google to Wix and have Paul Andrews start immediately to convert the site. Paul will provide us with a cost proposal. Drew seconded and the request

was approved unanimously.

4. City budget requisitions – update

- Picnic Bench and Bulletin Board – Barry will meet with the City Manager on 16 June 2017 to further discuss the bulletin board and picnic tables.
- Gary made a motion and Tom seconded to allow up to \$1000 to purchase the bulletin board and up to \$700 for tables.

5. Annual giving for 2017:

- Fireworks      \$1000      Tom made motion, John seconded all agreed
- Sea Witch      \$300      Gary made motion, John seconded all agreed
- Library\*      \$500      Tom will contact the library for better opp.\*
- Museum\*      \$1000      Barry will contact Museum for better opp.\*

\*Note: Hold these donations until we find out if there are opportunities to get a more permanent recognition.

- Bulletin Board      \$1000
- Picnic Tables      \$700

## **New Business**

### **B. Recreation Committee**

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

- Tom will contact the following individuals to speak at our annual meeting:
  - City Manager,
  - Police Chief,
  - Neighbor Watch coordinator,
  - City Arborist,

## **Adjournment**

On a motion from Drew, seconded by Tom, the meeting adjourned at 1110 Hrs.

Respectfully submitted,

Drew H. Woodall, Sr.  
Secretary

## **Up-Coming dates for 2017 CCEPOA Board meetings:**

5 Aug 2017

9 Sep 2017 (Annual Meeting)

9 Dec 2017