

# COUNTRY CLUB ESTATES PROPERTY OWNERS ASSOCIATION

## Minutes

### Board of Directors Meeting

25 March 2017

Board members present: President Tom Zellers, Secretary Gary Glass, Secretary Drew Woodall, Director Susan Gay and Guest John Welch.

Proper notice having been delivered via Email, the Board of Directors Meeting was called to order at 0915 Hrs. on 25 March 2017 at the home of Tom Zellers, 308 Stockley Street, Rehoboth Beach, Delaware, by President Zellers.

### Approval of Minutes

On motion from Gary, seconded by Tom, the minutes of 14 January 2017 meeting was approved unanimously.

### Committee Reports

#### A. Finance Committee

##### 1. Approval of Treasurer's Report

On motion from Drew, seconded by Susan, the Treasurer's Report was approved without objection.

##### 1. Dues Report

Reviewed the dues notification mailer, agreed to remove reference to prior dues amount.

##### 1. Transition of records/duties to new treasurers.

Gary reported that he, Barry, and Charlie will begin the transition of historical records in May.

4. State Corporation Fee: Gary sent the check electronically, however, he's been informed that there was an issue reading it and will resend it.

#### A. Properties Committee

##### **Old Business**

##### 1. Dredging Update - Silver Lake outfall structure control - DNREC

· Tom provided an "In Progress Review"

o Tom has been in contact with DNREC regarding the path forward,

Tom will continue to keep a watchful eye on the work and its progress.

1. Discuss process for audit of CCEPOA financial records

- The transfer of records is scheduled for May to facilitate an audit in early 3Q2017.

1. Web Site/Design

- Susan will create a draft proposal and send out to the Board for review.
- It was agreed to have something basic in order to not be redundant to the City's website.

4. City budget requisition - letter sent

- Barry sent City Manager a memo requesting the installation of a bulletin board in the Tot Lot. We've received response requesting more information. Barry will provide requested info regarding design and dimensions of the bulletin board.
- Gary volunteered to get cost estimates of a bulletin board and picnic table for the Tot Lot.

**New Business**

1. New Director, replacement for Charlie.

- On motion from Gary, seconded by Drew and agreed by John, John Welch's nomination was approved and welcomed to the Board of Directors without objection.

1. Annual giving for 2017 thoughts

- Reviewed items from January meeting:
  - o Library \$1000 (\$500 general donation and \$500 for the Run for the Books,
  - o Museum \$1000
  - o Sea Witch \$300
  - o Fire & Police - hold for substantial contribution when needed
  - o Immanuel Shelter \$500
  - o Sussex SPCA \$500
  - o Habitat for Humanity (ReStore Lewes) \$1000
  - o Cape Henlopen Education Fund - amount undecided
- Added:
  - o Picnic table for Tot Lot
  - o Bulletin board for Tot Lot

1. Robbery at 5 Country Club - Jan 3-4, 2017  
General awareness discussion.

1. City tree installation in Country Club Estates.

- Tom reported that the City is planning to plant 31 Red Birch trees along Munson and East side of State Road. Currently sidewalk problems caused by trees the city plants are the property owners responsibility. Tom recommended this be changed so that the city takes responsibility for problems caused by trees they plant.

A. Recreation Committee

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

- Charlie has agreed to continue to assist the Association with the picnic.

### **Adjournment**

On a motion from Gary, seconded by Drew the meeting adjourned at 1145 Hrs.

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

6 May 2017

8 Jul 2017

9 Sep 2017

(Annual Meeting)

Respectfully submitted,

Drew H. Woodall, Sr.

Secretary