

## Village of Long Creek

### Board Meeting Minutes

January 24, 2024

**Board Members Present:** Linda Trach (LT), President; Ray Jenkins (RJ), First VP; Martyanne Grabusky (MG), 2<sup>nd</sup> VP; Ken White (KW), Treasurer; Chandrika Thankappan (CT), Member at Large

**Community Attendees:** Rebecca Crowe, Cheryl Werner, Martyanne Grabusky, Linda Trach, Nancy Weldin, Chandrika Thankappan, Bonnie Anderson, Ken White, Christine Killian, Gary Legreid, Carolyn Aresu, Ray Krout, Mim Krout, Bob Logan, Joe Lemanski, Sonya Lemanski, Stan Sanders, Ray Jenkins, Mike Ostroski, Marion Bowman, Nancy Weldin

Meeting was called to order at 6:00

Chandrika Thankappan offered to take minutes; Dorene Grant was unable to attend

Minutes from the October 25, 2023 meeting were approved with a correction/omission that is being added to these minutes (was approved 5-0)

#### VOLC Committee Reports

- **Grounds Committee** – Stan Sanders represented Grounds. There was no prepared report, but in the Open Discussion later in the meeting, Rebecca Crowe initiated a discussion about the concerns regarding our latest two snow events. Stan collected the data and is reporting back to Bob Leaming with the community's concerns. See Open Discussion below for those comments.
- **Clubhouse/Activities Committees** – Cheryl Werner made that report. Lots to update since October. Activities Committee has been a part of the Clubhouse Committee for years. In December, 2023, co-chairs Cheryl Werner and Christine Killian approached the Board about dividing the two and Cheryl will chair the Clubhouse committee while Christine and Cheryl Ford will co-chair the Activities committee.
  - **Activities** – Monthly activities, such as Coffee Klatch and Bingo were canceled for December; started up again in January. Bonnie Anderson is the point person for Bingo. The Activities Committee's VOLC Craft/Bake sale, held on November 4, while sending a check for \$1,125 to the National Foundation for Cancer Research, has decided not to pursue this fundraiser format in the future, since it involves a lot of time and effort for which the monetary return has been disappointing.
    - At the craft sale, we had over over 100 Chinese panels to sell, given to several residents by Tam Heong when she moved. They were donated to the craft sale. Many still remain and are in the clubhouse under the coffee table and they are FREE!
    - Santa collection took place on Saturday, November 11. Al O'Neill brought his trailer to the clubhouse; new toys and other items for children were collected for distribution in Virginia. Al reports that over 500 children attended a party at which our donations were distributed – a happy Christmas for many.
    - VOLC Holiday Party took place at Deerfield Golf Club on Monday, December 11. 74 people attended – a new record! Favorable reviews of the venue and also having the party on a Monday.

- Janet Sanders is currently the contact person for the Valentine project. Committee is soliciting items for gift bags which will be brought to those residents in the nursing home section of The Little Sisters of the Poor in Newark.
    - New Year's Day brunch with Chef Mark for the Omelette King was held successfully on January 1. Feedback continues to support this event every year.
  - **Clubhouse Committee** – Until a few years ago, we had someone in the position of Clubhouse Maintenance Director. As the building gets older, there's more to monitor and, instead of one person being responsible for maintenance, there will be a separate committee. Cheryl Werner will chair and new members include Bob Dickol, Joe Lemanski and Karl Markiewicz. We will work with the Executive Board and IPS to maintain the safety and repair of the clubhouse, patio and lot. Will also collaborate closely with the Activities Committee and Grounds Committee.
    - Seeping rain under entry door seems to have been remedied by the addition of the new floor tile. Continuing to monitor.
    - Susan Anderson donated a two-seat outdoor piece of furniture which now sits on the front porch of the clubhouse.
    - Gas line for patio grill has been moved and a timer installed. Joe and Karl have cleaned the grill and restored it to a functioning grill. They're keeping an eye on it.
    - VOLC has an inspection and maintenance contract for the HVAC in clubhouse. Changing of filters has been taken over by the CH Committee.
    - CH Committee will oversee the maintenance of the AED (portable defibrillator) that was purchased in 2015 with a grant from the county through Councilman Tackett.
    - Scheduled a class on CPR/AED training with the county outreach coordinator. Two hour class will be held on Thursday evening, April 11 at 5:30.
    - Clubhouse Usage Policy was originally written in 2015. Updated and approved by Executive Board in 2019. Last five years are requiring an update, which will be sent to the Board and then community for comment.
    - Two VOLC calendars – Christine keeps an activities calendar, published in the Monday update. Cheryl will continue to maintain a scheduling calendar for groups/committees to reserve.
    - As a result of the Dickol's leaking roof, free roof inspection for the clubhouse is scheduled for 1/31.
    - Downspout on left rear corner of the clubhouse discharges directly onto patio and mulched bed. Two options were considered and committee decided that a popup from the downspout under the sidewalk was the best option. Board approved the \$675 expense from our Operating Budget.
- **MDR Subcommittee** – Marion Bowman reported that this was the LAST update from the MDR Subcommittee as their work is now complete with the early January distribution of the Amended and Restated MDRs, the updated Guidelines and the new AR procedure. Her report was attached to the January 29 Weekly Update but highlights follow:
  - **MDR Subcommittee** – current members: Linda Trach, Marion Bowman, Ray Jenkins, Dorene Grant (Board Liaison) w/help from Paul Bilodeau, attorney. Previous members: Steve Vrubaker, Len Krygowski, MT Lednum. Board Liaisons: Mary Ohara, Melody DeVoe and attorney Dick Franta

- Committee's work began in March, 2022 at the request of the VOLC Board. Process was communicated often, Voice of the Community meetings were held, ballots were created for each change/addition and votes were counted in Open Meetings in the clubhouse.
- 17 items were updated or added in three phases/ballots – July, 2022; December 2022; June, 2023. All were approved by more than the required 60% majority of residents. All documents were approved by the Board.
- MDRs were vetted by our attorney, Paul Bilodeau, before being recorded with the New Castle County Recorder of Deeds office on 11/20/2023.
- Paper copies of documents were placed in everyone's mailbox on January 8, 2024 and have also been added to our website.
- If you do not have a current Governing Documents Notebook, please contact Odette Haight ([Odette.d.height@gmail.com](mailto:Odette.d.height@gmail.com)).
- Marion asked TT if there is a way to store and keep private MDR discussions. TT will discuss.
- **Use these documents as your main reference when contemplating changes to the exterior of your home or lot. All changes, unless specifically stated otherwise, must go through the Architectural Review (AR) process for approval. If something you would like to do is not represented in the MDR document, please use the AR process before proceeding.**
- **ARC Committee** – No updates or report.
- **Tech Team Committee** – Mike Ostroski reported. Tech team: Gary Legreid, Mary Ohara, Tom Sutor, Mike Ostroski (chair)
  - TT decided not to renew the Geek Squad contract with Best Buy for financial reasons. However, they appear to still be interested in servicing us with no contract.
  - Progress has been made in placing the electronic version of the Board meeting minutes for the last several years into one central location on the Dell laptop. Progress to date:
    - Minutes for the 2022/2023 meetings and first five months of the 2023/2024 meetings have been placed on the laptop. Minutes for 2021/2022 will follow soon.
    - Dell now has folders for storing these minutes as well as folders for current-year finance and budget documents.
    - Above activities will help the VOLC community as it works on creating a more robust storage system that will house most VOLC community-related and historic documents.
  - Search continues for a wireless HDMI and a wireless webcam that meet the needs of VOLC.
  - **Zoom training module for the VOLC community will be held on February 12, 2024 at 6:00 pm in the Clubhouse.** Review setup of software and its basic functions and uses, and touch on several key elements specific to several platforms and devices, i.e., Mac and PC, iPhone and Droid, etc.
  - TT has prepared a Mission statement that will be sent to the Board in preparation for discussion at the February 28 Open Board meeting.
  - Currently, TT has two fewer members – Amy Leickel and Cheryl Werner have resigned. Many thanks to them for the work and dedication that they contributed. If there are any community members interested in joining us, please contact Gary Legreid, Mary Ohara, Tom Sutor or Mike Ostroski.
- **Finance Committee** – Ken White gave the report, as Board Liaison. All residents had been emailed the VOLCMC Financial Report. Ken highlighted a few of the figures – there is \$16K that wasn't yet moved from operating to checking. .

## **Old Business**

- Included in these minutes is a correction to the October 25, 2023 minutes where a Board decision for the Tech Team was omitted. The Board's Action: "The VOLC Board unanimously approved the deletion of audio and video recordings of both Open Board meetings and Board 'Working Meetings'. The deletions should not be made any sooner than two months after the recordings were made. During this meeting, no decision was made about whether Executive Board Meetings would or would not be recorded."

## **New Business**

- Community was updated on the Conservation Unit's (CU) visit on October 16 with Stan Sanders representing Grounds and Linda Trach. Kevin Donnelly, CU representative, visited 11 homeowner lots to determine if there were issues which would fall under the CU's responsibility. Feedback was sent to each homeowner involved. As a result of one lot, Councilman Tackett looked into whether popups could be moved further out than the five feet formerly indicated by a prior Board. His comments were "yes, the residents with no homes directly behind them could extend the drains into relief areas. Code only requires the drain to end one foot from their property line."
- Trash can stickers were made available from our disposal company for Trash and Recycling bins.
- Volunteers are being sought to serve on the Nominating Committee for our next election. This is a very finite commitment, probably three months in duration. Please contact Ken White or Linda Trach if you have interest in serving for a short period of time gathering interest from residents about serving on the next Board.

## **Community Open Discussion –**

- Rebecca Crowe initiated a discussion about concerns with the recent snow events and subsequent removals. There was a great deal of discussion including: the day after the initial storm, the drifting snow and frozen remnants made getting to mailboxes or out of driveways very difficult for some. Roads were cleared up to the orange stakes which created issues for our mailtruck. Appeared to be a much smaller crew on the second snowfall. Clubhouse sidewalks were shoveled and salted (with CaCl<sub>2</sub>) as they were dangerous to walk upon – by a resident, not by our contracted company. We are an over 55 community and some felt that not enough care or concern was given to the fact that, in the event of an emergency, sidewalks and roads were unsafe. One resident mentioned that we should always "err on the side of safety". Others mentioned that using common sense and staying inside was prudent if you didn't HAVE to go out.
- Question was asked who enforces the rules found in our MDRs. Answer was that IPS, our property management company, checks VOLC homes bi-weekly (if not sooner due to complaints) without entering private grounds. Letters are then sent to residents who are found out of compliance with our MDRs. Fines for those who do not comply were last established in 2018 and they need to be updated.

## **Announcement of Next Open Board Meeting – Wednesday, February 28 at 6:00 p.m.**

### **Meeting after the meeting – (open meeting with no outside input)**

- We cancelled this portion of our meeting as the Open Board Meeting had already reached close to 90 minutes