



STEEPLE GLENN

Condominium Association

HOA Council Meeting Minutes

Date: January 19, 2021

Time: 6-6:30 pm

Call to Order- Paul at 6:00 pm

HOAC attendance (on ZOOM): Paul, Thea, Carlton

TOPICS:

1- Fiscal review for 2020

- a. Close or 2020 \$86,900.00 minus \$45,000.00 moved into 3 Operation budget reserve (*snow, roof repairs, general repairs*) accounts approved by HOAC in 2021 budget.
- b. BCC recommends that we leave \$15,000.00 in the operating budget (to ensure monies available when bills overlap)
- c. With the goal of a “zero balance budget” there is apx. \$27,000.00 sitting in our account.
 - i. Based on the feedback from the community survey:
 1. 60% will be moved to the Main Reserve (\$16,000.00)
 2. Remaining 40% TBD
- d. Thea made motion to move \$16,000.00 to Main Reserve Fund & in 1-2 months finalize wher to move remaining 40%
 - i. Paul 2nd motion
 - ii. Vote: Paul-yes, Thea-yes, Carlton-yes

2- HOA audit

- a. This is a State requirement
 - i. Full audit every 3 years
 - ii. Review each year in between
- b. BCC obtain 3 quotes and verified that the SG HOA Bylaws & State of DE specifications will be met)
- c. Carlton made motion for retain SVJ (Sparano, Vincelette & Joiner CPAs)
 - i. Paul 2nd the motion
 - ii. Vote: Paul-yes, Thea-yes, Carlton-yes
- d. The completed full audit (once completed) will be available to all Homeowners
- e. Part of our contract will BCC included the preparation & filing of yearly taxes. (will not have to pay for an independent CPA to complete- “saved” \$1000.00)

3- The drainage & ramp work (in front of mailboxes) we thought was completed but after rain in Dec there were still ponding issues

- a. Lisa Taylor was on site & spoke with the Site Coordinator and he acknowledged that the work needed to be “fixed”. Advanced Paving has been working & hopefully that will be finalized
- b. Plan is to have sturdy handrail placed at ramp
 - i. We cannot move forward until the work by Advanced Paving is completed to our satisfaction
- c. On a side note- it has been observed that a couple of residents have actually driven up the ramp and stopped their cars on the sidewalk in the mailbox alcove.



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Please do not drive any vehicle up the ramp and onto the sidewalk in front of the mailboxes

- 4- Land Use update
 - a. No updates
- 5- Water Meter readings
 - a. Water meter readings are quarterly
 - i. Actual readings twice & estimated readings for the other 2 quarters
 - 1. We still have an issue with residents not sending their actual water reading (this is only asked for 2 times a year) in when requested, in a timely fashion.
 - 2. This creates 2 issues: individual water bills are not sent out to those that have not submitted a reading & increases the work of BCC (trying to contact those individuals and obtain readings). This is a responsibility of each resident in every townhouse!
 - ii. Paul made a motion that any resident that has not turned in their water meter reading (by 1/31/2021) BCC will be instructed to take their highest bill & add an additional 10% and send the bill. This is not a penalty, once the 2nd requested meter reading (this summer) is submitted it will get balanced out.
 - 1. Thea-2nd motion
 - 2. Vote: Paul-yes, Thea-yes, Carlton-yes
- 6- The State of Delaware is now in Phase 1B (persons aged 65 & older)
 - a. Links available on the SG website [Home | Steeple Glenn](#)
- 7- All agenda items discussed
 - a. 6:32 pm-Paul Made motion to adjourn
 - b. Carlton 2nd
 - c. All vote yes

Next HOAC meeting: Wednesday Feb 17, 2021 at 6 pm