**Lee Manor Homeowners Association**

**Board of Directors**

**April 18, 2020**

**MINUTES**

Zoom meeting 9:00-10:00AM

Time: Apr 18, 2020 09:00 AM Eastern Time (US and Canada)

Meeting ID: 930 4074 1573

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Members attending: More, Burk, DelGrego, Fleming, Fumex, Heenan, Peterson, Rigney, Viscomi

Agenda: Board member requests for additions to the agenda. More added two items: a) proposed statement about resident use of the Lee Way median; and, b) notice about elections.

Officer Reports:

* President – More
  + Ordinances were distributed by e-mail attachment and posted to the Lee Manor website. There are 13 residents who do not have e-mail addresses on file. Hard copy will be mailed to their last known address.
  + Pipe connecting marsh to LIS separated during a storm. DEEP has been notified. Burk added that the DEEP official responded to him and explained that the replacement cost must be borne by the associations where the pipe is located. Peterson added that there is a long historical record of DEEP maintaining this drain. Burk will respond to DEEP with this information. It was also pointed out that the location of this pipe is not on Lee Manor property.
  + Does the Board support hiring an attorney for an opinion about means for enforcement of Lee Manor ordinances? After a brief discussion the Board recommended that an attorney not be put on retainer, but one would be used if needed.
    - **ACTION:** It was also recommended that the Memorial Day – Labor Day construction moratorium be deferred to 2021 given the current situation and plans that residents have implemented.
  + Lee Manor Annual Meeting – May 30, 2020 (live at the Madison Senior Center; Zoom). The Board discussed the planned annual meeting. Given the mandate in the Charter and need to adopt a. budget, we will continue with the planned 5/30/2020 meeting and make a final decision beforehand about time/location, including the possibility for virtual meeting via Zoom. The Charter provides for adoption of the annual budget after two successive meetings that do not have a quorum.
* Treasurer – Viscomi
  + Review of proposed 2020-2021 budget. Prior to the Board discussion of the proposed 2020-2021 budget, concern was expressed about the financial condition of residents and the possibility that annual dues may be an issue for some.
  + The Board discussed the proposed budget and discussed items that were not fixed costs. The final document is attached.
* Secretary – More – no additional report.
  + Dates for Board meetings 2020
    - 2020: 5/16
    - Annual meeting: May 30, 2020
    - 2020: 6/20, 7/18, 8/15, 9/19, 10/17, 11/21, no meeting December 2020
    - Annual Picnic: 7/18/2020

Old Business:

* Insurance review (Fumex): The insurance agent has been contacted about doing an annual review of insurances for the Association. There has been no feedback as yet.
* Recommendation about drain protectors (Fleming): So-called “witch’s hat” are fabric protective covers placed over drains to trap sediment and protect drainage pipes for be filled. They are commonly used in construction sites and are temporary installations that must be cleaned on a regular basis. While they are inexpensive to purchase, they must be maintained or they are not useful. Fumex pointed out that our experience over time shows the drains on Lee Way and Toffee Lane need periodic cleaning because of sand and flooding.

New Business:

* Guidance for planting in the Lee Way median. More explained that he has had requests from two residents on Lee Way who want to personalize the median across from their property. He asked for the Board’s agreement on a guidance statement that can be shared with Lee Way residents.
* **MOTION: Approve the text of the following statement giving guidance to residents who wish to improve the median on Lee Way [Peterson/Fumex] PASSED**

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***Guidance for use of the median on Lee Way:***

*The median on Lee Way is owned by the Association. A distance of twenty feet (21’ measured from the fence to each lot) from the split rail fence to each property is owned and maintained by the Association. Residents should follow this guidance for their use of the Lee Way median:*

* + *The Association standard for planting in the median is natural grass*
    - * *The grass will be mowed periodically from Memorial Day until Labor Day.*
      * *Any vegetation, other than grass will be cut back.*
  + *Residents, at their own expense, can do planting in the median*
    - * *Any planting done in the median by owners is the responsibility of the owner*
      * *Residents should choose plants that do not spread as they mature. (for example, grasses, and flowering perennials are preferred over vines) Trees should not be planted.*
        + *No planting can interfere with cars on Lee Way*
      * *Ornamental objects (e.g. rocks, statuary) must not be set within the 21’ boundary of Association property.*
      * *Plantings that are not maintained may be removed as part of maintenance done by landscapers hired the Association to meet the standard of grass-only.*

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* Elections at the Annual Meeting: Directors whose terms end this year are: Heenan, Peterson, and More. Fumex is serving as the chair of the Nominating Committee and will present a slate of candidates. Volunteers will be solicited by e-mail.

Adjournment: The meeting was adjourned at 10:25 AM.