



June 2022 Condo Board Meeting Minutes

Met on June 8, 2022 at English Village's office at 12 Ivy Hall in Dover --

Attendees: Ron Moore (council president - Atram), James Flood (council treasurer - Grand), Ian Gronau (council secretary - Ivy), Kathy Fletcher (Harlech council rep), Jade Graham (Chase council rep)

Guests: none

- Meeting called to order at 6:12 pm
- Agenda adopted unanimously
- April minutes unanimously approved
- The council reviewed a letter of interest from Christopher Boyer of Grand Hall seeking to join the council. Acknowledging that Mr. Flood is already the representative of Grand Hall, the matter was tabled pending further review of the bylaws to see if adding Mr. Boyer was possible.
- Mr. Flood presented the attached Treasurer's report.
- Landscaping and Cleaning committees provided quick verbal reports. Work by contractors was said to be satisfactory.
- Mr. Gronau suggested that more committees be created to take up special projects for the council. He noted a trash pickup brigade, gardening club, advisory board, and investigative committee (to investigate the alleged embezzlement of prior administrations) would all be excellent additions. Action was tabled.
- Council agreed that consolidated rules must be posted in hallways. Mr. Gronau volunteered to put together a draft for review.
- Mr. Gronau provided an update on the council's access to the Buildium accounting software. He noted that Ellen Hamilton was able to set up an account for him to use. Through this he was able to access all of the English Village data stored on the platform (e.g. dues paid, resident's contact information, etc.). Although unsure of the scope, Mr. Gronau says he has reason to believe there are a significant number of input errors and virtually no expenses recorded in the last two years. Because of this, he suspects that the reports generated for income/expense and current delinquent accounts may be faulty. Nevertheless, he says that the data provides a good starting point to begin correcting from via cross-reference with paper records and resident interviews. He informed the council that this records clean-up process could take months, but all agreed that it was the wisest path ahead given what information was available.
- Mr. Gronau provided an update on pending DUCIOA forms. Reported that some condo sales had been successful while others had failed. Stressed the importance of getting the HOA's financial and record-keeping house in order to prevent future failures.
- Mr. Gronau updated the council on the status of R&R Commercial Realty's contract outlining the role of English Village property manager. He noted that the firm would be submitting the contract for signature before the July meeting.
- Mr. Gronau noted that the potholes in the parking lot had been filled in accordance with the City of Dover code violation. He believed upon reinspection, the repairs would be accepted.

However, action had not yet been taken on dumpster enclosures and concrete patio inspections. Mr. Gronau said he'd be requesting more time from the City of Dover to affect repairs.

- Mr. Gronau noted that contact with Comcast Business had been difficult and attempts to locate a representative authorized to negotiate the terms of English Village's bulk service contract had failed. He resolved to keep up with the attempts and report progress.
- Mr. Gronau stress the importance of systematically budgeting for upcoming repairs. Action tabled.
- Mr. Gronau provided an update on a leak at Grand Hall. It was believed that the concerned unit owners had resolved the issue together and that no further action was necessary by the council.
- Council reviewed Scott Berry's letter requesting authorization to renovate his Harlech Hall sidewalk. Council voted unanimously to approve. Mr. Moore signed an approval letter to be given to Mr. Berry with a copy held on file.
- Mr. Gronau briefed council that the intercom at 6 Berwyn Hall had been reported broken. Through conversation it was expressed that the council had traditionally not been repairing these and that plans to do away with them in the near future would make costly repairs irrelevant. No action was taken or suggested.
- Mr. Gronau expressed the need for the council to draft and approve a 2022 Budget. Mr. Flood said that prior budgets could be used as a template and updated expenses (based on new contracts) could be added. Mr. Gronau and Mr. Flood resolved to work on this project and prepare something for the council's review.
- Mr. Gronau provided copies of a "to-do" list written by Terry Jaywork and noted that it'd be a good start for a long and short-term strategic plan.
- Mr. Gronau stressed the importance of a detailed letter to all residents fully apprising them of the state of affairs at English Village, calling for a special meeting, and encouraging participation. He noted that the complexity of the letter continued to grow as new issues are routinely being discovered. He said we would prepare a draft for the council's review some time within the next month.
- Meeting adjourned at 7:38pm, Order of the Day