

## Odessa National Board Meeting Minutes

Date: 9/16/19

Time: 7:00-9:00PM

Attendees: Daniel Camputaro, Rob Cunningham, Greg Wuthnow, Cecelia Scherer, Douglass Krantz, Yuliana Goldin-Dunn

1. Positions elected as follows:
  - a. President-Daniel Camputaro
  - b. Vice President-Douglass Krantz
  - c. President Pro-tempore-Cecelia Scherer
  - d. Treasurer-Joey Nicely
  - e. Secretary-Yuliana Goldin-Dunn
  
2. Items requiring immediate attention
  - a. Insurance-Yuliana to reach out to contact regarding insurance quote
    - i. General Liability
    - ii. Corporate
    - iii. Directors and Officers Insurance
    - iv. 500 homes
    - v. 7 Subdivisions
    - vi. 5/6 ponds
  - b. Need to file 2018 Taxes
    - i. Yuliana to check with PTO/PTA to see who does taxes for non-profits in the area
    - ii. Yuliana to reach out to her CPA contact regarding a quote for service
  - c. Identify Assessment Fees
    - i. Landscaping
    - ii. Open Space Maintenance
    - iii. Insurance
    - iv. Taxes
    - v. Drainage Ponds
    - vi. Snow Removal
    - vii. Property Management
      1. Yuliana will reach out to Patterson Schwartz Property Management Division for a quote
    - viii. Buffer needed to allow coverage for unexpected costs
  - d. Clearly Identify Odessa National future home sales as having a social membership fee and a future HOA fee

- i. Yuliana will reach out to the New Castle Board and Bright to see if fields can be required to distinguish the separation between the two fees
- e. Need to reach out to Jim Smith in Land Use-Douglass
  - i. Identify future inspection dates
  - ii. Obtain a list of all outstanding items that are prohibiting turnover
  - iii. Identify which if any wavers Capano has asked for, for Odessa National Community
  - iv. Is Dante Tiburi with Land Use still responsible for landscaping, if not, identify new contact.
- f. Create email and flier to use for contacting residents, to raise community engagement
  - i. Use this information to obtain residents cell#’s in order to send mass notifications of upcoming meetings and events
  - ii. Compile an full email and phone contact list for the community
    - 1. Discussed going door to door to distribute event flyers and collect info from residents
- g. Architectural Review-Cecelia
  - i. We are immediately responsible from date of letter, as we have 45 days to approve or deny
  - ii. If no action is take, it is automatically approved
  - iii. All review questions to go to Cecelia
- h. Set up business email for each position, so as individuals change roles email remains- Daniel
- i. Consider setting up auto payment system for future use in collecting HOA dues
  - i. Need to discuss with Joe Nicely
- j. Need to fill 8<sup>th</sup> position on the board
  - i. 2 potential candidates will be contacted to see if they are still interested and one chosen by next board meeting scheduled for September 24<sup>th</sup>
    - 1. John Deck-no phone contact info, someone will stop by his house to reach him
    - 2. Jeremy Manista
- k. Going forward and until further notice Board Meetings will be held every Tuesday at 7 pm at the residents of Douglass Krantz, 220 Avonbridge, Townsend DE 19734