

# Woodbrook Civic Association 2019 Annual Meeting

February 12, 2019



# Agenda

## ➔ Introduction

Michael Hoffman (representing Avenue North)

JP Dawson (DuPont Country Club)

2018 Review

2019 Look Forward

Budget Review (Kathy Kammer)

Annual Dues

Block Captain Program (Nigel Pond)

Infrastructure (Michael Paul)

Street Trees (Scott Cahayla)

Closing



# Board Composition

## Existing Members

Caitlyn Cahayla – Secretary

Scott Cahayla – Street Tree Management

Andi Degnan – At large

Kathy Kammer – Treasurer

Susie Mathews – Social Coordinator

Michael Paul – Infrastructure

Nigel Pond – Vice President

Mark Wachter – President

## New Member

Pat Grugan – Architectural Review



# 2018 Review

- Domain Name (WoodbrookDelaware.org) & Website
- Avenue North
- Streetlight Project
- Architecture Review Process



## Woodbrook Architectural Review Checklist

In order to have your project reviewed by the Board, the following items are required:

- A conversation between you and your affected neighbors explaining the project and discussing any concerns.
- A completed Architectural Review Request Form
- A site plan showing the location of the house and the proposed improvement (including dimensions from the property line).
- A picture or drawing of the intended improvement (sketches, clippings, catalog illustrations, links to websites, or other data).
- If applicable, architectural plans (elevations) of the intended improvement.

Please direct any questions or concerns to [architecture@woodbrookdelaware.org](mailto:architecture@woodbrookdelaware.org)



## Woodbrook Architectural Review Request Form

Home Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Proposed Start Date: \_\_\_\_\_

Project involves the following type of improvement(s):

- Fencing       Deck/Patio       Attached Addition       Detached Addition  
 Drive/Walk Addition       Other: \_\_\_\_\_

Project description and location on the property:

Neighbors affected and conversation results:

Neighbor to left, Address: \_\_\_\_\_ Name: \_\_\_\_\_

Conversation summary: \_\_\_\_\_

Neighbor to right, Address: \_\_\_\_\_ Name: \_\_\_\_\_

Conversation summary: \_\_\_\_\_

Neighbor to rear, Address: \_\_\_\_\_ Name: \_\_\_\_\_

Conversation summary: \_\_\_\_\_

I understand that I must receive approval of the Board in order to proceed with installation of improvements. I understand that the Board is not responsible for passing on safety, whether structural or otherwise, or conformance with building codes or other governmental laws or regulations, nor does its approval of an improvement constitute approval of any building codes or other governmental laws or regulations, and that I may be required to obtain a building permit to complete the proposed improvements. I acknowledge and agree that the Board assumes no liability resulting from the approval or disapproval of any plans submitted.

Home Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Action:

- Approved as submitted.  
 Approved subject to the following requirements:

- Disapproved

Board Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member Signature: \_\_\_\_\_



# 2019 Look Forward

- Bylaw revisions
- Website construction
- Going Green (NEED EMAIL!!!)
- Block Captain program restart
- Common area landscaping
- Street tree policy revisions



# Street Trees





# Street Tree Policy

Current policy: association pays \$500, you pay the rest

Challenges:

- ❖ Difficult to implement proactive plans
- ❖ Financial burden lies on an unlucky few
- ❖ No recourse for non compliance



# Street Tree Policy

Proposed policy: association pays 100% of the costs

Benefits:

- ❖ Proactive, long term plans can be implemented
- ❖ Financial burden spread across the association
- ❖ Cost savings to the association
- ❖ Operations are much simpler
- ❖ Budget accuracy



## Woodbrook Civic Association 2018 Budget - Final

Line Item	Forecast		Actual		+/-
	Debit	Credit	Debit	Credit	
<b>Revenue</b>					
<b>2018 Association Dues (\$200/house)</b>		<b>\$43,600</b>		<b>\$40,600</b>	<b>-\$3,000</b>
<b>Expenses</b>					
<b>Administration</b>	<b>\$1,940</b>		<b>\$1,784</b>		<b>-\$157</b>
Legal expenses	\$200		\$0		
CCOBH Dues	\$30		\$30		
Franchise Tax	\$25		\$25		
Insurance	\$1,580		\$1,579		
Miscellaneous	\$105		\$150		
<b>Meetings and Communications</b>	<b>\$5,000</b>		<b>\$3,292</b>		<b>-\$1,708</b>
Annual Meeting	\$600		\$366		
Avenue North	\$0		\$263		
Welcoming	\$100		\$0		
Fall Social	\$3,300		\$2,173		
Printing/Copying	\$1,000		\$490		
<b>Snow Removal</b>	<b>\$4,000</b>		<b>\$1,223</b>		<b>-\$2,777</b>
Stewart Ramsey	\$4,000		\$4,000		
State of DE Reimbursement		\$0		\$2,777	
<b>Street Tree Management</b>	<b>\$30,500</b>		<b>\$18,569</b>		<b>-\$11,931</b>
Maintenance/Pruning			\$6,373		
Removals			\$4,482		
Stump Grinding			\$1,114		
Plantings			\$6,600		
<b>Common Area Maintenance</b>	<b>\$1,500</b>		<b>\$1,549</b>		<b>\$49</b>

(203 of 218 houses paid)

**2018 Starting Balance**    **\$43,402**  
**Total Income**            **\$40,600**  
**Total Expenses**         **\$26,417**  
**2018 Ending Balance**    **\$57,585**



## Woodbrook Civic Association 2019 Budget - Proposed

Line Item	Forecast		Actual		+/-
	Debit	Credit	Debit	Credit	
<b>Revenue</b>					
2019 Association Dues (\$200/house)		\$43,600			
<b>Expenses</b>					
<b>Administration</b>	\$3,500				
Legal expenses	\$0				
CCOBH Dues	\$200				
Franchise Tax	\$25				
Insurance	\$3,000				
Miscellaneous	\$275				
<b>Meetings and Communications</b>	\$5,700				
Annual Meeting	\$265				
Other Meetings	\$265				
Welcoming	\$50				
Fall Social	\$2,500				
Website	\$2,500				
Domain Name	\$20				
Printing/Copying	\$100				
<b>Snow Removal</b>	\$2,000				
Stewart Ramsey	\$4,000				
State of DE Reimbursement		\$2,000			
<b>Street Tree Management</b>	\$57,000				
Ash Tree Treatment	\$12,000				
Maintenance/Pruning	\$15,000				
Removals	\$15,000				
Stump Grinding	\$5,000				
Plantings	\$10,000				
<b>Common Area Maintenance</b>	\$5,500				
Maintenance	\$1,500				
Landscaping	\$4,000				

**2019 Starting Balance    \$57,585**

**Total Income            \$40,000**

**Total Expenses        \$73,700**

**2019 Ending Balance    \$23,885**



# Annual Dues

112 Country Club

504 Rothbury

101 Dexter

513 Rothbury

107 Dexter

515 Rothbury

108 Dexter

315 Waycross

111 Dexter

318 Waycross

405 Foulkstone

202 Welwyn

415 Foulkstone

216 Welwyn

538 Kerfoot Farm

\*5 of the 15 did not pay 2016 or 2017 dues



# Infrastructure

- 2018 Street Light project update
- 2019 Street Light proposed schedule
- Snow removal overview
- Sidewalk maintenance



# 2019 Street Tree Proposed Work

- New plantings
- Pruning and maintenance
- Proactive removal of unhealthy/dying trees
- Ash Tree treatment



*Ash trees in a Toledo, Ohio neighborhood in June 2006. Credit: D. Herms*



*Toledo, Ohio trees after emerald ash borer in August 2009. Credit: D. Herms.*

