

Woodbrook Civic Association 2020 Annual Meeting

February 11, 2020



Agenda

➔ Introduction

Chris Counihan (representing Dee Durham, NCC Council)

Katie Bielicki (DE Department of Agriculture)

2019 Review

Hot Topics

Street Trees

2020 Look Forward

Budget Review

Annual Dues

Closing



Board Composition

Caitlyn Cahayla – Secretary

Scott Cahayla – Street Tree Management

Andi Degnan – At large

Kathy Kammer – Finance Manager

Susie Mathews – Social Coordinator

Michael Paul – Infrastructure

Pat Grugan – Architectural Review

Nigel Pond – Vice President

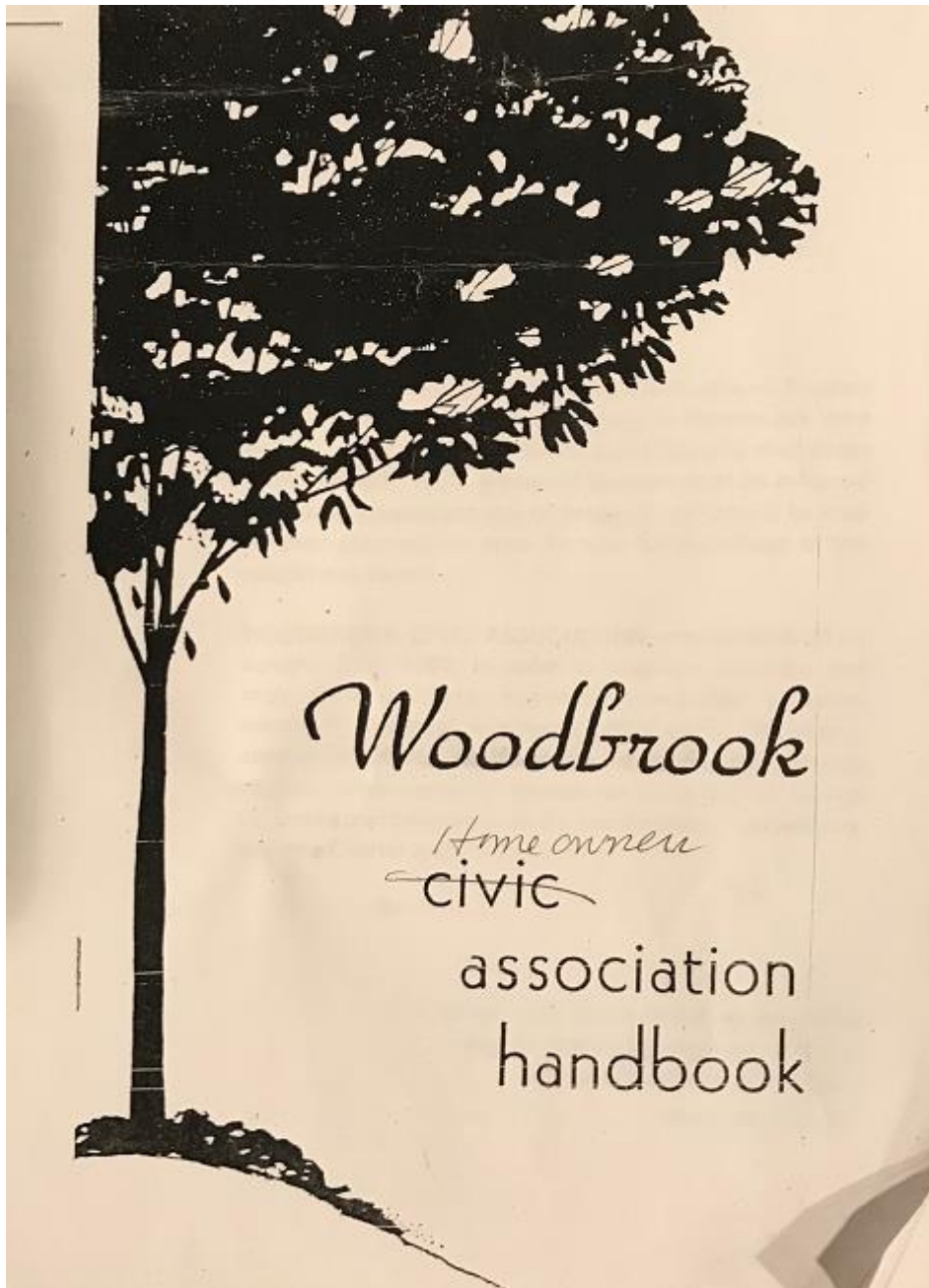
Mark Wachter – President



2019 Review

- Architecture Review Process
- Past dues collection
- Document transcription
- Avenue North





Woodbrook

Home owners
civic

association
handbook



2019 Review

- Architecture Review Process
- Past dues collection
- Document transcription
- Avenue North



Hot Topics

- Christiana Care Sign in Avenue North
- Peregrine Falcon on the Rollins building
- Dog Poop Perpetrators
- Busch Light Guy
- Storm Drain Guy





Poop



Courtesy of Mary Esposito

“I counted 12 piles of dog poop on the one block between Dexter and Welwyn walking up Country Club Drive”



WANTED

JOHN DOE

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\$ 10.000 \$
REWARD

DEAD or ALIVE



Street Trees

2019 work:

- ❖ Assessed each Ash Tree: removed 9, treated the rest
- ❖ Removed 18 trees (including the Ashes)
- ❖ “Dead wooded” some trees, sidewalk pruning
- ❖ Planted 36 trees

Woodbrook Street Tree Policy:

- ❖ Association pays 100% of the costs
- ❖ Independent arborist evaluates which trees get removed
- ❖ “Sidewalk damage” is not a reason for removal
- ❖ Planting goal is to keep the canopy 100% complete
- ❖ Please email trees@WoodbrookDelaware.org with any issues



2020 Look Forward

- Website finalization
- Street light project completed
- Common area landscaping/beautification project
- Potential bylaw revisions



Woodbrook Civic Association 2019 Budget - Final

Line Item	Forecast		Actual		+/-
	Debit	Credit	Debit	Credit	
Revenue					
2019 Association Dues (\$200/house)		\$43,600		\$41,800	-\$1,800
Previous Years Collected Dues				\$2,150	\$2,150
Expenses					
Administration	\$3,500		\$1,718		-\$1,782
Legal expenses	\$0		\$0		
CCOBH Dues	\$200		\$30		
Franchise Tax	\$25		\$25		
Insurance	\$3,000		\$1,580		
Miscellaneous	\$275		\$83		
Meetings and Communications	\$5,700		\$4,200		-\$1,500
Annual Meeting	\$265		\$464		
Other Meetings	\$265		\$0		
Welcoming	\$50		\$0		
Fall Social	\$2,500		\$2,173		
Website	\$2,500		\$1,000		
Domain Name	\$20		\$20		
Printing/Copying	\$100		\$543		
Snow Removal	\$2,000		\$4,200		\$2,200
Stewart Ramsey	\$4,000		\$4,200		
State of DE Reimbursement		\$2,000		\$0	
Street Tree Management	\$57,000		\$48,733		-\$8,267
Ash Tree Treatment	\$12,000		\$10,950		
Maintenance/Pruning	\$15,000		\$3,668		
Removals/Stump Grinding	\$20,000		\$20,435		
Plantings	\$10,000		\$13,680		
Common Area Maintenance	\$5,500		\$1,161		-\$4,339
Maintenance	\$1,500		\$1,161		
Landscaping	\$4,000		\$0		

(209 of 218 houses paid)

2019 Starting Balance \$53,585

Total Income \$43,950

Total Expenses \$60,012

2019 Ending Balance \$37,523



Woodbrook Civic Association 2020 Budget - Proposed

Line Item	Forecast		Actual		+/-
	Debit	Credit	Debit	Credit	
Revenue					
2020 Association Dues (\$200/house)		\$43,600			
Expenses					
Administration	\$4,075				
Legal expenses	\$500				
CCOBH Dues	\$50				
Franchise Tax	\$25				
Insurance	\$3,000				
Miscellaneous	\$500				
Meetings and Communications	\$5,685				
Annual Meeting	\$400				
Other Meetings	\$265				
Fall Social	\$2,500				
Website	\$1,500				
Domain Name	\$20				
Miscellaneous	\$1,000				
Snow Removal	\$2,000				
Stewart Ramsey	\$4,000				
State of DE Reimbursement		\$2,000			
Street Tree Management	\$35,000				
Ash Tree Treatment	\$0				
Maintenance/Pruning	\$15,000				
Removals/Stump Grinding	\$15,000				
Plantings	\$5,000				
Common Area Maintenance	\$11,500				
Maintenance	\$1,500				
Landscaping/Beautification	\$10,000				

2020 Starting Balance \$37,523

Total Income \$43,600

Total Expenses \$58,260

2020 Ending Balance \$22,863



Appendix



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



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: _____



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



Street Trees



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.

