

## Minutes

### **Darrell Creek**

**Tuesday, February 10, 2009**

**7:00 PM**

### **Property Management Services Office**

Committee Member Phil Sabatino called the meeting to order. Steering Committee Members present were John Guerriera, Glen Hill, and Phil Sabatino. Trey Grissom was present representing Property Management Services.

Steering Committee Members are as follows:

Member – Phil Sabatino  
Member – John Guerriera  
Member – Glen Hill  
Member – Beth Bird  
Member – Ken Roe

The Committee reviewed the Minutes from The January 13<sup>th</sup>, 2009 meeting. Minutes were approved. The committee discussed affordable ways to make minutes from every meeting available. Trey is to look into a cost effective solution for approval at the next meeting.

The Committee discussed the current financial status of Darrell Creek. Account balances were reviewed. Property Management Services presented a plan to reduce monthly costs and replenish the ARB account by the end of 2009. The plan consisted mostly of replacing two vendors during the year at a significant monthly reduction and limiting spending for 2009. The plan also consisted of working closely with the developer to try and improve communication and current amenities. The Committee agreed to put plan into action and report progress at the next meeting.

The Committee reviewed the current ARB process and asked Property Management Services to review and improve the flow of documentation and structure. Trey is to report progress at the next meeting.

Mr. Sabatino asks to establish a schedule for meetings for the year 2009. The Committee agrees to hold quarterly meetings beginning the first week of April and Bi-Annual Homeowner meetings in mid May and November. Property Management Services is to provide the May Annual Meeting notice and location for approval at the April meeting.

The Committee discussed the status of vendors and reviewed multiple estimates. As part of the plan to reduce costs, two vendors will be terminated within the rights of vendor's contract. The Landscape Company will be given 30-day notice effective immediately and a new contract will be turned over to The Greenery. The lagoon maintenance company contract will expire in June. Mr. Hill asked Property Management Services to closely monitor performance. If performance is not within the expectations of the contract Property Management Services will establish a record for early termination. All other vendor contracts were reviewed and binding. Property Management Services provided and estimate for termite bond on the pool building. The Committee agreed to proceed with the termite bond.

The Committee discusses the current inspection process. The Committee agreed that the boat located in the cul-de-sac on Station Point Ct. was not blocking the street and should be addressed if Property Management Services received any complaint. All other pending issues have been addressed at this time.

Property Management Services reports the leak at Coastal Crab and Commonwealth has been repaired by MPWW. Property Management Services expressed the need to run a line to the pool emergency phone box instead of the current cell phone, as it will not pass DEHC inspection in spring. Mr. Guerriera suggests extending the line from the security system already located in the poolroom.

There being no further business, the meeting was adjourned.

Respectfully Submitted,

Trey Grissom  
Acting Secretary