

## Coordinating Committee Agenda

### Wednesday, February 4th at 7:00pm, Virtual

Attendees: Ken Morrison, Jenn Abernethy, Don Lipari, Lorna Lee, Lisa Subrook, Linda Toman, Chris Raia, Jeff Tindall

1. November [Minutes](#) approval
  - Approved unanimously.
2. Officer Updates
  - Chair Report: Ken Morrison reported.
    - A discussion ensued regarding the fine structure and how to follow up on fines unpaid. Ken has talked to the Directors about the possibility of a lien on a property, with a percentage per month charged (1 ½, for example). Another proposed possibility is for the fines to be added to the land rent and the Association can pay the Village the fine from the land rent. Is that possible? We are two legal entities. To our knowledge, the other Ardens have a similar issue.
    - There is a lawsuit to resolve the shared driveway issue on Upsan Downs. Ken proposes that the Village should have a say in what occurs with the frontage when a property is transferred. Traditionally, people assume ownership of the frontage even if they don't own it (i.e. driveway, etc.). Frontage is Village land. Ken suggests the Village would have the opportunity to sign off on permits, if it's impacting the area between the street and the house. The Village owns the streets and the frontage; the Association owns the park land and leasehold lands. Right now, the Directors need to prove a letter of non-objection to the County; the Village should be able to do this for frontage as well as when property is transferred. The Committee will think on this and discuss further.
  - Secretary report: Jenn Abernethy reported.
    - Jenn requested that the Village use admin or Registration expenses to fund post cards to residents, letting them know how to update the ACRA directory information, which is due February 28th. The request was unanimously approved. Those post cards will go out to residents who are not on the paperless distribution list. An email will go out to the paperless distribution list. The expected total cost is less than \$100.

- Treasurer report: Don Lipari reported.
  - The work has begun on the bridge, for which a down payment has been paid to Kevin and his associate.
  - No other surprises. Funds are as expected.
- 3. Committee Reports
  - Finance: Lorna Lee reported.
    - The public hearing meeting occurred. One of the Directors came. The Directors shared that we have less taxes than we thought. They were paid at the end of December 2025. There will be no rash decisions like lowering the land rent in case the County reassesses at another rate. The hope is that there is no need for the land rent to increase next fiscal year, however.
  - Environment: Lisa Surbrook reported.
    - The Environment Committee is taking care of the trees. There will be weed management in March, when the weather gets better.
    - Don asked if we should call Delmarva to ask them about taking the bamboo down on Upsan Downs. The Wilmington Montessori facilities manager told Lisa that Delmarva said they'd take it down, but they only took down the trees. Ken has the name of a contact to reach out to.
  - Public Works: Chris Raia reported.
    - The grant money for the 75th Anniversary projects needs to be spent by Jun 30, 2026 .
    - The Rocky Walk repair project is on the way. Handrails, trash corrals, another bridge, etc. will come next.
    - The PW Committee thought the dedication of Pauline A. Young Park went so well that we should do that for Beech Lane in the future.
    - There are runoff issues in 2 areas: Beech Lane and the corner of Willow Way and Sunset. The latter will be handled at the beginning of FY27.
    - The question was posed, "What do we do about fire hydrants that are plowed with snow?" The PW Committee assumed that close residents would shovel them out. (Ex: if the hydrant is in the frontage of your leasehold, it is assumed that area will be cleared by you.) Jeff Tindall said he would ask Jay Morente about it.
    - There are mass quantities of dead Ash trees. The ones at the end of April Lane on Orchard Walk are dropping limbs. Others are on Perkins Run under Veale Road. The estimate for these trees is

\$3500 each tree. This includes equipment rental, dragging the trees out, and then left for residents to chop fire wood. Public Works would overspend their budget. The dead branches on Orchard Walk are becoming a fire hazard. Ron is dragging those out as well. Chris looked into State grants. There would be a 50% match but a long process that undermines the urgency we have to get rid of these trees. Public Works will request \$2500 from the Directors to help remedy the issue. Don Lipari suggested we make a motion at the meeting to request money from the Directors.

- Linda Toman brought up an issue on a leasehold that's up for sale. There are issues with trees covered in ivy that are now dead with falling branches. The branches have already damaged a fence of another resident. Linda requested that this issue be added to the "wish list" for Ron when he removes dead branches, etc. Chris will ask Ron and have that added to the requested amount of money.
  - Registration Committee: Linda Toman reported.
    - The Committee will meet at the Buzz on February 9th and will put together some welcome packets.
    - Linda suggests we get nominations at the February meeting for those who can fill spots for the upcoming ballot.
  - Safety Committee: Jeff Tindall reported.
    - The Safety Committee is awaiting guidance on how to collect fines. There is one fine thus far regarding the Ordinance on the Leashing of Dogs.
4. Jenn Abernethy brought up the Coordinating Committee update for the Village Assembly meeting, which will provide guidance for what the Committee will do if there are no officer candidates on the election ballot.
  5. We need a new representative for the Buzz Ware Village Center. The Buzz needs a representative from each of the three Villages, according to its Charter. This request will be shared with the Village at the meeting.
  6. Upcoming election: Jenn will share the information of whose term is up in each committee. Each committee chair will confirm if those member(s) are running again or not. They will also try to find more candidates (ideally one more than needed to fill the committee).
  7. The meeting adjourned at 8:20pm.