

**BOARD MEETING  
MINQUADALE VILLAGE HOMEOWNERS ASSOCIATION, INC.**

**March 23, 2026  
5 pm, MVHOA Community Center**

1. **CALL TO ORDER:** Lindsay Wirt calls the BOD meeting to order at 4:55 pm.

**ROLL CALL**

President, Lindsay Wirt  
Vice President, Ron Sharp  
Corporate Secretary, Teri Mantey  
Corporate Treasurer, Richard Rivera  
Operations Manager, Bob Rash  
Community Manager, Laura Nix

2. **SECRETARY'S REPORT**

- Teri Mantey read the Secretary's Report from February 16, 2026.
- Richard Rivera motioned to accept the report; Bob Rash seconded.
- Motion passed with 5 yeses.

3. **TREASURER'S/MANAGER'S REPORT**

- Richard read the Treasurer's Report.
- Laura Nix provided the following Manager's Report:
  - Shades and doors have been installed.
  - Visited Lot 34 and looked at the rear yard; didn't really see anything regarding ponding; the problem seems to be mostly in the front.
  - Michael Vannicola suggested installing a drain in front of Lot 88 to address the ponding issue. Board to discuss.
  - Michael also suggested liquid crack fill for the cracking asphalt.
  - Found Michael's plot plan for the community. The following lots are considered viable for renting: 56, 57, 59, 60, 72, 76, 78, and 83. Amendment: Lot 73 can be added to this list also.
  - The website is up and running ([minquadalevillagehoa.com](http://minquadalevillagehoa.com)). This is where documents such as by-laws, community rules, agendas, meeting minutes can be posted. Also calendar events will be posted.
  - Tree work will cost approximately \$20,000. It is suggested to split it between spring and fall. Spring work will consist of trimming along 1st Street (where Delmarva lines are being pulled down); trees overhanging fence across from Lot 1; tree trimming at Lots 18, 44, and 87/88; and cherry tree removal at Lot 37. This work is expected to cost \$10,800.
  - Some residents brought up potential problems with water billing. Fees are currently \$10 late fee, \$13 processing fee, and \$25 third-party fee. These fees are not illegal. The processing fee will go up every year. We are under contract until September 2028. Once the contract expires, we will own the equipment. The HOA will be able to bill homeowners directly. We will need to figure out where to get replacement parts. The billing software will need to be purchased.

**3. TREASURER'S/MANAGER'S REPORT (continued)**

- o Signage for parking spaces around the office: Handicap sign \$29.99 for two, stencil is \$67.99; office only sign is \$39.99 for two; guest parking is \$29.99 for two; stakes are \$38.99 each for signs.
  - Two handicap parking spaces are needed. One will need to be van sized. Bob Rash will install signs and paint spaces and stencils. Anticipated cost for paint and signs is \$300.
  - Richard motioned to spend \$300 for this work; Teri seconded.
  - Motion passed with 5 yeses.
- o Found a Verizon router on Amazon for \$148.64. Monthly rental for the current router is \$18 per month or \$216 per year. An extender will also be needed. The cost for an extender is about \$20. Teri will send a link for an extender to Laura. After much discussion, it was decided to order the router from Amazon, hook it up and see if it works. The rented router will not be returned to Verizon until we are sure the one from Amazon works. If it does not, it can be returned to Amazon.
  - Richard motioned to purchase the router from Amazon; Ron Sharp seconded.
  - Motion passed with 5 yeses
- o Lot 40 has submitted plans to add an 8' x 20' extension to the home. The board agreed to the extension.
- o Still working on getting all leases signed.
- Richard motioned to accept the reports; Bob seconded.
- Motion passed with 5 yeses.

**4. OLD/UNFINISHED BUSINESS**

- Nonviable lots being rented - Refer to Manager's Report for viable lots.
  - o Lots 41 and 68 are too small to be considered viable and should be converted to double lots with Lots 42 and 67, respectively.
  - o Teri motioned to convert lots; Ron seconded.
  - o Motion passed with 5 yeses.
- Security
  - o Richard presented a comparison report for security camera v automatic gate.
  - o Cameras will record the comings and goings in the park. License plate reading is also available. Footage will not be monitored constantly. Footage will be available for review should an event occur.
  - o Notices will need to be posted letting individuals know the area is under surveillance.
  - o Richard is still researching hard wired v wifi cameras.
  - o It is suggested that there be one camera on each street; cameras should be stable enough that they cannot be moved from position by a ball (i.e., basketball) or some other method.
  - o Richard is waiting on feedback for costs.
  - o Tabled until next meeting.
- Purchasing v renting a modem/router for the office - Refer to Manager's Report.
- Dedicated handicap parking - Refer to Manager's Report.

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### 4. **OLD/UNFINISHED BUSINESS** (continued)

- Disabled/uninspected vehicles
  - Teri provided Laura with a list of offenders.
  - Bob knows a tow company who will tow vehicles at the owner's expense.
  - It was decided that Laura will send notices.
    - Owners will get a two-week notice to either remove the vehicle or have inspection brought current. After that, the tow company will put a 48-hour notice on vehicles prior to towing.

### 5. **NEW BUSINESS**

- A Community Clean-Up Day will be scheduled for Sunday, April 26, 11 am to 2 pm.
  - Bags, gloves, food (pizza, sodas, water) will be provided for volunteers.
  - A budget of \$300 was suggested.
  - Richard motioned to accept the budget; Teri seconded.
  - Motion passed with 5 yeases.
  - Three dumpsters will be available to the community from April 17-27 for general clean-up (yards, sheds, houses). Concrete and yard waste are not permitted in the dumpsters.
- New trash company
  - It was suggested that a new trash company be looked into. The contract with Cassella expires October 2026. We have been contracted with them since 2024. Cost has gone up 5% each year. Laura will work on getting pricing from other trash companies.
- Better enforcement of community rules/guidelines
  - It was decided to wait until after the annual clean-up day to review homes/lots and issue potential violations.
    - Richard pointed out that some of the guidelines need to be updated and/or changed.
    - The Board will meet separately to review the guidelines and decide what should be changed. The changes will be put to the community for a vote.
- Board elections
  - Either three or two positions/seats are available each year to maintain continuity on the Board.
  - Per the by-laws, the community votes on whichever officer positions that are open (president, vice president, treasurer, secretary, or operations manager). Each position is equal to the other. There is no hierarchy on the Board.
  - If the board wants to change voting to for open board seats as opposed to open officer positions, a change to by-laws is needed. This will need to be done at a separate meeting.
  - If a change is made to the by-laws, a community vote will need to be held. Laura can do this either by survey or ballot. Two-thirds agreement by the community is needed to change the by-laws.
  - If the community votes to change the by-laws, then the Board will determine what officer positions are held by the individual board members.
  - Tabled until next meeting.

- Trees - refer to Manager's Report.
- Water meters and billing - refer to Manager's Report.

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### 5. **NEW BUSINESS** (continued)

- Bush at corner of 2nd Street (end of Lot 17)
  - Laura will look at and talk to P&M about removal.
- Garage painting
  - Bob will paint the garage. He would like to get a color that matches the siding on the office.
  - Steve Zalinsky will look into the cost for a mural on the side facing the main entrance.

### 6. **OPEN FORUM**

- Questions or comments raised by community members who attended the Open House:
  - There is a hole at Lot 34 that needs to be capped.
    - Bob will look at this and get it capped.
  - It looks like there are strangle vines along the fence line (against the cemetery) that are pulling down Delmarva lines.
    - This will be looked into.
  - Steve Zalinsky wants to paint the existing flower pots and plant flowers. The flower bed at the end of 6th Street also needs work.
    - He will work on ideas and potential costs for paint and flowers to present to the Board.

7. **NEXT MEETING** – Monday, April 13, 2026, 5 pm.

8. **ADJOURNMENT** – Meeting was adjourned at 6:20 pm