

Breakwater HOA Meeting
4:00 p.m. March 10, 2015
Lewes Public Library 111 Adams Ave, Lewes, DE 19958

Facilitator: Bruce Summers (Vice President)

Type of Meeting: Board

Note Taker: Shelby Handlin (Property Manager)

Panel Attendees: Kathy Ara (Treasurer), Bruce Summer (Vice President), Shelby Handlin (Property Manager)

Panel Absent: Mary Jo Porreca (President)

Resident Attendees: 3 homeowners in attendance

MINUTES

Agenda: (attached)

I. CALL TO ORDER

Bruce Summer officially called the meeting to order at 4:00pm.

II. ROLL CALL

The property manager, Shelby Handlin, listed the Board members whom are present and that are absent, as stated above in the minutes.

III. MEETING MINUTES

Bruce Summer mad a motion to Approve the previous meeting minutes with no changes or alterations. Kathy Ara 2nd that motion.

IV. OLD BUSINESS (Bruce Summer)

- A. *Bicycle Trial Lawsuit*: The current status of the Breakwater Trail lawsuit is unchanged. The outcome is currently awaiting the judge's ruling.
- B. *Sidewalks*: There is no update on the sidewalks. The Board is currently at a standstill ,as well as the community attorney, as every awaits the County Inspection Report. The attorney, Vicky Petrone, plans to advise the Board after reviewing the current documents and receiving the inspection report.
- C. *Transition Study*: Breckstone Architects ,from Wilmington, have been hired to perform the Transition Study. They are currently reviewing structural drawings of the fitness center and pool area. They will conduct initial community inspection once the weather clears.

V. COMMITTEE REPORTS

- A. *Pool & Fitness Center*: The Pool and Fitness Committee have received 3 proposals for the pool service. This is for pool maintenance only and not any necessary repairs. After meeting with each representative and reviewing their contracts, the Pool and Fitness Committee recommend accepting the Coastline Pool Service contract.
- B. *Communications*: The newly formed Communications Committee have begun the process of making a new and user friendly community website with great updates and latest information. The committee plans to present this website to the Board and community at one of the upcoming meetings.

I. PROPERTY MANAGEMENT REPORT (Shelby Handlin)

A. *Thermostat sensor update*: The property manager informed the Board that the thermostat sensors has been installed in both the bathrooms in the Clubhouse and are regulating the air temperature in the bathrooms so much better. The property manager has also had a contractor insulate the exposed pipes in the attic that were exposed to the exterior elements due to running over the open soffits.

B. *Community entrance lighting update*: The main entrance lights, exterior clubhouse lights and ground lighting have been repaired. Bruce Summer notes that he knows of some more lighting in the area which

seems to be covered by mulch. He has asked for it to be investigated further. Bruce Summer also asked to get a price to have outlets installed at both sides of the entrance areas for possible Christmas lighting in the future. The property manager said she would get in touch with different electricians, but Mr. Summer asked for the manager to try to stay with the same contractor whom they have been using. The property manager said that is not a problem and she would contact him about doing further work and investigating of the lights. The property manager noted that there are currently no up-lighting on the American flag and would like the permission to pursue rectifying that also.

C. *TV and sound system in fitness center:* The Board was presented with 3 proposals from different companies for the upgrade of the current inoperable sound system in the fitness center. The 4 main televisions in the fitness center currently do not have the cable line technology and would need to be upgraded, as well. The Board would like to discuss this further and present the proposals to the Fitness Center Committee, for their opinion on the project.

D. *Door Fob entry system* - Earlier and again at the meeting three different proposals were presented to the board to review for the revamp of the entry fob system of the pool house, club house and gates. These proposals were requested due to the system being obsolete and no one able to make repairs on the system and no ability to get resident information and/or access information. The board discussed the option or difference of card access and/or fobs. The timeline of the system repair and the system being down was discussed also.

E. *Newsletter* - The 2nd Quarter Newsletter will be going out April 1st. The Newsletter will have articles explaining the fees and why we pay them, the change in trash service, the request for use of specific heavy duty animal proof bags and possible neighbor help with toters. The deadline for the committee submissions is the 15th of the month prior to the release date. The next Newsletters will be released July 1st and October 1st.

II. ACTION ITEMS

Vote on the following:

- A.** *Move public comment session back to end of meeting* – Previously the Board had approved to move the public comment section of the meeting to the beginning, however, the Board now believes they will possibly answer most of the homeowners questions during the meeting so moving public comment back to the end would be beneficial to prevent repeating information. Kathy Ara made a motion to have the public comment session moved back to the end of the meeting. Bruce Summer 2nd that motion.
- B.** *Trash – Waste Industries:* The property manager Shelby Handlin presented the Board with the latest revised proposal from Waste Industries for curb side trash removal. Shelby Handlin explained how the bag pick-up option will work with the part time residents, what type of bags the company recommends (raccoon proof bags from the local hardware store), day and time of when the bags should be placed out, as well as, the toters was discussed also. Board members noted that part time neighbors wanting to continue using toters need to talk with neighbors and neighbors need to help one another to make this work. The board asked Shelby Handlin to select a date in May for a toter swap. Kathy Ara motioned to accept the Waste Industries contract. Bruce Summer 2nd that motion.
- C.** *Pool Contract* – After reading the Pool and Fitness Committee representative Ed Lightcap's summary from the committee and their unanimous recommendation for Coastline Pool Service for the 2015 summer season pool maintenance, Kathy Ara motioned to Accept the Coastline Pool Service contract for the 2015 summer season. Bruce Summer 2nd the motion. The contract was signed.
- D.** *Delinquent Dues Fine System* - Kathy Ara explained the fine system which the Board would like to adopt for enforcement for owners who are in arrears. Without giving names, Kathy Ara discussed how much some residents owe and explained further why the Board needs to be more assertive with these delinquent accounts. Many have gone on an extremely long time. Kathy Ara made a motion to Accept the Delinquency Fine System proposed. Bruce Summer 2nd the motion.

The Board has established the delinquent fine system of the following:

30 Days Late

- \$35 Administration Fee
- Fob deactivation
- Any additional community late fees

60 Days Late

- Another \$35 Administration Fee (will continue each month)
- Continue Fob deactivation
- Any additional community late fees

90 Days Late

- Send to the attorney (attorney fees will be added to account also)

➤ *Any amount of delinquency forfeits any ability to present an ARB application and an automatic denial ,if so.*

E. Bruce Summer motioned to Accept the revamp of the fob entry system proposal from Security Instrument. Kathy Ara 2nd that motion. The contract was signed.

III. NEW BUSINESS

A. The Board and attendees were notified of the next meeting date and time. At that meeting the Board will notify every one of the final trash toter swap date.

B. Kathy Ara gave an update on the Developer provided Audit. The audit will make a clarification of the previous reserve payments and/or a lack of. The audit will also verify taxes were filed and completed properly.

IV. OPEN FORUM Q&A (15 minutes)

V. ADJOURN

At 4:44pm Bruce Summer made a motion to adjourn the meeting. Kathy Ara 2nd that motion.