

Breakwater Estates
Board of Directors Meeting Minutes
March 14, 2015

The Breakwater Estates board of Directors met at the home of Board President Maryl Kerley on Saturday, March 14, 2015. Present at the meeting were: Brian Eichenlaub, Maryl Kerley, Karen McGavin, Scott Standiford, Doris Walsh, Grace Gannon and Frank Frazzano from the board. Also attending was Jennifer Fannin, Property Manager from Sea Scape.

President Maryl Kerley called the meeting to order at 9:10 am.

Minutes of the November 7, 2014 Meeting

Grace Gannon presented and the minutes (Brian Eichenlaub, Secretary, was not able to attend) and they were read by all with no corrections suggested. Grace Gannon made a motion to accept the minutes as presented and Karen McGavin seconded. The motion carried.

Minutes of the May 17, 2014 Meeting

Brian Eichenlaub presented and the minutes and they were read by all with no corrections suggested. Doris Walsh made a motion to accept the minutes as presented and Brian Eichenlaub seconded. The motion carried.

Treasure's Report

Doris Walsh, BWE Treasure, presented the treasure's report. The community has \$35,878.83 in the Community Bank CD, \$4,881.08 in the Community Bank Checking Account and \$57,972.05 in the two other Community Bank CD's and \$24,134.62 in the Community Bank Road Reserve Funds account for a total of \$122,866.58

We were under budget this year for snow removal. There were only two snow events this winter as opposed to six last year. This saved the community \$500.00 in snow removal costs.

Budget Discussion – Board decided to keep association dues at \$480.00 per home. This is the same amount as last year.

Three homeowners have overdue expenses – Not many homeowners and they are less than 30 days overdue.

Property Managers Report: Jennifer Fannin from SeaScape presented the Property Managers Report.

1. A house is in foreclosure and landscaping needs to be done. \$35.00/visit or about \$90.00/month. Accepted contract. All agreed
2. The “No Parking” sign at Breakwater Drive and Rusty Anchor is missing. It was agreed not to replace the sign and to have the remaining pole removed. It was probably damaged during snow removal.
3. A sewer top that was missing was found and put back in place at Beacon and Lighthouse Drives. Perhaps a snow plow knocked it off when plowing due to a dip in the road at this location. Cold patch will be used to fill the dip and cracks which were missed last summer will be also filled this spring.

Old Business

- **School Buses in BWE**
 - All OK with busses.
 - Trash trucks are still a problem. It was observed that Waste Management trucks were still cutting through on Fridays. House at 21 Lighthouse Drive and 5 Beacon still uses Waste Management. Ms. Fannin will contact owners and let them know that we use Waste Industries only.
- **Signatories on Bank Accounts – Send approved November minutes to the Bank**
 - Checks for Deposit – Ms. Fannin could deposit checks if Grace Gannon or Doris Walsh is not available to deposit checks. We should have another board member able to sign and deposit checks. No decision was made as to which member.
- **Status of Verizon lines on Beacon Drive**
 - Ms. Fannin wrote a letter to Verizon regarding the wire crossing five homes on Beacon Drive. It has been almost a year since the wire was installed and repeated phone calls and letters have not been successful.
 - Ms. Fannin will ask the five home owners to individually call and write letters to Verizon and also call Verizon’s Customer Retention Office.
 - Pete Schwartzkopf, the District 14 state representative in Dover, will also be contacted to see if he could intervene and help.
- **Storage of Records**
 - Community Bank charges \$125/year for a 10” x 10” safety deposit box. That is not big enough to hold the community records and important incorporation documents.
 - Will check with other banks, perhaps, main branches.
 - Frank Frazzano will check with our law firm to see if they could store the community records or have suggestions as to where they could be safely stored.
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- **Status of House at 3 Breakwater Drive**
 - The house is missing siding. Ms. Fannin has sent emails to the owners to fix the problem. There have been no responses. The house has been empty for at least six months. Ms. Fannin will send a letter to the owners by certified mail to rectify the situation with a copy to the owner via regular mail.

New Business

- **New Community Directory**
 - A new directory will be produced listing the names and addresses of residents. Residents may opt out at the community meeting if they do not want to be listed or email that information to Maryl Kerley or Jennifer Fannin.
- **Next Board Meeting is May 16, 2015**
 - Meeting will be held at Maryl Kerley's home beginning at 9:00 am. Jennifer Fannin will not be able to be present due to prior commitments.
- **1 Breakwater Drive**
 - Tree needs to be trimmed or removed. Ms. Fannin will write letter to the owners.
- **Community Yard Sale – Saturday, May 23, 2015 at 8:00 am – 12 Noon**
 - It will be held on the Saturday of Memorial Day weekend – May 23, 2015 – from 8:00 am – 12 Noon. We will advertise in the *Cape Gazette*. Sunday rain date.
- **Annual Meeting – Get Ready - Saturday, June 6, 2015 at 9:00 a.m. at Epworth Methodist Church**
 - Elections will need to be held at this meeting. Yes, it has already been two years! Hopefully, all will consider running and staying on the board. THANK YOU all for your service.

Meeting adjourned at 11:10 am. Maryl Kerley moved and Scott Standiford seconded.
All approved.

Respectfully Submitted,

Brian E. Eichenlaub
Secretary, Breakwater Estates

Breakwater Estates Board of Directors
Agenda
March 14, 2015 – 9:00 am
14 Breakwater Drive

1. Call to Order:
2. Approval of November 7, 2014 Minutes – Grace
 - Approval of May 17, 2014 Minutes - Brian
3. Treasurers Report –Doris
 - Current Financial Account Balances
 - Current Budget vs. Actual Report
 - Delinquency Report
4. Property Managers Report – Jennifer
5. Old Business
 - School Buses in BWE
 - Signatories on Bank Accounts – Send approved November minutes to the Bank
 - Status of Verizon lines on Beacon Drive
 - Storage of Records
 - Status of House at 3 Breakwater Drive
6. New Business
 - Next Board Meeting is May 16, 2015
 - Community Yard Sale –
 - Annual Meeting – Get Ready
7. Adjournment