

Breakwater Estates
Board of Directors Meeting Minutes
Saturday, April 16, 2016
9:00 am

The Breakwater Estates Board of Directors met at the home of Board Member Brian Eichenlaub on Saturday, April 16, 2016. Present at the meeting were Board members: MJ Melah, Grace Gannon, Brian Eichenlaub, Karen McGavin, Doris Walsh and Marc Kosiorowski, Property Manager from Sea Scape.

Call to Order

President Doris Walsh called the meeting to order at 9:00 am.

Approval of Minutes

Minutes of the Board of Directors January 16, 2016 Meeting

Brian Eichenlaub presented and the minutes and they were read by all with a few corrections suggested. MJ Melah made a motion to accept the minutes as amended, and Doris Walsh seconded. The motion was carried by all.

Minutes of the Annual Community Meeting June 6, 2015

Brian Eichenlaub presented and the minutes and they were read by all with several corrections. Doris Walsh made a motion to accept the minutes as amended, and MJ Melah seconded. The motion carried. After corrections are made, these minutes will be included in the community letter for the next Community Meeting on June 4, 2016.

Property Manager's Report

Marc Kosiorowski, Sea Scape Property Manager for BWE, presented the Property Manager's Report.

Speed Limit Signs: The two speed limit signs facing the same way have been switched to different directions at the intersection Lighthouse Drive and Light Ship Drive.

Lighthouse Road Branches: The branches on Lighthouse Road, in the yard between 5 and 7 Lighthouse, have been removed from the yard. The owners at 7 Lighthouse removed them. Thank you!

Trees at Entrance to Breakwater Estates from Munchy Branch Road: The trees are falling into the roadway and growing in a way to block drivers' ability to turn onto Munchy Branch Road. A letter was sent and some of the branches have been removed. Marc will be calling about the tree on the owner's property and see if they will trim it back further.

Landscaping Contract: We have signed the landscaping contract with Maxwell's for the year.

Weed Pro Contract: Contract for this year was approved by the Board.

Storm Water Pond: Need to stop by and see if the pond needs maintenance.

Late Fees: Homeowners have been catching up. Letters have been sent about the late fees accruing as well as Lawyers' fees. Brian asked if anyone has called the two homeowners with the largest dept. They had not. Brian volunteered to do so. [Both homeowners were called by Brian on April 26, 2016. Brian spoke with both owners. The situation was explained and asked to call Marc to catch up with late payments. Both owners were very appreciative of the phone call.]

Architectural Review Committee (ARC) Applications: Two ARC Applications came in. Board approved them both.

Regular Drive Through by Marc: Marc makes a regular drive through our neighborhood, especially after storms, looking for damage and then he could report it to the homeowners.

Treasure's Report

MJ Melah, BWE Treasure, presented the treasure's report. The community has a total of \$146,836.93 .

CD Rates: Frank Frazzano is to be looking into the maturing CD's and for higher rates in renewal. Unfortunately, Frank was not at meeting so could not update us with his findings.

2016-2017 Budget: Next year's budget was reviewed and discussed for presentation at the Community Meeting. BWE received an additional \$250.00 for the sale of a house and an additional \$400.00 in late fees.

It was agreed upon to shift \$200 from Committees and put \$100 more into Meeting Expenses and \$100 more into postage.

2016/2017 Community Dues: It was agreed by the Board to keep Community Dues the same for this year at \$480 per homeowner. Brian moved to accept, Karen seconded and all agreed.

Old Business

Piney Glade Community Association asked if our BWE Board of Directors would join them in writing letters of support to Peter Schwartzkopf, Speaker of the House, Delaware House of Representatives, Ernesto Lopez, State Senator, Delaware State Senate, Jennifer Cohan, Secretary, Delaware Department of Transportation and George B. Cole, 4th District Councilman, Sussex County Council, into making safety improvements to

Munchy Branch Road to access our homes and to have access to the Junction and Breakwater Trail. Brian Eichenlaub wrote and mailed the letters February 25, 2016.

\$100 check was sent to Delaware Hospice Center, in Milford, DE in long time Board Member, Scott Standiford's memory, from the Breakwater Estates Community.

Both the old and new budget will be included in the mailing for the 2016 Community Meeting on June 4, 2016.

New Business

New Board Member: Lana Warfield was asked to fill the vacant Board position. All agreed and it will be announced at the Community meeting.

Rental Owners: Owners who rent their properties out are responsible to provide renters a copy of our Community Covenants. – Marc will put that out in the newsletter and at Community Meetings.

Incident Reports: No incidents to report.

2016 Community Meeting: The 2016 BWE Community Meeting is scheduled for Saturday, June 4, 2016 starting at 9:00 am. Set up will begin at 8:00 am. Need: To send out Notice of Meeting; Agenda; Proxys; Financials – including Budget vs. Actual, and 2015-15 and 2016-17 budgets; Minutes from 2015 Community Meeting.

Agenda Item: Yard Sale: At the community meeting, need to take a vote if the community wanted to hold a yard sale this year. If so, we would schedule it on Labor Day weekend, September 3 or 4, 2016.

Next Board meeting will be on July 23, 2016 at MJ Melah's home at 9:00 am.

Meeting adjourned at 11:46 am - Karen moved and Grace seconded. All approved.

Respectfully Submitted,

Brian E. Eichenlaub
Secretary, Breakwater Estates