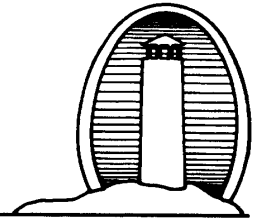


# Breakwater Estates

Homeowner's Association, Inc.

2 Rusty Anchor Drive  
Rehoboth Beach, DE 19971



## **Breakwater Estates**

Board of Directors Meeting Minutes

HPS Office

17298 Coastal Highway, Unit 1, Lewes, DE 19958

Saturday, April 14, 2018

9:00 am

The Breakwater Estates (BWE) Board of Directors met at HPS offices located at 17298 Coastal Highway, Unit 1, Lewes, DE 19958. Present at the meeting were Doris Walsh, Grace Gannon, Brian Eichenlaub, MJ Melah Mike Forry, Lana Warfield and Zack Butler, HPS Property Manager.  
Absent: Karen McGavin

### **Call of Order**

Co-President Doris Walsh called the meeting to order 9:07 am.

### **Approval of Minutes**

There were more Board meetings than usual due the change in property management companies. Five meeting minutes were presented to Board members via email and changes made by email. They were reviewed at this meeting one last time and voted on. The minutes were:

- Annual Community meeting of June 10, 2017. Doris Walsh made a motion to accept the minutes as presented and MJ Melah seconded. All approved.
- Board meeting of September 16, 2017 – Doris Walsh made a motion to accept the minutes as presented and Lana Warfield seconded. All approved.
- Board meeting of November 11, 2017 – Mike Forry made a motion to accept the minutes as presented and Doris Walsh seconded. All approved.
- Board meeting of December 10, 2017 – Brian Eichenlaub made a motion to accept the minutes as presented and Doris Walsh seconded. All approved.
- Board meeting of March 10, 2018 – MJ Melah made a motion to accept the minutes as presented and Mike Forry seconded. All approved.

### **Treasure's Report**

As of March 31, 2018, there were 4 home owners that were behind in dues. Two very behind including late fees.

HPS will be converting our Quick Books financials and switching them to their financial system.

## **President's Report**

Review items needed for Annual Community Meeting on June 9, 2018

- Mailing out to the community four weeks in advance of meeting. Included in mailing: Meeting agenda, draft minutes from last year's community meeting, latest community financials, homeowner proxy, proposed covenant changes and email authorization form.
- Hand out fliers to community week before the June meeting: MJ, Brian, Grace and Lana.

## **Property Manager's Report**

Zack will assemble all the items for the meeting packet mailing. He will develop the agenda, Brian will supply the draft minutes, MJ and Zack the financials, Lana the proposed covenant changes and Zack will update the proxy and the email authorization form for the packet.

Annual yearly taxes and financial review – Zack recommended David S. Nilsson to complete a yearly financial review. He will find out cost and report back to the Board.

## **Old Business**

Roads – We now have four bids for crack and sealing the roads for this year. Matt's Paving looks to be the best bid in terms of quality and cost. Zach will invite Matt to the community meeting in June to help answer questions.

Late Fees – With a new property management company, discussion occurred about our current late fee policy. It was decided to update the policy.

After much discussion, the Board members developed the new policy which will be presented at the June community meeting. The new policy is to charge \$25.00/month for two months per quarter. So the max will be \$50.00 of late fees per quarter or \$200/year for late community dues. MJ Melah moved to accept. Doris Walsh seconded and all members approved.

## **New Business**

Preserving community tree cover – It was presented that we may want to develop a policy, perhaps in the covenants about tree removal on a homeowner's property over a certain size. After discussion, it was thought to be not needed at this time and difficult to enforce.

Blue house on the corner of Breakwater Drive and Lightship Drive – Updates. House has new owner and is fixing up house. Welcome!

Trucks and school buses through the community – How to stop the drive-thru? Discussion occurred with no resolution – yet.

Snow removal – Reviewed last year's performance. Walker's snow removal service received high marks. Were we over budget? We were not. Decided to renew contract for this year.

Community Dues – In trying to address concerns from homeowners at last year’s annual meeting, the Board discussed lowering the HOA fee this year. Currently it is \$480/year or \$120/quarter. After much discussion, it was decided to let the homeowners decide at the annual meeting in June. We would suggest to lowering the yearly dues to \$450/year or \$112.50/quarter and let the homeowners decide the HOA fee.

**June Community Meeting** – The annual June Community meeting will be held on **Saturday, June 9, 2018 at the Lewes Library located at 111 Adams Avenue, Lewes, DE**. This is the same location as last year.

**Next Meeting** – The next Board meeting will be on Saturday, July 14, 2018 at the HPS offices located at 17298 Coastal Highway, Unit 1, Lewes, DE 19958 at 9:00 am.

Meeting adjourned at 11:37 am – Grace Gannon moved to adjourn and Brian Eichenlaub seconded. All approved.

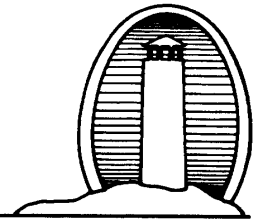
Respectfully Submitted,

Brian Eichenlaub  
Secretary, Breakwater Estates

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Homeowner's Association, Inc.

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## Breakwater Estates Homeowners Association Board of Directors Meeting Agenda

Saturday, April 14, 2018

9:00 am

HPS Offices  
17298 Coastal Highway, Unit 1  
Lewes, DE 19958

### AGENDA

1. Call to Order – 9:00 am
2. Approval of Minutes
3. Treasurer Report
4. Property Managers Report
5. New Business
6. Old Business
7. Adjourn