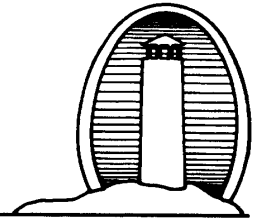


Breakwater Estates

Homeowner's Association, Inc.

2 Rusty Anchor Drive
Rehoboth Beach, DE 19971



Breakwater Estates

Board of Directors Meeting Minutes

Saturday, October 12, 2019

9:00 am

The Breakwater Estates Board of Directors met at the HPS Offices, 17298 Coastal Highway, Unit 1, Lewes, DE 19958 on Saturday, October 12, 2019. Present at the meeting were Board members: Brian Eichenlaub, Lana Warfield, Mike Forry, Bill Bonn, Nichole Davick, MJ Melah, and Hector Justiniani, HPS Property Manager for Breakwater Estates. Absent: Karen McGavin

Call of Order

- MJ Melah called the meeting to order 9:00 am.

Approval of Minutes

- Brian Eichenlaub presented the July 13, 2019 Board meeting minutes. Minutes were reviewed with changes. Motion to approve the minutes as amended was made by Nichole Davick and seconded by MJ Melah. All approved.
- Brian also distributed the final approved minutes from the April 13, 2019 meeting.

President's Report

- MJ Melah reported all was going well since the last meeting.
- Had very positive feedback to the new community newsletter which was restarted by the Communication Committee composed of MJ Melah, Bill Bonn and Nichole Davick. Lana offered to make more copies for the distribution box located at the mailboxes, since we are out. Thank you, Lana!
- The street light at 12 Beacon has been repaired since the last meeting. Thank you, Hector.
- 20 Rusty Anchor is being taken over by PNC Bank.
- Remind folks that there is no parking on the street.
- Remind folks that RV's in the driveway are OK for one or two days. Owners need to follow community covenants.

Treasurer's Report

- Nichole Davick reported that the community had a total of \$217,314.36 in total assets.
- One community CD is coming due on October 17, 2019. MJ Melah and Nichole Davick presented a number of Community Bank CD rates. They were not happy with any of them. They will continue to check other bank's CD rates and pick the best rate of return for the community.

- BWE budget was reviewed. Under Operating Expenses, amounts in lines 7280 (Insurance Premium) and 7281 (Insurance Officers Liability) were reversed. Hector Justiniani will correct this error.

Property Manager's Report

- **Trash Pick Up** – Hector Justiniani presented two bids for trash pick-up for BWE – one from Waste Industries and one for Waste Management of Delaware, Inc. Waste Industries had the best prices and service. The Board chose Waste Industries as our trash pick-up provider. Everyone in the community is asked to use Waste Industries to get the best price and to keep the number of large trucks through our community to a minimum.
- **Architectural Review Guidelines** – There was a discussion to review and revise the Architectural Review (ARC) guidelines. Also, maybe include them in the second quarter newsletter, if there is room.
- **Metal Recycling** – Did not occur this summer. Will look into having it in the spring.

New Business

- **Violations** – Several homeowners very late with community due payments. A house on Beacon needs to have their grass cut. Hector will contact the owners and address the issues.
- **Communication Committee** – All agreed, the first community newsletter in years was very popular. MJ and group members are working on the second quarter newsletter and should be sent out in November, 2019. Thank you!
- **Architectural Review** – One application was reviewed. It was denied, pending on the granting of a variance from the county.
- **Point of Contact** – After discussion, it was agreed that the BWE President will be the point of contact to the Property Manager concerning contracts and agreements with vendors.
- **New Homeowner Fee** – The \$250.00 fee that had been collected over the last two years has been rescinded and was not collected in the last house sale in the community. The other three fees previously collected will be returned to the owners who paid them in settlement.
- **HPS Office Supplies and other miscellaneous charges** – The Board reviewed several miscellaneous charges for office supplies and conference calls (\$35) which adds to the community bill. Also, the community is being charged to house the community archives at the HPS offices. The Board agreed to move the community archives to the treasure's home from HPS to save on the storage charges from HPS. Moving forward, the Board would like to be informed of these charges ahead of time.

Next Meeting – The next Board meeting will be on Saturday, January 11, 2020 at the HPS offices located at 17298 Coastal Highway, Unit 1, Lewes, DE 19958 at 9:00 am.

Meeting adjourned at 11:00 am – Nichole Davick moved to adjourn and MJ Melah seconded. All approved.

Respectfully Submitted,

Brian Eichenlaub
Secretary, Breakwater Estates



BOARD MEETING AGENDA

**October 12, 2019 9:00 AM
HPS Conference Room**

1. Call to Order
2. Approval of Minutes of Preceding Meeting
3. President's Report
4. Treasurer's Report - Financials
5. Property Management Report
6. Old Business
 - a. Covenant Change Review
 - b. Landscaping, trimming, cleanup and entrance beautification
 - c. Metal Recycling
7. New Business
 - a. Communication committee
 - b. 2nd quarter newsletter
 - i. Amendment FAQs
 - ii. ARC Application for Home Improvements
 - iii. ARC Guidelines
 - c. \$250.00 Beautification Charge
 - d. HPS Office Supplies Charge
 - e. Community Noncompliance Penalties
 - f. Community Bank CDs
 - g. BWEHOA Emails
 - h. Waste Industries Proposal
 - i. HPS Auto transfer to Fulton Bank
 - j. Bad Debt Forgiveness
 - k. Changing to Calendar Year
8. Adjourn