



Breakwater ESTATES

PO Box 1056
Havre de Grace, MD 21078

Phone: (302) 227-7878
Board Email: bwehoabod@gmail.com

Breakwater Estates

Board of Directors Meeting Minutes
Saturday, January 11, 2020
9:00 am

The Breakwater Estates Board of Directors met at the HPS Offices, 17298 Coastal Highway, Unit 1, Lewes, DE 19958 on Saturday, January 11, 2020. Present at the meeting were Board members: Brian Eichenlaub, Lana Warfield, Karen McGavin, Mike Forry, Nichole Davick, MJ Melah, and Hector Justiniani, HPS Property Manager for Breakwater Estates. Absent: Bill Bonn

Call of Order

- MJ Melah called the meeting to order at 9:02 am.

Approval of Minutes

- Brian Eichenlaub presented the October 12, 2019 Board meeting minutes. Minutes were reviewed with changes. Motion to approve the minutes as amended was made by Lana Warfield and seconded by Nichole Davick. All approved.

President's Report

- MJ Melah reported all was going well since the last meeting and no issues she is aware of have come up.
- We will be working on the next community newsletter. MJ would like to expand the newsletter committee. If anyone knows of anyone wanting to get involved, please let MJ know.
- Asked what items to include in this newsletter: Waste Industries info – Green for Life (GFL), ballot update on covenant change, USPS informed delivery, financial year shifting, Board meeting dates, how to report a burned out or blinking street light.

Treasurer's Report

- Nichole Davick reported that the community had a total of \$216,308.20 in total assets.
- Two CD's coming due at Community Bank – January 17, 2020 – We will move the CD's to a Fulton Bank Money Market for higher rate of return.
- Moving six months of reserve fund to Fulton Bank (June to December funds) due to new fiscal year – January 1 – December 31. (Previously the fiscal year was July 1 – June 30)
- A \$150 HPS Property Management charge was reviewed and questioned – it was for a BWE house settlement in BWE - two hours of HPS management time at \$75/hour. Usually the buyer pays these charges, but due to a very complicated and confusing settlement, the community was charged. MJ Melah requested that the President be informed of unusual fees and the reason(s) why, before they are charged to the community.

Property Manager's Report

- **Change in Fiscal Year** – BWE is changing its fiscal year from the current July 1-June 30 to January 1-December 31. This will help align the community finances with tax reporting and other end of the year financial reports.
- **Budget** – The 2020 budget looks good and community dues will remain the same, pending homeowners' approval at the community meeting on June 13, 2020.
- **Architectural Review** – The denied plan from previous meeting were amended and changed to meet community guidelines since no variance was granted by the county. The redesigned renovation was approved.
- **Renewal of HPS Contract** – The contract is up for renewal. It expires on December 31, 2020. We need to give HPS 90 days notice if we are renewing or cancelling our contract. Hector thinks all amounts will remain the same but will inform us over the summer if prices will increase.
- **Community Contracts** – Wire grass spraying, snow removal, insurance and HPS contracts all signed and in order. Hector will check with Maxwell about mowing the common areas. No signed contract at this time.

New Business

- **Violations**
 - 20 Rusty Anchor Drive is going up in a sheriff's sale on January 21, 2020. Lana Warfield shared information about what happens in a sheriff's sale. If not purchased in the sale, houses often then go to a local realtor and are put on the open market for sale. 20 Rusty Anchor is \$1165 behind in community dues. The Board will pursue the back dues, but because of the home being a bank foreclosure, and placed in a sheriff's sale, chances are not good of securing the back dues.
 - Two other homeowners are in arrears in community dues for over a year. After many attempts in securing payment, payment plans, and so on, the Board decided to turn it over to a community lawyer for collection.
- **Beautification Fee Settlement** – Three refunds were sent to the homeowners who were charged the fee.
- **Ballot Tally for Amendment** – As of January 21, 2020, HPS has received 18 ballots for the amendment and 2 against the amendment. The deadline is February 15, 2020.
- **Annual Meeting** – Saturday, June 13, 2020 - Lewes Library from 9:30 – 12:00 Noon in the large meeting room. The 2021 budget will be discussed and voted on. No Board elections this year.
- **Beautification Committee** – We will ask if there are any homeowners interested at the meeting again this year.
- **Email Blasts** – Hector will send out two email blasts reminding homeowners to vote on the amendment before the deadline.

Next Meeting – The next Board meeting will be on Saturday, April 18, 2020 at the HPS offices located at 17298 Coastal Highway, Unit 1, Lewes, DE 19958 at 9:00 am.

Meeting adjourned at 10:50 am – Mike Forry moved to adjourn, and Lana Warfield seconded the motion. All approved.

Respectfully Submitted,

Brian Eichenlaub
Secretary, Breakwater Estates



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BOARD MEETING AGENDA

January 11, 2020 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. Change of Fiscal Year to Calendar Year
 - b. Refund of Beatification Fee at Settlement
7. New Business
 - a. Sheriff's Sale 20 Rusty Anchor January 21st
 - b. Amendment Ballot Tally
 - c. Contracts
 - i. Walker (Snow Removal)
 - ii. D.R.'s Landscaping (Wire Grass)
 - iii. Insurance
 - iv. HPS
 - d. Annual Meeting Date & Location
 - e. 2021 Budget Meeting
8. Adjourn