



Breakwater ESTATES

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Breakwater Estates

Board of Directors Meeting Minutes

Saturday, August 15, 2020

9:00 am

The Breakwater Estates Board of Directors met virtually due to the pandemic on August 15, 2020 at 9:00 am.

Present at the meeting were Board members: Brian Eichenlaub, MJ Melah, Karen McGavin, Lana Warfield, Nichole Davick, Bill Bonn, and Hector Justiniani, HPS Property Manager for Breakwater Estates. Absent: Mike Forry

Call to Order

- MJ Melah called the meeting to order at 9:03 am.

Approval of Minutes

- Brian Eichenlaub presented the June 20, 2020 Board meeting minutes. Minutes were reviewed with no changes. Motion to approve the minutes was made by Lana Warfield and seconded by Nicole Davick. All approved.
- Brian also asked Board members to review last year's annual community meeting minutes from last June 8, 2019 for the last time. Any revisions need to be made now, since these will be included in the packet for the October 10, 2020 annual community meeting.

President's Report

- Paper statements for this year were not sent out as usual. Due to the change from fiscal to calendar year, January-December, the Board missed sending them out in July. MJ sent out statements to those who requested them and to those who had not yet made a quarterly payment to remind them of their dues. Also, we should keep reminding folks in the newsletter about the new calendar year and quarterly statements, as well as the community meeting in October.
- A resident had some difficulty understanding the statement and understanding the credit listed since her dues were paid in full in the first payment. Hector answered all the questions and helped resolve the issue.
- Tree damage from large storm at main entrance at Breakwater Drive and Munchy Branch Road. County came to clear a large tree which fell on Munchy Branch and Breakwater Drive. And Bill also did a nice job in getting the rest of the tree removed.
- Discussion occurred over what is community property and 2 Breakwater's property at the entrance by the sign. Also, does the community have responsibility for any trees? Most trees

are on private property in the community. The only trees belonging to the community are the trees at the storm water pond behind the mailboxes. We need to continue to trim and cut back that area to maintain the storm water pond.

- Lana Warfield shared a property map for the entire development so all properties in the community could be viewed. It will be posted on the website.
- A large tree on Breakwater Drive fell over and damaged a fence. All resolved.
- Beacon Drive – Resident lost part of their fencing. Hector sent an email and it is all fixed.
- Lighthouse Drive – Mattress in driveway and storm door flapping – Hector sent letter to homeowner to remove/dispose of it.
- Beacon Drive – Construction is going on – two dumpsters in front. Looks like a total gut. They did not submit an ARC application, but it looks like a permit is posted. Will get a picture of permit and Hector will send a letter of inquiry.
- Annual Community Meeting – Need to mail packet one month in advance of meeting.
 - Packet to include:
 - Cover letter
 - Virtual meeting instructions
 - Proxy
 - Agenda
 - Minutes from last community meeting
 - Community budget and financial statements
 - Return envelop with stamp for returning of proxy

Treasurer's Report

- Nichole Davick reported that the budget looks good for the annual meeting and that dues do not need to be raised for coming year.
- Contracts are signed for next year. Waiting for snow removal contract from Walker. May need to find another snow removal company. Our community is on the small side of the communities they work on.
- One CD maturing at Community Bank on October 17, 2020. We will move the CD's to a Fulton Bank Money Market for higher rate of return.
- As CD's have matured, they have all been moved into Fulton Bank's Money Market due to the higher rates.
- There was not a review of the financial statement at the meeting.

Property Manager's Report and Old Business

- **ARC Application** - Rusty Anchor Drive approved
- **ARC Application** - Lighthouse Drive approved
- **Late Fees**
 - Due the pandemic, late fees were suspended starting in March. It was decided to continue this through the end of December 2020. This will be revisited in the January 2021 Board meeting.
 - 20 Rusty Anchor Drive has not yet settled. Over \$1700 community dues outstanding. Last payment was April 2018. Is there a way we could recoup the late fees from PNC? That will happen at settlement for the house to transfer. Hector informed us that the resale packet went out on April 15, 2020 listing the fee. Since it has not yet settled, the packet will need to be refreshed before it goes to settlement.

New Business

- **Community Newsletter Items** – Want to include that the new homeowner fee has been discontinued and the \$750 that was in the beautification account has been returned to the 3 homeowners.
- **Spraying for Wiregrass** – Sprayed end of June and will also be sprayed in September. Hector will check to confirm the date.
- **Budget Meeting** – Budget and community balance sheet will be included with the community meeting packet.
- **Ground Maintenance Line Item** – Wire Grass contract and pond maintenance.
- **Landscaping Line Item** – Mowing and weeding at the entrances.
- **Library Fee for Annual Meeting** – Have it go to the 2021 meeting in lieu of a refund.
- **Virtual Meeting Info** – If by the end of the month, things have not improved, we will have the community meeting go virtual. If it is virtual, Hector will send out instructions (with link to a video) as to how to join the meeting.
- **HPS Management Contract** - Hector Justiniani, – The HPS management contract still needs to be ratified by the end of the month. Discussion occurred. Brian Eichenlaub moved to accept the new HPS management contract, which locks in the rate for three years. Lana Warfield seconded. All approved to renew the three-year contract.

Next Meeting – The next Board meeting will be part of the annual community meeting on Saturday, October 10, 2020. It will be a virtual community meeting, our first one.

Meeting adjourned at 10:32 am – Karen McGavin 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

August 15, 2020 9:00 AM

Google Meets

1. Call to Order
2. Approval of Minutes of Preceding Meeting
3. President's Report
 - a. Annual Meeting Preparation
 - i. Annual Meeting Location – Library or Virtual
 - ii. 2019 Annual Meeting Minutes
4. Treasurer's Report - Financials
5. Property Management Report
6. Old Business
 - a. Management Contract Renewal
 - b. Status on 20 Rusty Anchor
 - c. Status on Lien on Breakwater Drive
 - d. Wire Grass Spraying
7. New Business
 - a. Paper Statements
 - b. Late Fees
 - c. 2021 Budget Meeting
8. Adjourn