



# Breakwater ESTATES

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## **Breakwater Estates**

Executive Board of Directors Meeting Minutes  
Saturday, January 14, 2023  
9:00 am

The Breakwater Estates Board of Directors held an Executive Board meeting virtually, due to the pandemic, on Saturday, January 14, 2023 at 9:00 am.

Present at the meeting were Board members: MJ Melah, Brian Eichenlaub, Lana Warfield, Karen McGavin, Bill Bonn, Lisa McFate, Joanne McShalley, and Hector Justiniani, HPS Property Manager for Breakwater Estates.

Also present were homeowners Cara Radosevich (10 Light Ship Drive), Kristen Hoen and Mark Anton (10 Lighthouse Drive)

### **Call to Order**

- MJ Melah called the meeting to order at 9:06 am.

### **Approval of Minutes**

- Minutes from the July 9, 2022 Executive Board meeting were presented and reviewed. No changes were made.
  - MJ Melah moved to accept the July 9, 2022 minutes as written. Lisa McFate seconded. All approved.
- Minutes from the August 20, 2022 Executive Board meeting were presented and reviewed. No changes were made.
  - Joanne McShalley moved to accept the August 20, 2022 minutes as written. MJ Melah seconded. All approved.
- Draft minutes from the October 8, 2022 Annual Meeting were presented to the Board for review before they are posted on the community website for review. These draft minutes will be presented in the October 2023 Annual Meeting for approval. The community will have the opportunity to review them for the next ten months and let me know if there are any changes needed.

### **President's Report**

- Quiet in the community this past quarter. MJ received a question about Joanne's appointment to the Board. MJ explained it was not an election year, and we had an immediate opening and a need of a new board member since Nichole Davick moved out of state.
- New construction of a stick-built residence on Breakwater Drive has begun.

- Three houses sold in the last quarter: 2 Breakwater Drive, 6 Breakwater Drive and 1 Beacon Drive.

## **Treasurer's Report**

- Lisa McFate, our new treasure, reported the community balances as of 1/13/23:

\$17,043.58	Working (Operating) Fund – HPS – Sea Coast (SC) Bank
\$262,329.98	Reserve Fund – Fulton Bank
\$ 279,373.56	Total

- Discussion took place about rising interest rates on CDs. Right now, the entire reserve fund is in Fulton Bank in a money market account. This was done when the CDs expired, and the money market account had a higher rate of return. Now that the CD rates are increasing, it may be time to move the money back into CDs. Several banks were mentioned, and Lisa and MJ will explore the rates and see what ones are best.

## **Committees**

### ➤ **Fun Committee and Short Term Rental Committee**

- Joanne McShalley – Presented ideas for the Fun Committee.
  - Creating a Breakwater Estates Facebook page – will be moderated by Joanne. The page will be created in the next few months.
  - Hold a yard sale this year – Proposed date is the weekend before Memorial Day (Saturday, May 20, 2023). This is the same date as Fieldwood's yard sale. With both neighborhoods having a yard sale on the same day, it will hopefully attract more interest and traffic.
  - Book library – a little library will be established in the community – details to follow.
- Lisa McFate – presented the ideas for the Short Term Rental Committee
  - Lisa along with Mark Anton presented their issues with a short term rental house next to Mark and issues he and Kristen had to deal with over the years. They would like those issues, and others, to be reviewed and addressed by the committee when it is formed.
  - This committee will be formed over the next few weeks and hopefully Mark and Kristen will be part of it.

## **Community Mosquito Spraying**

- Discussion occurred about this mosquito spraying again this year. A survey was sent out last year and 30 homeowners voted for continuing with the spraying and 16 homeowners voted against the spraying. We will continue with the spraying this season.

## **Annual Community October Meeting Notice and Documents by Email**

- Due to a change in Delaware law last year, homeowners' associations could now send out notifications and supporting documents electronically. Associations no longer need to spend money on paper, duplication and mailing costs.

- MJ will send all homeowners an “Authorization to Send Association Notices by Email” form. All homeowners are encouraged to complete the form and send back it back to the address listed at the bottom of the form. This will help save the community money on paper mailing of the meeting documents.
- Homeowners who do not want their documents electronically and want to continue to receive paper documents mailed to them do not need to complete the form.

### **Violations and Fines**

- It is the beginning of a new year. We will be cracking down on homeowners that have violations. We have been very lenient over the past two years due to covid, economics and other reasons. But we are going to be more vigilant and proactive regarding infractions.
- Two homes were signaled out for violations.
- Homeowners are notified of the infractions. If after several notices no corrective action is taken, fines are then levied. Homeowners either pay and correct the issue or fines will continue to accrue. If the fines are not paid, then a lien on the property is issued.
- The Board will send letters to the two homeowners asking them to correct the outstanding issues.

### **Signs**

- The street sign at the corner of Lightship and Lighthouse was blown down in one of our recent storms. Kevin Smith and Bill Bonn took it upon themselves to replace the rotten wood and re-install the street signs. THANK YOU Kevin and Bill!!!

### **Dead Trees at the Breakwater Drive Entrance**

- Most of the arborvitaes at the main entrance are brown and dead. We need to look into removing them and replacing them with new trees or shrubs.
- It was brought up that the bike trail will be extended along Munchy Branch Road as early as this summer. It looks like it will be on our side of Munchy Branch. If this is the case, it would be wise to wait to see how the bike trail will impact our entrance. It would be a shame to have new trees installed and then have them removed as the bike path is constructed.
- We also need to work out how to keep them watered once they are replaced – especially the first two years until they get established.

**Next Meeting** – The next Executive Board meeting will be April 8, 2023 at 9:00 am and will be held virtually.

Meeting adjourned at 11:34 am – MJ Melah moved to adjourn, and Karen McGavin seconded the motion. All approved.

Respectfully Submitted,

Brian Eichenlaub  
Secretary, Breakwater Estates



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## **BOARD MEETING AGENDA**

**January 14, 2023, 9:00 AM**

### **Google Meets**

1. Call to Order
2. Approval of Prior Meeting Minutes
  - a. 7/9/2022 and 8/20/22
  - b. Present and review Annual Meeting Community Minutes from October 8, 2022
3. President's Report
4. Treasurer's Report
  - a. December and January Financials
5. Old Business
6. New Business
7. Adjourn